

## Expense Report Checklist

Please utilize this list to ensure that all required documentation is attached to an expense report in Concur. Failure to provide the required documentation may result in the expense report being returned which requires additional approvals by all parties and delayed reimbursement to the traveler.

<b>Airline Fees</b>	
	<ul style="list-style-type: none"><li>• Baggage fees are a type of airline fee.</li><li>• Fees for change fees or seating upgrade require a business justification in the Comments section.</li><li>• Fees for booking a flight, hotel or rental car are coded as Agency Booking Fees.</li></ul>
<b>Airfare</b>	
	<ul style="list-style-type: none"><li>• If e-Receipts are enabled and flights are booked through Concur, no additional receipt needs to be attached.</li><li>• If the flight was booked outside of Concur, please attach a comparison quote from Concur using the Comparable Airfare Quote expense form showing a cost savings for booking outside of the system.</li><li>• If the flight was paid by another entity, please attach the flight information using the Agenda/Event Information expense form.</li></ul>
<b>Business Meals</b>	
	<ul style="list-style-type: none"><li>• Business meals paid for while in travel status should be deducted from per diem.</li><li>• Business meals for less than 10 people must list the individuals that participated in the meals and their affiliation.</li></ul>
<b>Event Details</b>	
	<ul style="list-style-type: none"><li>• Attach event details showing event location, dates, times and meals provided using the Agenda/Event Information expense form.</li></ul>
<b>Itineraries/Per Diem</b>	
	<ul style="list-style-type: none"><li>• If the flight was booked through Concur, the itinerary should automatically populate showing the flight times which reflects when travel status starts/ends.</li><li>• Layovers are not necessary to record unless the stay at the layover location was overnight.</li><li>• Start/End times may be adjusted to allow for travel time to/from the airport.</li><li>• The start time and end times must not exceed 24 hours before/after official event times for contiguous travel.</li></ul>
<b>Local Transportation</b>	
	<ul style="list-style-type: none"><li>• Tips for local transportation (taxi, Uber, Lyft, shuttle, etc.) are capped at 20% of the fare charged.</li><li>• Any tipped amounts in excess of 20% must be itemized as a Personal/Non Reimbursable expense.</li></ul>
<b>Lodging</b>	
	<ul style="list-style-type: none"><li>• Attach the lodging folio showing detailed charges and balance paid in full.</li><li>• Attach documentation showing sponsored lodging locations and single room rate using the Agenda/Event Information expense form.</li></ul>
<b>Mileage</b>	
	<ul style="list-style-type: none"><li>• If driving out of state instead of flying, please provide the Airfare vs. Mileage Comparison form using the Agenda/Event Information expense form.</li><li>• Mileage to and from the airport should be listed as two separate entries with different dates.</li><li>• Deduct your commute on days that you would normally drive to and from the office.</li></ul>
<b>Parking</b>	
	<ul style="list-style-type: none"><li>• Note that most travel receipts under \$25 are not required.</li><li>• If a receipt is required and not available, the traveler must attach the Missing Receipt Affidavit to the applicable expenses.</li></ul>
<b>Registration</b>	
	<ul style="list-style-type: none"><li>• Attach the registration documentation including pre-payment information, if applicable.</li><li>• If the registration was paid via Pcard or by another entity, please attach the registration information using the Agenda/Event Information expense form.</li></ul>
<b>Rental Car</b>	
	<ul style="list-style-type: none"><li>• Rental car receipts must provide a final bill total, not an estimate of charges.</li><li>• Rental car expenses require a business justification and are not allowable for personal convenience.</li><li>• Rental car fuel expenses are only allowable in conjunction with a rental car and are not allowable for personal vehicle fuel.</li></ul>
<b>Request</b>	
	<ul style="list-style-type: none"><li>• All out of state or international trips must include an approved request in Concur.</li><li>• If the expense report was started prior to the request, the request must be approved and then attached to the expense report.</li></ul>
<b>Tolls</b>	
	<ul style="list-style-type: none"><li>• Note that most travel receipts under \$25 are not required.</li></ul>