

Travel Expense Report Checklist for Approvers

From the Details tab:

- Review the Report Header Information.
 - Travel Type (employee, non-employee, recruiting, study abroad, team travel).
 - Electronic or paper Travel Request authorization is attached.
- Review the Audit Trail for previous requests for changes or documentation. Review Comments History.
- Review and enter any Allocations not entered by the employee.
 - Review the Approval Flow to verify all approvers are included and correct (supervisor, business manager, grants, etc.).
- Review Cash Advances Assigned.
- Review Travel Allowances (Expenses & Adjustments).
 - Verify appropriate “Meals Provided” boxes are selected using the Conference Agenda or itinerary. Meals provided by the conference, event or the hotel are not reimbursed to the employee.

From Expenses:

Note: Hover over Receipts icon  to view receipts attached to individual line item Expenses. Hover over Allocations icon  to review allocations made by the employee to an individual line item.

- Review individual Expense line items.
 - Travel Agency (Travel Inc.) fees and airfare are imported in the expense report for any bookings.
 - Airfare
 - If airfare purchased 14 days or less in advance of trip, justification comments are required.
 - Baggage (only one piece of luggage allowable each way).
 - Upgrade costs to first class, business class or comfort seating are unallowable.
 - Car Rental (car rental insurance not an allowable expense)
 - Gas for rental car.
 - Rental receipt attached. Rental agency refueling option is not allowable and non-reimbursable.
 - No mileage included.
 - Hotel Lodging
 - In-State lodging taxes are NOT included (occupancy and municipal tax).
 - Non-reimbursable items are NOT included (alcohol, room service).
 - Personal Car Mileage & Mileage Calculator Mileage
 - Review the “mileage calculator” link. Personal commute miles are deducted from mileage.
 - Traveler and department approver(s) should examine the available options and make the determination for the most cost-effective logical choice for the trip. Any subsequent audit review will be referred to the department for verification of the approved expenses.
- Cost comparisons are required if personal travel included with business travel.

From Receipts tab:

- Click Receipts Required. Verify that a Conference Agenda or Itinerary is attached!
- View receipts and other documents attached at the report level. Cost comparisons

Contact the Travel Hotline at (470)578-4394 or submit a ServiceNow ticket at service.kennesaw.edu/ofs with any questions.

If all is reviewed and validated, Approve Travel Expense Report. If report is not completed properly, select Return to Employee for corrections and instruct employee to re-enter the approval flow and resubmit with corrections.