**CONCUR PROCESSING CHECKLIST**

**TO COMPLY WITH A&S and Accounts Payable policy**

* **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.

**DETAILED BUSINESS PURPOSE**

* **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**](https://travel-expense.finance.columbia.edu/news/how-do-i-append-additional-receipts-or-documentation-expense)

* **Did you** upload the detailed receipt along with proof of payment to each expense line?

**RECEIPTS**

* **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**](https://travel-expense.finance.columbia.edu/news/how-do-i-manage-missing-receipt-my-expense-report)

* Columbia University standard **Meal Thresholds** per person (excluding tips and tax) while traveling or for business meals with external/internal parties are:

**MEALS**

* 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 refers to the Job Aid below for assistance:

[**JOB AID on how to itemize meal in CONCUR**](https://travel-expense.finance.columbia.edu/news/how-do-i-itemize-meal-expense)

[**JOB AID on how to itemize GROUP meal in CONCUR**](https://www.finance.columbia.edu/content/expensing-group-meals-concur)

[**JOB AID on how to insert attendee’s information in CONCUR**](https://travel-expense.finance.columbia.edu/news/how-do-i-add-attendeesrecipients-group-meal-entertainment-or-gift-expense)

* Is the airfare with Business Class/Premium Economy seat purchased because:

**AIR TRAVEL**

* 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**](https://travel-expense.finance.columbia.edu/news/how-do-i-itemize-business-class-flight)

**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](https://travel-expense.finance.columbia.edu/sites/default/files/content/Finance%20Training/Job%20Aids/Job_Aid_Concur_Itemizing_Lodging.pdf)**

* **Did you** upload supporting documents and write payee justifications for the late submission in the comments section on each expense over 120 days old?

**SUBMISSION**

**TIME LIMIT**

[**JOB AID on how to add justifications for policy exceptions**](https://travel-expense.finance.columbia.edu/news/how-do-i-populate-justification-comments-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
* **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?

**SUPPLIES / EQUIPMENT PURCHASE NOT DURING TRAVEL**

* **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.**