## Expense Requests Transaction Approval Checklist

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>Review fund/award</td>
<td>• Ensure that applicable terms and conditions are known.</td>
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</tbody>
</table>
| Review transaction information for accuracy. Open the Full View | Review all that apply:  
- Payee  
- Expense Dates  
- Event Name  
| Preparer  
| Transaction Summary |
| View backup documentation: Open attached receipts | • Ensure items costing $75 or more have receipts.  
- Match receipts to each line item.  
- For missing receipts, follow-up with card custodian and/or originator to verify reason for missing receipt and confirm receipt of goods/services. |

### Review each expense line (use the Full View) to ensure the following:

- The items support the Business Purpose. [Note: In cases where nonfederal grants allow charges that are not allowed on federal monies (e.g., memberships and sometimes alcohol), it is recommended that originators include this information about the allowability in the Business Purpose.]
- The items are not personal expenditures or other expenditures that is not permissible by Stanford University. (Note – Personal purchases must not be charged to a Stanford Travel Card. If this occurs, the cardholders must immediately reimbursed Stanford.)
  - See Policy Notes: Business Expense Policy
- The items and costs are reasonable:
  - A prudent person would purchase the item at that price  
  - The expense is necessary in support of a legitimate business activity  
  - The expenditure complies with established institutional policies and practices
- The PTA charged and Expenditure Type used are appropriate:
  - If charging to a sponsored project, item is allowable as specified by government regulations and can be allocated to the government activity based on benefit derived, cause and effect, or other equitable relationship.
    - See Resources: Proper Coding of Allowable and Unallowable University Expenditures
  - The appropriate Expenditure Type (E) is used.
    - See Expenditure Type Query tool (Oracle home page > SU Inquiry Tools)  
    - See Stanford’s Buy and Pay Guide (Fingate)
  - Items are treated and coded consistently, follow Stanford and departmental policy.
  - Sponsor’s award terms and conditions take precedence over Stanford policy, unless they are less restrictive than Stanford’s policy as documented in the Administrative Guide.

### Potential “Red Flags”

- Is there anything inexplicable about the transaction?

### Make the decision

- If each item PASSES the review:  
  - Approve the transaction.
- If you need more information from preparer:  
  - Enter Notes requesting information  
  - Refer to exact expense line(s) and info needed  
  - Click Request More Info  
  - Request for more info sent to preparer
- If one or more items DOES NOT PASS review:  
  - Select Reject reason(s) and enter Notes  
  - Refer to exact expense line(s) and reason(s)  
  - Click Reject  
  - Transaction sent to preparer for resubmission

- How To: Approve / Reject an Expense Report, Advance, or Non-PO Payment
- Relevant Administrative Guide Policy: 5.4.1 Expense Advances, 5.4.2 Travel Expenses, 5.4.3 Reimbursable Expenses

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August 28, 2017

Stanford University