

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**).

[JOB AID on how to append additional documents to an Expense Report](#)

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

[JOB AID on how to insert Missing Receipt Declaration in CONCUR](#)

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](#)

AIR TRAVEL

- ❖ 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 / LODGING

- ❖ 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](#)

SUBMISSION TIME LIMIT

- ❖ **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**

SUPPLIES / EQUIPMENT PURCHASE NOT DURING TRAVEL

- ❖ **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.**