



dy ^ , Z/^d/ E hE/s Z^tz
 WZKs > , < >/^d&KZZ /D hZ^ D Ed&KZD ^

YES N/A

Is business purpose of the expense clearly documented?		
Have expenses been submitted within 30 days of being incurred (45 days for international travel)?		
Have original receipts been included for ALL expenses?		
Has Lost/Missing Receipts Form been completed, if applicable?		
Have nonreimbursable expenses* been removed from the Reimbursement Form?		
Has employee signed the form?		
Have two approval signatures been obtained for reimbursements exceeding \$1,000?		
Have budget codes been entered?		
Do total budget code amounts equal the GRAND TOTAL expense amount?		
Is Invoice number included in lower right corner of form?		

Travel and Related Reimbursements:

Is Travel Request and Expense Estimate Form included for all travel reimbursements exceeding \$1,000?		
Are actual expenses consistent with the Travel Request and Expense Estimate Form?		
Have significant inconsistencies between actual and pre-approved expenses been documented?		
For group travel, have the number and names of travelers been documented?		
Are travel dates consistent with the Travel Request and Expense Estimate Form?		
Have detailed explanations been documented for "Meals for others"?		
Have hotel bill charges been separately reported for lodging/meals/parking, etc?		
Are boarding passes included for air travel?		
Have detailed explanations been documented for Mileage?		
Have detailed explanations been documented for "Other- Miscellaneous"?		
Did recipient attach receipts for travel advance, if any?		

Non-Travel Reimbursements:

Is vendor invoice included?		
Is Authorization Form for Personal Payment of Non-Travel Business Purchases attached for purchases exceeding \$500?		
Has Recipient Log for Awards/Gifts/Prizes been attached, if applicable?		
Have ALL recipients of awards/gifts/prizes signed Recipient Log to confirm receipt?		