Concur Travel – Expense Processor (BSC) Checklist

Responsibility: A BSC staff member is responsible for reviewing and approving travel expense reports for policy compliance.

EXPENSE REPORT: HEADER INFORMATION

☐ REPORT HEADER -- From the Details drop-down, select Report Header and verify the following information:

☐ POLICY -- Confirm Traveler has selected the appropriate policy. If incorrect, review the rest of the expense report to ensure no other changes are needed and then “Send back to Traveler” and do not approve it.

☐ REPORT TYPE -- Confirm the Report Type selection is correct. If incorrect, review the rest of the expense report to ensure no other changes are needed and then “Send back to Traveler” and do not approve it. Note: If International Travel has been selected, confirm or enter the appropriate project code for 990 reporting needs.

☐ REPORT/TRIP PURPOSE -- If they are traveling on behalf of a Sponsored account (C&G) – see Account field to ensure they have selected a Report/Trip Purpose of Sponsored Travel. If they haven’t, please change the Report/Trip Purpose accordingly. Note: For Sponsored Travel and Other/Multiple Purpose trip purpose field, the business purpose field is required.

Note: The Report Header is extremely important because it begins the expense type categories & object coding.

EXPENSE REPORT: SUMMARY & DETAIL

☐ Review each expense type included on an expense report for policy compliance, allowable/unallowable, etc.

• Policy 3.3, Travel Expenses
• Travel Blog
• Confirm Complete Trip Story

• Prepaid Expenses – 1620 – If a Traveler has prepaid expenses and they were applied to the 1620 object code prior to having a corporate card or using Concur, those expenses will NOT be relieved on the Concur expense report. A KFS-DI will need to be done to relieve the 1620 object code. If there were applied to a 6750 or 6760 object code, no additional KFS e-doc is needed.

• Any Yield Messages – ensure the condition(s) has been met. Note: Even when the condition is met, the yield message will still be displayed.

Per Diem or Receipted Method:

• If Per Diem Method – check to see if any meals were provided. If so, ensure the appropriate meal provided box has been checked reducing the overall per diem amount for the day.

• If meals were paid for using the corporate card and the Traveler is using Per Diem method, ensure the Personal Expense or Meals Covered by Per Diem box has been checked for those meals.

• If Receipted Method – confirm meal receipts are attached or the Missing Receipt Affidavit is included.

• Group/Business/Hosted Meals must include the list of attendees. This information can be written on the receipt, provided in the Additional Information field or the Comment to Approver field. If not, STOP and reach out to the Traveler/Delegate (via email) to obtain the necessary information and add it to the expense report.

Expense Types:

• Ensure the appropriate Expense Type has been chosen for all expenses. If not, you have the ability to change the Expense Type without sending it back to the Traveler/Delegate for correcting.

• Confirm each expense should be Federal Allowable or Federal Unallowable. The default for every expense type is Federal Allowable. If it needs to be changed, you have the ability to change it.

• Personal Car Mileage – click on the Calculator Tool to ensure they used the tool within Concur versus using MapQuest, Google Maps, etc. If they used the calculator tool, no additional supporting documentation is required. If they used MapQuest or another form of calculating their personal car mileage, supporting documentation is necessary and should be included.

• The Hotel expense type must be itemized to include room rate, taxes, meals, etc.
EXPENSE REPORT: PRINT - *CU DETAILED REPORT WITH SUMMARY DATA

☐ Review the Detailed Report with Summary Data to ensure the following:

- Confirm every expense type contains an object code.
- If you see "IT-Pending Client" in the Account Code 1 field, STOP, DO NOT APPROVE the report and contact the System Administrator.
- If the Report Type was international, re-confirm every expense type has a project code populated.

EXPENSE REPORT: RECORD RETENTION

Supporting documentation must be retained by the Traveler/Unit for 60-days for ALL fund types from the “Approved” status of the expense report. If you receive any original supporting documentation please reach back out to the Unit and let them know the record retention process for Travel expense report.

CONCUR REPORTING:

These are the following reports you should be reviewing on a regular basis: