

## Check List for Request Approvals

- Review Request Header
  - Request Name (Example SFO 4/11-15/15)
  - View all Comments (There could be information on sharing a room)
  - Travel Group (If funding is provided by COE, COE must be the travel group) Check Budgeted amount if COE. **If COE Justification is attached check to see if employee chose the Travel Group Council on Excellence.**
  - Check if Cash Advance Comment & Cash Advance Amount (Registration) (If applicable)
  - View All Comments for Cash Advance (Should be Registration with dollar amount) (If Applicable)
  - Enter initials in Cash Advance Comment Box after reviewing. Click Save.
- Review Segments
  - Air Fare Dates and Amount (If applicable)
  - Hotel Dates and Amounts (If applicable)
  - Car Rental Dates and Amounts (If applicable)
- Review Expenses (Review Comments)
  - Airfare, Hotel, Car Rental will come over from segments. (If applicable)
  - Mileage is only an estimate.
  - Registration (amount should be what is on cash advance amount and on registration form.)
  - If there is a Cash Advance for Registration the Cash Advance box should be checked & Payee should be chosen.
  - Travel Allowance (Meals Per Diem) is an estimate.
  - Verify that other expenses are within Collin Colleges Travel Procedures.
- Attachments
  - Agenda
  - Registration Form (If Applicable)
    - Verify all three items dollar amounts are the same.
      - Cash Advance amount
      - Registration amount
      - Registration Form
  - Justification (If Applicable) EX. COE (At manager's discretion)
- Click Approve if information is correct.

## Check List for Expense Reports Approvals

- Click on Details-Click Report Header (Verify)
  - Report Name
  - Travel Group If COE, verify budget amount. If over, check where is the remaining amount is allocated.
  - Non Collin Payment- check to see if the contact information is entered.
  - Review ALL COMMENTS!
- Click on Details- Click Totals (Verify)
  - Report Total
  - Amount Approved
  - Due Employee
  - CBCP
- Click Details-Click Itineraries
  - Verify dates and times for Travel Allowance (Meals Per Diem)

Time	Departure	Return
Midnight - 8:00 am	B, L, D	B
8:01 am - 5:00 pm	L, D	B, L
5:01 pm - Midnight	D	B, L, D

- Review each expense
  - Agenda- check to see if meals were provided at the conference for Travel Allowance along with itinerary times of travel to check Travel Allowance.
  - Airfare- **must have Agency booking fee (\$4.75)**
  - Hotels in Texas, NO STATE TAX SHOULD BE ON RECEIPT
  - Registration – If there is a cash advance there should be a Registration Expense.
  - Mileage (Check to see if commute is deducted when traveling during work days)
  - Check dollar amounts against receipts
  - Travel Summary and Agenda should be attached
  - Check if payment type is correct for Air, hotel, car CBCP in Collin Paid. Registration will be cash out of pocket but a cash advance will be attached if paid with Request.
- Click Summary
  - Verify summary has a request attached with Request ID, click on Request and check to see if hotel amount is close to what was approved on Request.
  - Click the Request drop down to verify the Expenses on the Request.
  - Verify there is a cash advance if Registration is an expense
- Click Details- Click Allocation (if applicable)
  - Review allocations amounts are distributed correctly
- **ALL "Y" UNDER REVIEWED**