

- Click to close window -

Travel Date Audit (Validation) Points

- Verify each line item in the expense report individually.
- Travel dates should be separated to reflect each day expenses were incurred.
 - Lumped travel dates are only acceptable in the rare instances where funding split (%) of Chartfield coding prohibits itemization of individual expenses resulting in an expense payment distribution of less than \$0.01 or if dates of expenses are consecutive for the following expense types: lodging, lodging tax, parking/tolls and telephone/fax/internet.
 - This must be indicated with supporting documentation OR a comment on the report.

Revised 7/1/2016