Concur Expense Approver Checklist

“Details” Drop down list

☐ Report Header – review for completeness and accuracy
☐ Totals – review for accuracy
☐ Comments – review for additional information or instructions
☐ Allocations - Appropriate cost center and under the purview of the Approver
  o If not – Forward/Elevate to secondary Approver

Expenses

☐ All expenses appropriate
☐ All expenses agree with VUMC and departmental policy
☐ All personal expenses (car accessories, hotel services, etc.) are identified as such
☐ All transaction dates are accurate and match documentation

Receipt Image

☐ Matches/ties to Employee, Expense Type, Dollar Amount, Date, Vendor, Location
☐ Receipt images are appropriate and legible (requirements defined in Expense Policy)
☐ Itemized appropriately and properly expensed/allocated

Meals/Business Meals/Entertainment

☐ Alcohol is expensed correctly
☐ Attendee/s listed

Closer scrutiny

☐ Sales Tax has been reviewed and itemized as deemed appropriate
☐ Policy Exceptions include attachment with General Officer (Vice Chancellor) Approval
☐ Miscellaneous Expense Type – detailed review for accuracy and appropriateness
☐ Review for anything that could be a fringe benefit or 1099 tax reportable - all IRS needs have been attached
  o This includes but is not limited to: certain moving expenses, gift cards, prizes, awards, any item purchased that will remain property of employee and not VUMC

Travel Specific Expenses

☐ Car Rental Insurance is not present for domestic travel
☐ No gas reimbursement if also expensing the mileage reimbursement
☐ Attachment is present to support mileage if multiple locations
☐ Laundry charges meet trip duration requirement of 4 consecutive nights

Effective: October 20, 2015