Expense Report Checklist

This document is to explain the four different kinds of Expense Reports that can be completed in Concur. In each of these Expense Reports, there are certain requirements on which Expense Report is appropriate to use, and how it can be completed. The four kinds of Expense Report are:

- Travel Expense Report
- Blanket Travel Expense Report
- P-Card Travel Expense Report
- P-Card Goods/Services Expense Report

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Travel Expense Report

**Reminders:** A Travel Expense Report will be required if the traveler goes on a University business trip. You must identify all travel expenses that was incurred throughout the trip.

**Checklist**

- Attach Approved Paper Travel Request *(if applicable)*
- Concur Travel Request must be linked to the Expense Report *(if applicable)*
- Reviewed Report Header
  - Appropriate options were selected on the following fields:
    - Policy— selected *State Travel*
    - Report/Trip Name— correct naming convention
      - [Month] [Year] [Destination]
      - Example: SEP 2017 San Diego, CA
    - Report/Trip Start Date
    - Start Time
    - Report/Trip End Date
    - End Time
    - Trip Type
    - Main Destination City
    - Additional Cities Traveled To
    - Report/Trip Purpose
    - Event Name/Business Purpose
    - Mailing Address Current?
    - Does this trip contain personal travel?
    - Personal Dates and Locations
    - Comment— included personal travel details or paper TR# *(if applicable)*
  - Division
  - Department ID
  - Fund
- Attached receipts on certain expenses— required receipts attached
- Reviewed Expenses
  - Travel expense amount was selected appropriately and within department’s budget
  - Appropriate expense allocations were made *(if applicable)*
    - **Note:** If you need to allocate an expense, refer to the Allocating Expenses Travel Expense Instructions for more information
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 for domestic travel*)
- Car Rental / Car Rental Gas
- Personal Car Mileage
- Actual Per Day Meal Expense
- Actual Incidentals Per Day
- Registration Fee / Workshop
- Agenda, Program, Flyer must be attached
  - If unavailable, provide completed Statement of Purpose form, which can be found on: [http://finance.fullerton.edu/documents/controller/accountspayable/forms/StmtOfPurpose_ext.pdf](http://finance.fullerton.edu/documents/controller/accountspayable/forms/StmtOfPurpose_ext.pdf)
  - Note: Download the form to fill out the required fields
- Parking Fee
- Taxi/Shuttle
Blanket Travel Expense Report

Reminders: A monthly Blanket Travel Expense Report will be required if the traveler goes on a business trip in California, within a fiscal year (July 1st – June 30th). Blanket Travel expenses will only apply to parking, mileage, tolls, and approved business meals with official University guest.

Checklist
- Attach Approved Paper Blanket Travel Request (if applicable)
- Concur Blanket Travel Request is linked to the Expense Report (if applicable)
- Report Start / End dates is up-to-date to match the month being submitted
- Reviewed Report Header
  - Appropriate options were selected on the following fields:
    - Policy— selected State Travel
    - Report/Trip Name— correct naming convention
      - Blanket Travel [Month] [Year]
      - Example: Blanket Travel SEP 2017
    - Report/Trip Start Date— selected first day of the month
    - Start Time
    - Report/Trip End Date— selected last day of the month
    - End Time
    - Trip Type— selected In-State
    - Main Destination City— selected Fullerton, California
    - Additional Cities Traveled To
    - Report/Trip Purpose— selected Blanket Travel (Mileage/Parking/Tolls)
    - Event Name/Business Purpose
    - Mailing Address Current?
    - Comment— included comments about no registration fee for workshops/conferences, or paper Blanket TR# (if applicable)
    - Division
    - Department ID
    - Fund
- Attached Receipts on certain expenses— required receipts attached
- Reviewed Expenses
  - Travel expense amount was selected appropriately and within department’s budget
  - Appropriate expense allocations were made (if applicable)
    - Note: If you need to allocate an expense, refer to the Allocating Expenses Travel Expense Instructions for more information
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 (excludes FastTrak, Fast Lane, or equivalent)
- 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

Reminders: A monthly P-Card Travel Expense Report will be required if travel expenses are paid on your P-Card for other travelers. This Expense Report will serve the same purpose as the P-Card Reconciliation Packet.

Checklist

☐ Reviewed Report Header
  - Appropriate options were selected on the following fields:
    ▶ Policy— selected State Travel
    ▶ Report/Trip Name— correct naming convention
      • P-Card Travel [Month] [Year]
      • Example: P-Card Travel SEP 2017
    ▶ Report/Trip Start Date— entered Billing Cycle Start Date
    ▶ Start Time
    ▶ Report/Trip End Date— entered Billing Cycle End Date
    ▶ End Time
    ▶ Trip Type
    ▶ Main Destination City
    ▶ Additional Cities Traveled To
    ▶ Report/Trip Purpose— selected P-Card Paid Travel by/for Other(s)
    ▶ Event Name/Business Purpose
    ▶ Mailing Address Current?
    ▶ Does this trip contain personal travel?
    ▶ Comment
    ▶ Division
    ▶ Department ID
    ▶ Fund

☐ Attached receipts for each expense— required receipts attached

☐ Reviewed Expenses
  - P-Card Travel expense amount was selected appropriately and within department’s budget
  - Appropriate expense allocations were made (if applicable)
    ▶ Note: If you need to allocate an expense, refer to the Allocating Expenses Travel Expense Instructions for more information

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

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

**Reminders:** A monthly P-Card Goods/Services Expense Report will be required for any good and / or service purchases made on your P-Card. This Expense Report will serve the same purpose as the P-Card Reconciliation Packet.

**Checklist**

- Reviewed Report Header
  - Correct billing cycle dates
  - Appropriate options were selected on the following fields:
    - Policy—selected *State P-Card*
    - Report Name—correct naming convention
      - Format: [Month] [Year] Pcard
      - Example: Sep 2017 Pcard
    - Billing Period Start Date
    - Billing Period End Date
    - Division
    - Department ID
    - Fund

- Attached receipts for each expense—required receipts attached

- 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
  - Appropriate expense allocations were made *(if applicable)*
    - **Note:** If you need to allocate an expense, refer to the Allocating Expenses Travel Expense Instructions for more information

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