Creating Reports

When to create a report

- Create an individual report for each trip that includes all travel expenses
- For local expenses, group multiple expenses together on one report

Cost Object

- The account number that should be charged for this report (you can also allocate within the report).
- For non-base accounts (anything that begins with a 9), include two zeros in front of the account number.

Expense types

Flowers, gifts, gift cards*	Unallowable Gifts - 516060
Travel	Various Expense Types – 513500, 513700
Books*	Books/Periodicals - 513400
Durable goods and supplies*	Materials - 510010
Consumable supplies*	Office supplies - 510030
Software *with Greg Defronzo's approval attached*	Materials - 510010
Meals with guests	Business meal - 513500
Food/meals for on campus meetings *attach list of attendees to report as a receipt*	Meetings - 513910
Alcohol at a meeting	Meeting Alcohol/Unallowable Expense - 513920

Don't Use!	Use Instead
Departmental Food Event – 511200	Meetings - 513910
Research Supplies - 510040	Office Supplies – 510030 OR Materials – 510010*

*University does not reimburse sales tax on supplies and materials. Sales tax must be itemized as personal expense.

Receipt Documentation

- Itemized receipt must be attached for any expense greater than $25.
- Receipt should show payment method (usually last 4 digits of credit card).
- If receipt is missing, complete a missing receipt affidavit.

Reviewing Reports

- Is this allocated to the correct account? If it includes a grant, is the grant option selected on the report header?
- Are the expense types correct?   Is alcohol itemized?
- Do all expenses $25 or more have receipts attached? Do the receipts match the amount requested?
- Do receipts include all necessary information (itemized? Payment method?)?

  Include explanatory comments for anything that might be confusing to someone else reviewing the report.

For instructions on how to use Concur (including how to create a report, allocate expenses, and using the app), visit
http://questromworld.bu.edu/administrator-toolkit/

Card Usage Chart

This chart will help you understand when it is most appropriate to use your Travel Card verse when the Pcard is more appropriate.

Expense Type	Travel Card	P-Card
Taxi to/from Airport	✓	✗
Local Travel <$50.00	✓	✓
Local Travel >$50.00	✓	✗
Conference Registrations and Fees (Local and Non-Local)	✓	✗
Offsite Catering*	✓	✗
Onsite(BU) Catering*	✗	✓
Business Meals w/ Alcohol	✓	✗
Office Supplies –During Travel Dates (<$1,000.00)	✓	✗
Office Supplies – Local (<$1,000.00)	✗	✓**
Materials – During Travel Dates (<$1,000.00)	✓	✗
Materials – Local (<$1,000.00)	✗	✓**
Airfare/Accommodations/Car Rental	✓	✗
Professional Subscriptions/Dues	✓	✓

* Catering expenses involving a contract must go through Sourcing

** The University always encourages the use of the Terrier Marketplace to make supply purchases using the Shopping Cart process. Use of P-Card is intended for low cost items needed immediately.

NEVER use the BU Visa/Reimbursement process for:
- IT Purchases (hardware, software, computers, tablets)
  Contact Questrom IT instead
- Most service providers
  Use shopping cart
- Chartered bus
  Use shopping cart

For all purchasing policies, please visit **http://www.bu.edu/policies/finance/**

Questions about the best way to pay for something? **Contact Carol Desimone (ccullati@bu.edu)**