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 • Banner ID • Trip #		• Verify all necessary information is completed • All employee reimbursements • Trip number is in Axxxxxx format only		• 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-paids.
Airfare **Baggage** **Seat Fee**	• Flight reservation has been imported into report OR American Express Invoice Detail is attached • Receipt for baggage fee • Receipts for Seat	• Itinerary is in Concur • Look for indications of personal travel. • Verify class is **coach** or **economy**.	• 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	• 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)	• 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**	• 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"		

Concur Expense Travel Review Checklist

Expense Type	Receipts and Documentation	Policy Requirements	Adjustments	Issues/Notes
Automobile Rental	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	• Verify no insurance charges (w/in US) or GPS • Verify intermediate or smaller car • Verify rental days agree with business days	• Yes, for cost of insurance (w/in US), upgrades not justified • Yes, for personal days • Yes for GPS	• Insurance is recommended outside of the US, including Canada.
Parking/Tolls/ Gas	• Receipt required for all parking and gas over $25 • Google Map or Map Quest required for gas receipts submitted for NON rental cars	• Verify business **days** for long-term airport parking, not by the hour *Ex. Arrive Monday 7pm and exit Wednesday 10am would be 3 days.*	• Yes, if no receipt • Yes for gas if paid personal mileage	
Lodging	1) Itemized hotel receipt and **2) Conference detail showing published conference rate and dates of conference**	• 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)	• 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	• Conference detail is the hotel information on the conference brochure or website quoting the available hotels and the discounted conference rates
Registration Fees	1) Original **itemized** receipt 2) Conference detail showing the dates of the conference	• Verify receipt does not include personal activities for traveler or meals/activities for accompanying guests	• Yes, for personal activities and non-employee guests	• Itemized conference receipt should clearly reflect the conference fees versus personal activities.
Business Communications		• If fax, internet fees or personal phone calls are excessive, a justification is required.	• Yes, if excessive and traveler doesn't justify expense	

Updated 5/6/16

Concur Expense Travel Review Checklist

Expense Type	Receipts and Documentation	Policy Requirements	Adjustments	Issues/Notes
Business Purchase	Receipt and justification			
Meals & Related Tips	• 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 perdiem in lieu of any meal receipts. Concur automatically calculates. ***Note: Concur splits the incidentals ($5) from the meal portion. Government per diem combines them.**	• 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	• 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.	Reasonableness Check: • 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	• Receipts with restaurant name, date and amount OR SLU AMEX receipt • List of attendees	• State purpose for meeting • Groceries require itemized receipt	•	• 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	• Incidentals - original receipt required for all expenses • Tips should have a comment stating what it covered; i.e. bags, porter etc	• Tips - maximum reimbursement to porters, trip average of $5* per travel day (domestic) *2/1/2010	• Yes, if tips exceed an average of $5 per travel day (domestic)	• 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		• Laundry is allowable if traveling more than 7 days.		
Approvals		**Additional approvals by Dean/AVP required for:** • International travel • Not booking on AXO • Exception to meal per diem • Exception hotel per diem		

Updated 5/6/16