For new travellers: Traveller is created as a vendor in Banner

☑️ The correct Banner ID is on the summary report (My Banner ID)

☑️ I have all the required documents to process the report.

☑️ Hard copies of receipts have been received for filing and indicated in Concur

☑️ I have access to the FOAP I am Processing for? (My Banner ID can be a Payer for this FOAP)

☑️ Proper form is used (e.g. cash advance for travel is created through the Request module and not the Expense module)

☑️ Correct Request has been associated (if non-APUO) to the Expense report

☑️ Outstanding cash advance has been applied (if applicable)

☑️ Personal amounts have been removed from expenses (i.e. alcohol, movies, gym)

☑️ Each receipt or missing receipt affidavit matches the expense line item

☑️ Receipt dates match the expense line item dates

☑️ Correct expense types have been used

☑️ If applicable –Policy 60 has been respected for business meals including obtaining the approval of the immediate supervisor.

☑️ Missing Receipt Affidavit comments justify reason for missing receipt.

☑️ Proper approvals have been obtained: FOAP owner/Fund Manager with signing authority, Immediate Supervisor

☑️ Each expense has been indicated “reviewed” in Concur

☑️ The Banner invoice number has been recorded (CEXXXXXX) the next day (use Banner screen FOADOCU) and bring package to Banner Approver.