

Concur Expense Travel Review Checklist

As of May 2016, the University now requires receipts for expenses over \$25 ONLY (departments may require additional receipts)				
Expense Type	Receipts and Documentation	Policy Requirements	Adjustments	Issues/Notes
Report Header <ul style="list-style-type: none"> Banner ID Trip # 		<ul style="list-style-type: none"> Verify all necessary information is completed All employee reimbursements Trip number is in Axxxxxx format only 		<ul style="list-style-type: none"> If there is a duplicate Trip #, email univtravel@slu.edu to have it canceled. Make sure the trip number to be canceled has not been used for pre-pays.
Airfare Baggage Seat Fee	<ul style="list-style-type: none"> Flight reservation has been imported into report OR American Express Invoice Detail is attached Receipt for baggage fee Receipts for Seat 	<ul style="list-style-type: none"> Itinerary is in Concur Look for indications of personal travel. Verify class is coach or economy. 	<ul style="list-style-type: none"> Yes, for personal travel expenses Yes, for apparent upgrades in class Yes for club access at airport Yes if claiming more than \$25 w/o receipt 	<ul style="list-style-type: none"> Airfare funded by a federally sponsored grant must be on a US Flag Air Carrier Booked outside of Cliqbook, requires Dean or AVP approval
Personal Mileage OR Transportation Calculator (TC)	<ul style="list-style-type: none"> TC showing the most cost effective means of transportation when over 200 miles roundtrip Google Map or Map Quest If choosing to drive in lieu of flying, 14 day advance airline quote from AXO 	<ul style="list-style-type: none"> Verify "input variables" on TC Verify reasonable gas price on TC Verify not claiming additional gas receipts when claiming personal mileage. Verify not claiming gas receipts when using "Transportation Calculator" 		

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Automobile Rental	<ol style="list-style-type: none"> 1) Receipt detailing the costs; not the rental agreement 2) Reservation imported into report 3) Transportation Calculator for rentals in home city in lieu of airfare 	<ul style="list-style-type: none"> • Verify no insurance charges (w/in US) or GPS • Verify intermediate or smaller car • Verify rental days agree with business days 	<ul style="list-style-type: none"> • Yes, for cost of insurance (w/in US), upgrades not justified • Yes, for personal days • Yes for GPS 	<ul style="list-style-type: none"> • Insurance is recommended outside of the US, including Canada.
Parking/Tolls/Gas	<ul style="list-style-type: none"> • Receipt required for all parking and gas over \$25 • Google Map or Map Quest required for gas receipts submitted for NON rental cars 	<ul style="list-style-type: none"> • Verify business days for long-term airport parking, not by the hour <i>Ex. Arrive Monday 7pm and exit Wednesday 10am would be 3 days.</i> 	<ul style="list-style-type: none"> • Yes, if no receipt • Yes for gas if paid personal mileage 	
Lodging	<ol style="list-style-type: none"> 1) Itemized hotel receipt and 2) Conference detail showing published conference rate and dates of conference 	<ul style="list-style-type: none"> • Verify hotel dates agree with business days. • Verify daily amount does not exceed policy guidelines; if so, explanation/justification is provided & approved • Verify single room rate and no upgrade • Verify no unallowable charges on itemized receipt • Itemize allowable charges (internet, meals self) 	<ul style="list-style-type: none"> • Yes, for personal days • Yes if exceeding the allowable amount without a detailed reasonable, approved explanation • Yes, for unallowable charges such as movies or personal items 	<ul style="list-style-type: none"> • Conference detail is the hotel information on the conference brochure or website quoting the available hotels and the discounted conference rates
Registration Fees	<ol style="list-style-type: none"> 1) Original itemized receipt 2) Conference detail showing the dates of the conference 	<ul style="list-style-type: none"> • Verify receipt does not include personal activities for traveler or meals/activities for accompanying guests 	<ul style="list-style-type: none"> • Yes, for personal activities and non-employee guests 	<ul style="list-style-type: none"> • Itemized conference receipt should clearly reflect the conference fees versus personal activities.
Business Communications		<ul style="list-style-type: none"> • If fax, internet fees or personal phone calls are excessive, a justification is required. 	<ul style="list-style-type: none"> • Yes, if excessive and traveler doesn't justify expense 	

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Business Purchase	Receipt and justification			
Meals & Related Tips	<ul style="list-style-type: none"> Receipts required on transactions \$25 and above. All receipts must contain name of restaurant, date, and amount. Also, it must be clear from the receipt (either by the name of the restaurant or mention of food service) that the place of business is a restaurant. Meal tips should be included here (in total) In Concur, can choose 60% of per diem in lieu of any meal receipts. Concur automatically calculates. <p>*Note: Concur splits the incidentals (\$5) from the meal portion. Government per diem combines them.</p>	<ul style="list-style-type: none"> Maximum reimbursement is government daily meal per diem for locality Itemized receipt is required for groceries Meals in route are allowable during business travel days Meal receipts at the home city will not be accepted or reimbursed except at the home city airport. Date of meal should be the transaction date in Concur 	<ul style="list-style-type: none"> Yes, for amount in excess of daily per diem rate, even with receipts. Yes, for personal items and alcohol on grocery receipts Yes, for alcohol on sponsored programs Yes, if meal is clearly for more than one person. 	<p>Reasonableness Check:</p> <ul style="list-style-type: none"> Inquire further if traveler consistently submits tear tabs for every trip. Reduce if tips are over 20% If receipt is lost or traveler is unable to obtain a receipt, a personal credit card statement, a tear tab or meal itemization including name of restaurant, date, amount and explanation is reasonable and acceptable for one or two meals during the entire trip
Business Meals	<ul style="list-style-type: none"> Receipts required on transactions \$25 and above. Receipts with restaurant name, date and amount OR SLU AMEX receipt List of attendees 	<ul style="list-style-type: none"> State purpose for meeting Groceries require itemized receipt 		<ul style="list-style-type: none"> Reduce if tip is over 20% For a lost receipt, supply credit card statement with restaurant name, date and amount of charge
Non-Meal Tips & Incidentals	<ul style="list-style-type: none"> Receipts required on transactions \$25 and above. Incidentals - original receipt required for all expenses Tips should have a comment stating what it covered; i.e. bags, porter etc 	<ul style="list-style-type: none"> Tips - maximum reimbursement to porters, trip average of \$5* per travel day (domestic) *2/1/2010 	<ul style="list-style-type: none"> Yes, if tips exceed an average of \$5 per travel day (domestic) 	<ul style="list-style-type: none"> Maximum amount for foreign travel can be obtained through the gov't per diem tables Tips in this section should not include tips for meals or taxis
Laundry		<ul style="list-style-type: none"> Laundry is allowable if traveling more than 7 days. 		
Approvals		<p>Additional approvals by Dean/AVP required for:</p> <ul style="list-style-type: none"> International travel Not booking on AXO Exception to meal per diem Exception hotel per diem 		