APPROVER EXPENSE REPORT CHECK LIST
DOMESTIC INDIVIDUAL TRAVEL

Approvers are responsible for ensuring all business travel is…

    explained and justified as business expenses

    within CSU travel policy and Cal Poly travel guidelines and procedures

    within Hospitality policy when hospitality occurs

This checklist will aid approvers in helping their travelers submit accurate and within policy expense reports. Accurate reports are processed in a timely manner. This checklist should be used along with the Expense Type Cheat Sheet.

For guides and other resources please go to: https://afd.calpoly.edu/travel/resources/

DETAILS

CHECK REPORT HEADER	
	Trip Name: ensure title includes descriptive words, such as the name of the conference
	Travel Start & End Dates: ensure dates reflect the entire trip; if submitted 61 days after end date look for explaination why it is submitted so late and add VP to approval flow
	Personal Travel, if yes, personal travel dates should be included. No expenses incurred during personal dates should be added to the report; any exception must have justification/comments added
	Trip Purpose: if Conference is selected, a conference agenda is required and should be attached (see Receipts section below to find attachments)
	A justification tying the trip to a benefit for the University is required; justification should be entered in Comments section
	Approved Request must be linked to expense report (not required for local hospitality); if expense report total is 10% or more than request budget, explanation is required for difference
	Compare Approved Request total against Expense Report total, if Expense Report total is 10% or more than request budget, explanation is required for difference; explanation should be entered in Comments section
	Comments: review for any justifications, explanations or further details from traveler
CHECK TOTALS	
	Company Payments: amount the university owes traveler
	Employee Payments: amount employee owes the university, cashiers receipt for the total amount owed is required (see Receipts section below to find attachments)
CHECK APPROVAL FLOW	
	If report was submitted 61+ days after travel end date, add VP to flow
	If hospitality included and per person amount is over allowable limit ($30 breakfast; $60 lunch; $90 dinner all inclusive), add VP to flow
CHECK COMMENTS	
	Review comments since traveler, approvers or processor can provide justifications, explanation, more information, details or instructions in this section
	If report was returned to traveler, review instructions given to traveler to ensure those details view been corrected, updated or any mising documents needed have been included

	If expense report is 10% or more than request budget, explanation for difference is required

CHECK ALLOCATIONS	
	Review chartfield strings
	is travel allowed on this chartfield string?
	are these expenses allowed on this chartfield string (i.e. alcohol)?
	is there enough money in this chartfield string to cover this travel?

RECEIPTS

RECEIPTS	
	Review **Receipts Attached** (View receipts in new window)
	If conference, conference agenda is required
	If traveler owes money, cashier's receipt for amount owed is required

EXPENSES

EXPENSES	
	When reviewing each expense, ensure there is a comment justifying expense as business expense
	Are all expenses within business travel dates? (or close since some concur card transactions may come through before (airfare/hotel) or after (hotel/car rental), if not add comment explaining
	Do any "questionable" expenses have explanations so expense is easily identified as a business expense and appropriate for this trip?
	Do you need to add comments to further explain business expense so expense report doesn't have to be returned to traveler? (you may want to check details with traveler)
	Are all expense types correct? Or is there a more appropriate expense type that should be used? Only expenses listed below are allowed for domestic individual travel
	Is an expense type included in the report other than anything listed below? If so, it needs to be changed since these are the expense types that should be used for individual domestic travel
	Review each expense against the **Expense Types Cheat Sheet** which details requirements more thoroughly

Domestic Individual travel expense types only:

Airfare

Airline Fees

Baggage Fees

Booking Fees

Car Rental

Car Rental Fuel

Hotel/Lodging

Hospitality

Internet/Telephone/Fax

Laundry

Meals & Incidentals - Location Based (MUST ADD TRAVEL ALLOWANCE TO ADD THIS EXPENSE TYPE)

Meals Charged on Campus Issued Card

Memberships

Newspaper/Magazine/Books

Personal Car Mileage

Personal Car Mileage Reduction

Postage/Freight

Printing/Photocopying/Stationery

Registration/Fees

Supplies

Other Expense cannot be used when another expense type is more appropriate and always must be explained