Check List for Request Approvals

• Review Request Header
  o Request Name (Example SFO 4/11-15/15)
  o View all Comments (There could be information on sharing a room)
  o 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.
  o Check if Cash Advance Comment & Cash Advance Amount (Registration) (If applicable)
  o View All Comments for Cash Advance (Should be Registration with dollar amount) (If Applicable)
  o Enter initials in Cash Advance Comment Box after reviewing. Click Save.

• Review Segments
  o Air Fare Dates and Amount (If applicable)
  o Hotel Dates and Amounts (If applicable)
  o Car Rental Dates and Amounts (If applicable)

• Review Expenses (Review Comments)
  o Airfare, Hotel, Car Rental will come over from segments. (If applicable)
  o Mileage is only an estimate.
  o Registration (amount should be what is on cash advance amount and on registration form.)
  o If there is a Cash Advance for Registration the Cash Advance box should be checked & Payee should be chosen.
  o Travel Allowance (Meals Per Diem) is an estimate.
  o Verify that other expenses are within Collin Colleges Travel Procedures.

• Attachments
  o Agenda
  o Registration Form (If Applicable)
    ▪ Verify all three items dollar amounts are the same.
      • Cash Advance amount
      • Registration amount
      • Registration Form
  o 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)

<table>
<thead>
<tr>
<th>Time</th>
<th>Departure</th>
<th>Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midnight - 8:00 am</td>
<td>B, L, D</td>
<td>B</td>
</tr>
<tr>
<td>8:01 am - 5:00 pm</td>
<td>L, D</td>
<td>B, L</td>
</tr>
<tr>
<td>5:01 pm - Midnight</td>
<td>D</td>
<td>B, L, D</td>
</tr>
</tbody>
</table>

- 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**