TOP 10 EXPENSE REPORT ISSUES

- **Cost Comparisons**
  - Missing
  - Incomplete - Only partial results
  - Incorrect - Only one ways, invalid dates, multiple airlines not used.

- **Missing Receipts**
  - Equal to or greater than $75
  - Lodging - Always
  - Hospitality – Always

- **Incomplete Receipts**
  - Airfare – Class of Fare, Flight Codes, not all Legs of trip
  - Lodging – No itemized receipt, reservation confirmation only
  - Hospitality – only cc tape, no itemized receipt

- **Traveler’s Submission**
  - Need electronic signature
  - Preferably first submission
  - Fiscal approver needs to verify audit trail

- **Request for Leave of Absence (RLA)**
  - None
  - Not all required signatures
  - Revised but not rerouted for approvals
TOP 10 EXPENSE REPORT ISSUES

- **Hospitality Meals**
  - No attendee list
  - No business purpose
  - Not claimed in traveler’s Fixed Meals

- **Rental Vehicles**
  - Class rented
  - Additional insurance purchased on domestic rentals
  - No itemized receipt

- **Fixed Meals**
  - Manually entered – 1st & last travel day not calculated at 75%
  - Personal days not claimed correctly to allow system to calculate 1st & last travel day at 75%
  - Meals provided not claimed

- **Personal Expenses**
  - Not excluded in Fixed Meals
  - Vehicle rental not prorated
  - Lodging not marked personal

- **Study Abroad Itinerary**
  - Missing
  - Not detailed with dates and locations