

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