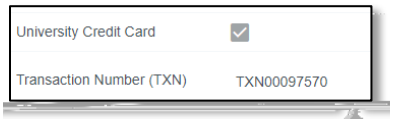
Expense Report Tips

- Expense reports are only needed if a traveler is requesting reimbursement. If the traveler is a student or candidate, the reimbursement is done as a direct pay.
  - Reimbursements are submitted after the trip has taken place.

- All expense reports must have a fully approved pre-approval.
  - Import the pre-approval at the start of creating the expense report if the pre-approval is for a specific event.
  - Do not import blanket pre-approvals. The blanket pre-approval will be attached at the end, when you hit submit on the expense report.

- If expenses were charged on a Pcard, those transactions must be reconciled and signed off on <u>before</u> the expense report is submitted.

- All expenses, including those charged on a Pcard, must be listed on the report.

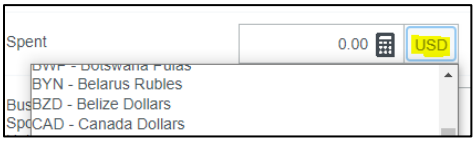


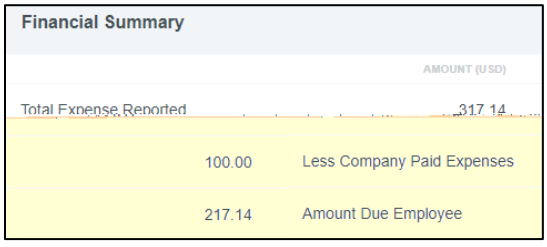
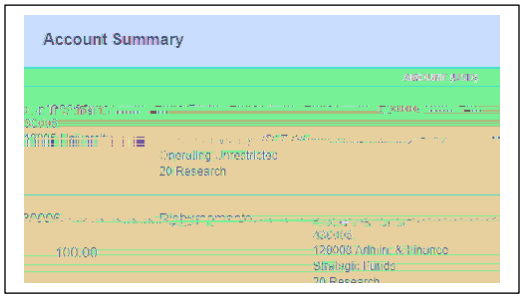
- Ensure the amounts spent are exact on all line items.

- Reimbursable expenses that require receipts must be legible and indicate payment method.

- Hotel stays require itemized hotel folios.

- Utilize the Currency Converter tool to convert foreign currency to USD.



- Personal Vehicle mileage line items
  - You must change the date to reflect the date(s) traveled
  - Trip details must accurately reflect departure and return location(s)

- Before you submit your report, review the FOAPALs for each line item and confirm the “Total Pay Me Amount” is accurate. This information is also listed in the Financial Summary and Account Summary of the expense report: