|  |  |
| --- | --- |
| **General Information** | |
|  | Confirm you are the right person to approve this Advance Request or Travel/Expense Claim. |
|  | Confirm request/travel/expense claim is being charged to the correct Chartfield (in Details>Report Header). |
|  | Honorarium, Speaker Fees, and payments to third party suppliers must be processed using AcQuire. This is for tax purposes as per Canada Revenue Agency. Please return the claim to have these expenses removed. |
| **Requests – Travel/Expense Advance and Subject Advance** | |
|  | Business Purpose is valid. |
|  | Does the Requestor have any outstanding cash advances (>15 days)? |
|  | Travel advances should not be issued for any expense that can be charged on a departmental T-Card or individual T-Card. |
|  | Correct type of cash advance is used. |
|  | Currency for cash advance for travel is in Canadian dollars only. |
| **Expense and Travel Claims** | |
|  | Check the Audit Trail to confirm approvals or compliance checking has been completed (in claim, go to Details>Audit Trail). |
|  | Check the Exceptions listed to make sure there are no policy issues. This is the red box above the line expenses- lists lines that have possible issues. Examples: duplicate expenses, receipted meals over National Joint Council rates. |
|  | Business Purpose is valid. |
|  | Each receipt matches the expense line item. |
|  | Receipt dates match the date entered on the expense line. |
|  | Correct expense types have been used i.e., Business Meal vs Dept Food Purchase. Business Meals expense is only used for activities that support the educational, research or service activities of Queen’s University, and includes individuals who are not Queen’s employees or students. All other meals for more than an individual are either Hospitality or Department Food Purchases expense and require pre-approval. |
|  | Receipt image attached for each line item as required (not needed for mileage, per diems). |
|  | Pre-approval has been attached, if applicable (i.e., Business Entertainment, Department Food Purchase). |
|  | Meals are either all receipted meals with itemized receipts OR all per diems. These two types of meal reimbursement options cannot be mixed. |
|  | An outstanding advance has been applied, if applicable. |
|  | Personal amounts have been removed from expenses, if applicable. |
|  | Correct Air Travel expense type has been used (i.e., Canadian destinations, US destinations, Int’l destinations), if applicable. |
|  | Correct Class of Travel used (e.g., Coach class), if applicable. |
|  | Alcohol has been removed as a personal amount, if applicable. |
|  | Conference agenda has been attached. |
|  | Missing Receipt Affidavit attached for items missing receipts, if applicable. |
|  | Attendees are appropriate for the event or meal, if applicable. |
|  | In general, the expenses are reasonable business expenditures. |

***Note: Some items above will not apply to every Request or Expense Report***