

Concur Expense Report Review Checklist

Click on the Expense button in the black navigation bar at the top of the Concur home page.

Click on the desired report tile to open it up for review. Note any Available Expense on that page.

Review:

Click on **Transaction Date** column and **Expense Type** column to sort by date and alphabetically.

Click on **Details/ Report Header** to review:

- Expense report name: naming convention should be Destination, Date
- Business Purpose – why the travel took place, what the traveler did
- Date range of travel
- Traveler Type – note: Student versus Staff travel
- Trip Type – usually #1 or #2. Watch and correct when taxable travel selected
- Personal travel - comparison quotes required, check Travel Allowance for correct location – Business, not Personal
- GUEST travel: be sure to note Non Resident Alien status, correct Vendor number, report naming convention: GUEST NAME, Destination, Date

Request – Check bottom of the header to see that the approved Request has been associated. If not, click Add button and check the box for the selected Request. **Especially important if there has been a Cash Advance.**

Details/Travel Allowance (per diems):

- Itineraries: Location for per diem is based on business location. One Itinerary Stop for each destination. Do not enter flight segments. *Site of business*
- “Expenses and Adjustments” – adjust provided meals or personal days.
- “Reimbursable Allowance Summary” for lodging per diem limits.

Details/ Audit trail: View workflow – who processed, approved, receipts and expenses reviewed, added, deleted. *Audit Trail, Entry Level*

Review **Expense** lines :

Check list of **Available Expenses** to be sure all imports were added: Airline and agent fees, One Card charges, e-receipts.

Review **airfare** for itinerary (do dates match info in header?), location, receipt compliance, comparison quotes if personal time included.

Expand all **Itemizations**.

Review hotels in date night order:

- Check nightly rates against folio and that nights are correct (traveler was at destination, not on personal time)
- Duplicated or missing nights
- Review all folio charges for hotel charges, parking (plus tax), room service or other personal expenses. Verify receipt total matches amount entered
- Final payment/zero balance

If **personal time** included be mindful of dates (one day before, one day after business) or additional cost when traveling with family, friends, no state contract on car rentals.

Check other Expenses for **receipts**: accuracy, proof of payment, allowable tips for 15% state standard, business purpose noted (Addtl Info box, Comments).

Review any **Other Supporting Documentation** entries: Conference Info & Agenda.

Review any **Exception** warnings.

Receipt button: View for any additional docs/receipts entered at header level. Coach traveler/delegate to attach at line level for quicker review and faster payments.

Print Report: Print/Email, Detailed Report to view amounts to Lodge Card, One Card, personal reimbursement or repayment

Corrections: If report requires correction, approvers can adjust the mandatory fields in the header and upload documentation to the Receipt button. Consider not returning a report to save time and frustration to the traveler. Determine if as delegate or approver you can locate and upload documents (self serve by checking Request for attachments or online search) or request traveler or delegate email you with required information that you can upload.

Adjustments to Expense lines (amount, type of expense, itemizations) must be "Sent Back to User".