

VANDERBILT  UNIVERSITY
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
 - If not – Forward/Elevate to secondary Approver

Expenses

- All expenses appropriate
- All expenses agree with Vanderbilt 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
 - 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 Vanderbilt

Travel Specific Expenses

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