Approving Checklist

This document serves as a checklist when approving.

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Travel Request

Remark: A Travel Request will be required if the traveler requests to go on a University business trip for more than 24 hours.

Approving Travel Request Checklist

☐ Correct Naming Convention
  – [Month] [Year] [Destination]
  – Example: SEP 2017 San Diego, CA

☐ Trip destination is clearly stated

☐ Personal Travel Details included (if applicable)

☐ Reviewed Header tab
  – Appropriate options were selected on the following fields:
    ➢ Request Policy
    ➢ Request/Trip Name
    ➢ How will you book your travel?
    ➢ Will hotel cost exceed $275 per night?
    ➢ Trip Type
    ➢ Start Date
    ➢ End Date
    ➢ Report/Trip Purpose
    ➢ Traveler/User Type
    ➢ Purpose
    ➢ Main Destination City
    ➢ State
    ➢ Regions Traveling To
    ➢ Does this trip contain personal travel?
    ➢ Division
    ➢ Department ID
    ➢ Fund

☐ Reviewed Segments tab
  – Estimated amount was selected appropriately
  – Estimated amount is within department’s budget

☐ Reviewed Expenses tab
  – Estimated amount was selected appropriately
  – Estimated amount is within department’s budget
Ensure these estimated travel expenses have been added *if applicable to the traveler’s trip* and reviewed:

- Airfare/ Airline Fees (Baggage, Wifi, etc.)
- Lodging
- Car Rental / Car Rental Gas
- Mileage
- Actual Per Day Meal Expense
- Actual Incidentals Per Day
- Registration Fee / Workshop
- Agenda or Program Flyer is attached for any conferences you attended
- Parking Fee, Tolls
- Taxi / Shuttle
Blanket Travel Request

Reminder: A Blanket Travel Request will be required if the traveler requests to go on a business trip less than 24 hours in California, within a fiscal year (July 1st – June 30th).

Blanket Travel estimated expenses will only apply to parking, mileage, tolls, and approved business meals with official University guest.

Approving Blanket Travel Request Checklist

☐ Correct Naming Convention
  – Blanket Travel FY [Year-Year]
  – Example: Blanket Travel FY 2017-2018

☐ Trip destination is clearly stated

☐ Personal Travel Details included (if applicable)

☐ Reviewed Header tab
  – Appropriate options were selected on the following fields:
    ➢ Request Policy
    ➢ Request/Trip Name
    ➢ How will you book your travel?
    ➢ Will hotel cost exceed $275 per night?
    ➢ Trip Type
    ➢ Start Date
    ➢ End Date
    ➢ Report/Trip Purpose
    ➢ Traveler/User Type
    ➢ Purpose
    ➢ Main Destination City
    ➢ State
    ➢ Regions Traveling To
    ➢ Does this trip contain personal travel?
    ➢ Division
    ➢ Department ID
    ➢ Fund

☐ Reviewed Expenses tab
  – Estimated amount was selected appropriately
  – Estimated amount is within department’s budget
Ensure at least one of these travel expenses have been added:

- Personal Car Mileage (make sure the mileage is within the distance allowed)
- Parking Fee
- Tolls
- Approved business meals with official University guest charged to a Procurement Card
Reminder: A Travel Expense Report will be required if the traveler incurred travel expenses for their University business trip.

Approving Travel Expense Report Checklist

☐ Correct Naming Convention
  – [Month] [Year] [Destination]
  – Example: SEP 2017 San Diego, CA

☐ Approved Travel Request ID is attached

☐ Attached receipts on certain expenses — required receipts attached

☐ Reviewed Report Header
  – Travel Request ID is linked to the Expense Report
  – Appropriate options were selected on the following fields:
    ➢ Policy
    ➢ Report/Trip Name
    ➢ Report/Trip Start Date
    ➢ Start Time
    ➢ Report/Trip End Date
    ➢ End Time
    ➢ Trip Type
    ➢ Report/Trip Purpose
    ➢ Mailing Address Current?
    ➢ Division
    ➢ Department ID
    ➢ Fund

☐ Reviewed Expenses
  – Travel expense amount was selected appropriately and within department’s budget
Ensure these travel expenses have been added *(if applicable to the traveler’s trip)* and reviewed:

- Airfare / Airline Fees (Baggage, Wifi, etc.)
- Lodging
  - Nightly rates and taxes have been itemized *(required)*
- Car Rental / Car Rental Gas
- Personal Car Mileage
- Actual Per Day Meal Expense
- Actual Incidentals Per Day
- Registration Fee / Workshop
- Agenda or Program Flyer is attached for any conferences you attended
- Parking Fee
Blanket Travel Expense Report

Reminder: A Blanket Travel Expense Report will be required if the traveler incurred parking, mileage, tolls, or approved business meals with official University guest expenses within a fiscal year in the state of California.

Approving Blanket Travel Expense Report Checklist

☐ Correct Naming Convention
  – Blanket Travel [Month] [Year]
  – Example: Blanket Travel SEP 2017

☐ Approved Travel Request ID is attached

☐ Attached receipts on certain expenses—required receipts attached

☐ Report Start / End dates is up-to-date to match the month being submitted

☐ Reviewed Report Header
  – Blanket Travel Request ID is linked to the Expense Report
  – Appropriate options were selected on the following fields:
    ➢ Policy
    ➢ Report/Trip Name
    ➢ Report/Trip Start Date
    ➢ Start Time
    ➢ Report/Trip End Date
    ➢ End Time
    ➢ Trip Type
    ➢ Report/Trip Purpose
    ➢ Mailing Address Current?
    ➢ Division
    ➢ Department ID
    ➢ Fund

☐ Reviewed Expenses
  – Travel expense amount was selected appropriately and within department’s budget
Ensure these travel expenses have been added *(if applicable to the traveler’s trip)* and reviewed:

- □ Personal Car Mileage
  - Make sure the mileage is within the distance allowed
  - Make sure to enter in departure time and return time
- □ Parking Fee
- □ Tolls
- □ Approved business meals with official University guest charged to a Procurement Card *(must include the following)*:
  - Itemized receipts
  - Approved D11
  - List of attendees
P-Card Travel Expense Report

Reminder: A P-Card Travel Expense Report will be required if the P-Card Holder paid travel expenses on their P-Card for other travelers.

Approving P-Card Travel Expense Report Checklist

☐ Correct Naming Convention
  – P-Card Travel [Month] [Year]
  – Example: P-Card Travel SEP 2017

☐ Attached receipts for each expense— required receipts attached

☐ Reviewed Report Header
  – Appropriate options were selected on the following fields:
    ➢ Policy
    ➢ Report/Trip Name
    ➢ Report/Trip Start Date
    ➢ Start Time
    ➢ Report/Trip End Date
    ➢ End Time
    ➢ Trip Type
    ➢ Report/Trip Purpose
    ➢ Mailing Address Current?
    ➢ Division
    ➢ Department ID
    ➢ Fund

☐ Reviewed Expenses
  – P-Card Travel expense amount was selected appropriately and within department’s budget

Each P-Card Travel expense must have the following information:

☐ States clearly the expense(s) you are paying for
☐ States clearly who the traveler is
☐ States Traveler’s Travel Request ID

Ensure appropriate expense(s) have been itemized and match with the amount spent:

☐ Lodging
  – Nightly rates and taxes have been itemized *(required)*
P-Card Goods/Services Expense Report

Reminder: A P-Card Goods/Services Expense Report will be required if any goods and/or services purchases are made on your P-Card.

Approving P-Card Goods/Services Expense Report Checklist

- Correct Naming Convention
  - Format: [Month] [Year] Pcard
  - Example: Sep 2017 Pcard
- Attached receipts for each expense— required receipts attached
- Reviewed Report Header
  - Correct billing cycle dates
  - Appropriate options were selected on the following fields:
    ▶ Policy
    ▶ Report Name
    ▶ Billing Period Start Date
    ▶ Billing Period End Date
    ▶ Division
    ▶ Department ID
    ▶ Fund
- Reviewed Expenses
  - P-Card expense amount was selected appropriately
  - P-Card expense amount is within department’s budget
  - Expense(s) have been itemized and match with the amount spent
  - Receipts are attached to every expense

Check for any expense requiring the following attachments:

- IT Authorization # / Email Confirmation
- Directive 11 (D11)
- Q# / Email Confirmation
- Membership Justification Form
- Lost/Missing Receipt Form
- Receipts