

SAP – Concur

Compliance Officer Checklist

*Reminder: Make sure that you have the accounts payable invoice entry access in Banner

- For new travellers: Traveller is created as a vendor in Banner.
- My Banner ID is on the Report Header in the “Compliance Agent Banner ID” box.
- I have all the required documents to process the report.
- Acceptable receipt or affidavit matches each expense line item.
- There are no full credit card numbers or any other personal information attached.
- If applicable, the conference program or agenda is attached to the expense report.
- I have access to the FOAP I am processing for (my Banner ID can be a payer for this FOAP).
- If a cash advance was requested, it was created through the Request module and not the Expense module. It is also attached to the expense report.
- If non-APUO, the correct request has been attached to the expense report.
- Personal amounts have been removed from expenses (i.e. alcohol).
- 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.
- Each expense has been indicated “reviewed”.

Last revision: November 2018