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

Report Name
- Do not need to put person's name in the "Report Name" field.
- Travel related report names should pertain to what, where, and when- if space allows: "Sept. ASHE Conference"; "Fall Platforms Fundraising"; "Digital Teams Mtg NYC"
- Local Reports should contain a period of time: "Fall Local Expenses"; "Summer Semester Local Meals and Travel." As a reminder- only expenses within policy should be submitted through Concur so local reports should be predominantly meals, travel, and parking

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

Travel	Various Expense Types – 513500, 513700
Non-Amazon Books*	Books/Periodicals - 513400
Durable goods and supplies *	Materials - 510010
Consumable supplies*	Office supplies - 510030
Meals with guests	Business meal – 513500 or Meetings – 513910 if in MA
Food/meals for on campus meetings or meals in MA *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.
Bolded expenses are Reimbursable During Travel Dates Only- otherwise must be purchased through normal channels.

If you have purchased something out of policy, check with your Department Administrator to determine if a **Questrom Expense Approval Form** can be submitted with your report to request reimbursement.

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.