Checklist for Concur claims.

For any event (virtual/in- person), the following is required:

- ☐ Event schedule
- ☐ Event program (full) obtained from the event website.
- ☐ Approval email from Grad Coordinator &/or Supervisor (attach under Additional Documentation). *Mainly for students
- ☐ Supervisor provided research purpose statement (enter in the comments field of the Report Header).
- ☐ Cash advance is assigned to the expense report.
- ☐ Cash advance return expense line is added to the expense report if applicable (where cash advance amount exceeds your expenses).
- ☐ Invoice(s)/Printable Order Summary, showing proof of payment (e.g., Amazon orders).
- ☐ Shipment confirmation.
- ☐ Registration/membership invoice(s)
- ☐ Accommodation receipts, showing itemized services and taxes.
- ☐ Transportation receipts (taxi, airfare, train etc.)
- ☐ Each expense is entered separately. Clustering expenses, and combining receipts (e.g., trains, buses, taxis etc.) is not the correct way to enter the expense.
- ☐ All original and itemized meal receipts are included (minus alcohol cost - not eligible).
- ☐ Per diem calculation is explained in the comments
- ☐ All meals provided by conference, airfare, visiting host or hotel meals are removed.
- ☐ Proof of payment for each expense (snippet of the line-item from card) if the receipt does not show the method of payment (e.g., the last 4-digits of your credit card), or to confirm currency exchange information.
- ☐ Comments are added in the comment fields to provide as much detail as possible to explain each expense.
- ☐ Currency exchange function is used for expenses incurred in foreign currency.
- ☐ Itemization tab is used to separate expense items where you have a single receipt that includes different expense types or categories (e.g., accommodation with parking)
- ☐ Cost comparison for the business portion of a receipt which includes personal expenses (e.g., airfare, accommodation) and attach under Additional Documentation. Considerations for comparisons: Timing and level/class of travel.
- ☐ Missing Receipt affidavit is attached for any missing receipt and a proof of payment is provided for the expense under Additional Documentation.

Note:

- **Please retain all original receipts until payment has been confirmed.**
- **Any missing information or errors will cause delays in reimbursement.**