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

☐ 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
☐ Personal travel details added (if applicable)
☐ 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
- Taxi/Shuttle
Blanket Travel Expense Report

Reminders: A 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

☐ 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

Reminders: A P-Card Travel Expense Report will be required if travel expenses are paid on your P-Card for other travelers.

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 certain expense(s) have been itemized and match with the amount spent:
- Lodging
  - Nightly rates and taxes have been itemized *(required)*
P-Card Expense Report (Goods & Services)

Reminders: A 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

☐ 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