

## Approver's Checklist for ERS

- ✓ Select **EXPENSE** from the dropdown, select **APPROVE REPORTS**.  
**OR**  
From **My Concur** go to **Approval Queue** and double click on the report.
- ✓ Select report and double click.
- ✓ Select **RECEIPTS** and from the drop down, select **VIEW RECEIPTS**.
- ✓ Select **DETAILS**, from the drop down. Select **COMMENTS** (look for DBAF, PCARD, Registration paid on PCARD, SRFC, Fleet vehicle, etc.). If lodging was shared, each individual name should be listed. If the staff assistant purchased airfare on their own pcard for another employee, two (2) ERS reports will be required. One in the name of the staff assistant to settle the airfare and one in the name of the traveler to settle the other travel expense. **PLEASE BE SURE THE SAME REPORT NAME** for both reports is the same. Also, under **DETAILS, CASH ADVANCES**, check to see if **Assigned** is listed. If so, an advance was applied to the report.
- ✓ Select **DETAILS**, select **REPORT HEADER** and review. Please verify:
  - Type of Reimbursement Form.
  - Report Name and the Report Name is the same as the Fax Cover Page as well as amount payable.
  - Prepared by and Preparer's ID.
  - Business Purpose.
  - Description .
  - If Non-Employee, make sure the Name, Address, City, State, Zip, etc is complete and correct.
  - Review the account, object code and CCTR.
  - Also check to see if the Non-Employee Non-US Citizen box is checked (if appropriate), and Cancel.
- ✓ Select **VIEW** and choose **EXPENSE TYPE** (groups accordingly).
- ✓ Review **ITINERARY**.
- ✓ Review **EXPENSES & ADJUSTMENTS**.
- ✓ **REVIEW ALL RECEIPTS ASSIGNED TO THE REPORT**  
**Lodging** – Check name of Hotel/Motel, Name of Guest(s) matches invoice, dates, # of persons in room, phone, internet, parking, In Room Dining, etc. Remember, if there are other charges on the lodging receipt other than room and tax, **ITEMIZATION MUST BE DONE**. If reimbursement is partial, please write that on the original receipt and the amount to be reimbursed (prior to faxing/scanning).  
**Registration** – Receipt has name. If no name, receipt has payment information (ie: credit card), the individual needs to supply their credit card statement. Remember, everything can be blacked out except the name and the charge.

**Airfare** (purchased by outside source other than Travel onLion) – E-ticket . Make sure the individual’s name and amount is on the E-ticket information. **DO NOT NEED BOARDING PASSES.**

**Bag Check Fees** – Receipts with individual’s name and amount.

**Taxi/Shuttle** – Date and amount and if tip was not included on the receipt, please add it to the receipt or note it in the comment box.

**GROUP MEAL** - If attached, review the group meal form against the charge (everything) and make sure the Purchaser, Host and Department Head have all signed and dated the form.

Review the itemized receipt and look at the restaurant name on receipt, # of GST, date and time. Look for alcohol and double check the tip (not to exceed 20%).

If no group meal form was completed, make sure the **AA FORWARDS** the report to the Department Head for his/her approval.

- ✓ Look at the **Total** (located under Expense List in the report). This will show me if the report amounts have been allocated.
- ✓ Click **PRINT** and select **ALLOCATIONS SUMMARY or DETAIL RPT.**
- ✓ Double check to make certain all receipts is legible.
- ✓ After reviewing the report and depending on whether or not everything is correct, you will:
  - 1) Approve, **OR**
  - 2) Send Back to Employee to make necessary corrections (send email to delegate indicating the necessary corrections to be made to the report).

**To approve and forward:**

- 1) Use the “**add a step**” icon (arrow up).
- 2) Click in the **User-Added Approver** field and begin typing the person’s last name.
- 3) Click the appropriate name from the search results.
- 4) Click **Approve**. The off-path approver will receive an e-mail that the report is waiting for approval. When the off-path approver has approved the report, it will move to the next workflow approver.