CONCUR PROCESSING CHECKLIST

TO COMPLY WITH A&S AND ACCOUNTS PAYABLE POLICY

- 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).

- 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

- 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 refers 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.