ERS Delegate Checksheet
College of Ag Sciences

<u>Report Header</u>

- ☐ Report name format should include: userid, destination, dates of trip
- ☐ Reimbursement form: Is this for a non-employee or an employee?
- ☐ Description of Travel: Is there a complete explanation of travel ie: reason for visiting each location, dates of travel, name of conferences attended, names of collaborators, etc.? Do not use abbreviations.
- ☐ Comments:
  - ☐ Are any special circumstances or personal travel dates noted?
  - ☐ Have related ERS reports, P-Card transactions, DBAFs, or JV# to clear DBAF been referenced?
  - ☐ Has the preparer's name been entered?
  - ☐ Have any changes or delays in airline travel been noted?

<u>Expense List</u>

- ☐ Are all relevant P-Card charges assigned to the trip?
- ☐ Are all relevant advances assigned to the trip?
- ☐ Are all CONUS meal P-Card charges marked do not reimburse?
- ☐ Are all OCONUS meals and lodging P-Card charges marked do not reimburse (unless actuals are requested – advance approval required)?
- ☐ Are all alcohol and group meal costs over per diem charged to unrestricted donor funds?
- ☐ Are all costs incurred during personal time marked do not reimburse (please include a notation as these items being personal in the <u>description field</u> of the transaction)?
- ☐ Are all personal expenses (movies, etc) excluded (please include a notation as these items being personal in the <u>description field</u> of the transaction)?
- ☐ If airfare is from a non-approved source and there is no same day comparison have the comparison and exception been sent to the Finance Office for approvals prior to being attached?
- ☐ If applicable, is required group meal (signed by all relevant parties) included with scanned receipts?
- ☐ Are alcohol costs over 50% of food and tips over 20% marked do not reimburse?
- ☐ Are alcohol costs on unrestricted funds? Is the gratuity prorated on these costs?
- ☐ Are explanations provided in the description field for any expense that is not easily understood how it relates to the trip?
- ☐ Is information about this expense indicated in the Description field, not the comment field? Extra information can be noted in comment field.

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(continued)

Travel Allowances
- [ ] Itinerary: Are only business stops listed (do not include stops for changing planes)?
- [ ] Does airline itinerary back up reasonably agree with itinerary entered in ERS?
- [ ] Fixed Allowances:
  - [ ] Are all meals or lodging provided by another source including part of conference registration excluded? Please indicate this information in comment field (i.e. "Lodging provided by another source.")
  - [ ] Are all meals during personal time excluded?
  - [ ] Are all meals charged to the university as group meals excluded?

Report Totals
- [ ] Do ERS report totals agree with amounts on Travel Support form? (Amount due employee, amount due company card, etc.)
- [ ] Are correct amounts being charged in each category?
- [ ] Has the traveler been informed that any amount listed as due company will result in a payroll deduction?

Receipts
- [ ] Is required "Travel Support Form" included with imaged receipts?
- [ ] Have all itemized receipts sheets been attached (including currency conversion calculations and map quest prints outs if applicable)?
- [ ] Are all receipt images readable?
- [ ] Have originals for any unreadable receipts been sent to the Finance Office?
- [ ] Is the VISIT form and appropriate Visa documents attached for non-employees?
- [ ] Has the completed non-employee travel form (signed by the visitor and budget administrator) been attached?

Approvals
- [ ] Has report been approved by host and budget administrator (unit leader) for group meals and meetings? If Group meal support form is signed by unit leader, report does not have to be.
- [ ] If the report total is $5K or over has, it been sent to the budget administrator (unit leader) for approval?
- [ ] Has report been reviewed by approvers for accuracy and completeness?

Required attachments:

All Employee Reimbursement Reports **MUST** have the completed Travel Support Worksheet attached. Appropriate Signatures are needed – traveler, budget administrator/assistant (depending on amount).

For Group Meal/Meeting – completed and signed Group Meal/Meeting support form and itemized receipt.

For Non-Employee Travel – Non-Employee Travel Support Worksheet, signed by traveler and budget administrator/assistant; VISIT form.