CONCUR PROCESSING CHECKLIST

TO COMPLY WITH A&S AND ACCOUNTS PAYABLE POLICY

- **Detailed Business Purpose**
  - Did you enter a specific and detailed explanation of the Business Purpose? WHO, WHAT, WHY, and WHERE should be the guiding principle (i.e. Business Lunch w. X, Y, Z to discuss research purpose, academic programming, etc.) for each expense in the report.
  - Did you upload a conference program, flyer, schedule of event and/or email announcement with the location and the dates? (Links to the event pasted in the comments/justifications are not permitted as documentation).

- **Receipts**
  - Did you upload the detailed receipt along with proof of payment to each expense line?
  - Did you insert payee justifications in the comments section, and create a Missing Receipt Declaration for missing/lost receipts over $50?
  - IS the receipt legible with all of the necessary documentation (amount, date/time, payment method, etc.) readable by a reviewer?
  - **EXCEPTION:** Receipts MUST be provided for all airfare, lodging, and rental car expenses

- **Meals**
  - Columbia University standard Meal Thresholds per person (excluding tips and tax) while traveling or for business meals with external/internal parties are:
    - Up to $25 pp for Breakfast
    - Up to $35 for Lunch
    - Up to $75 for Dinner
  - Recruitment and fundraising threshold: Up to $150/pp
  - A&S policy for meals with OUTSIDE SPEAKERS:
    - Up to $50/pp for lunch
    - Up to $125/pp for dinner
  - Tips should not exceed 20%
  - The Office of Arts and Sciences has the policy that over threshold meals will NOT be reimbursed without prior SBO (Senior Business Officer) approval
  - Did you properly itemize meal expense? Did you properly put the pre-tax/tip amount in the correct field? Did you use the correct currency? Did you remember to segregate alcohol? If a meal exceeds thresholds, did you properly segregate the amount over the threshold?
  - Example: a lunch with an internal business colleague cost $85 before tax and tip and so is over threshold. Assuming there is a proper business reason for the overage, $70 should be itemized and $20.21 for the tax/tip [$6.21 for the tax [70*8.875%] + $14 [70*20%] for the tip]. The remaining $15 and corresponding tax and tip should be segregated.
  - Please refer to the Job Aid below for assistance:
    - JOB AID on how to itemize meal in CONCUR
    - JOB AID on how to itemize GROUP meal in CONCUR
    - JOB AID on how to insert attendee’s information in CONCUR
✓ Is the airfare with Business Class/Premium Economy seat purchased because:
  ✓ In-air flight time in excess of five (5) hours?
  ✓ A documented medical condition approved by the University’s Leave Management office?

If above conditions are met, and business class or a premium economy flight was purchased, you must provide documentation of the LLF (Lowest Logical Fare) at the time of the initial purchase and segregate the airfare above (ordering via Concur/World Travel will easily facilitate the comparison documentation).

If above conditions are NOT met, but there are justifiable reasons for purchasing a business class or premium Economy flight, you must provide justification and still also provide the LLF (Lowest Logical Fare) comparison documentation.

✓ Segregation of airfare above the economy / coach rate is required in all cases.

JOB AID on how to segregate over LLF airfare in Concur

✓ Hotel stays should be itemized by dates of stay with tax/fees also itemized out. The threshold for the cost of a hotel stay in the US is $350/night, and International hotels is $400/night (US dollars, excluding taxes and fees). Any costs above those respective amounts should be segregated.

✓ Remember that dates with different rates should have their own individual itemization.

JOB AID on how to itemize Hotel/Lodging in Concur

✓ Did you upload supporting documents and write payee justifications for the late submission in the comments section on each expense over 120 days old?

JOB AID on how to add justifications for policy exceptions

✓ Expense Reports submitted after 120 days may be considered as TAXABLE INCOME (subject to the central AP’s review).

✓ Failure to submit expenses within 365 days from the date of the expense will be NON-REIMBURSABLE – NO EXCEPTIONS PERMITTED

✓ Did you fill in the comments section with justifications for out of pocket expenditures of supplies/equipment purchase (not during travel) in excess of $500?

✓ Did you obtain and upload approval email from the central Purchasing Department for out of pocket supplies/equipment purchase in excess of $2,500 that ordinarily require Purchase Order?

Remember, proper justification/documentation is required for all policy exceptions requested from the SBO. A detailed reason for a hotel room or a meal going over threshold should be included in the line item description of the expense in question, or SBO approval WILL NOT BE GIVEN.