## Approver/Previewer/Processor ERS Checklist

### General Information
- ☐ Confirm you are the right person to approve this Request or Expense Report
- ☐ Confirm expense/request is being charged to the correct Chartfield (in Details>Report Header)

### Requests
- ☐ Business Purpose is valid
- ☐ Does the Requestor have any outstanding cash advances (>15 days)?  **{Processor only}**. If yes, no further advances should be issued until those overdue are accounted for
- ☐ Correct type of cash advance is used (e.g. cash advance for travel is created through the Request module and not the Expense module), if applicable
- ☐ Currency for cash advance for travel is in Canadian dollars only

### Expense Reports
- ☐ Check the Audit Trail to confirm approvals or compliance checking has been completed (in claim, go to Details>Audit Trail)
- ☐ Check the Exceptions listed to make sure there are no policy issues
- ☐ Business Purpose is valid
- ☐ Each receipt matches the expense line item
- ☐ Receipt dates match the expense line item dates
- ☐ Receipts images are sharp, clear and legible
- ☐ Correct expense types have been used
- ☐ Receipt image attached for each line item as required (not needed for mileage, per diems)
- ☐ Hard copies of receipts will be kept until payment is received
- ☐ Pre-approval has been attached, if applicable
- ☐ An outstanding advance has been applied, if applicable
- ☐ Personal amounts have been removed from expenses, if applicable
- ☐ Correct Air Travel expense type has been used (i.e. Canadian destinations, US destinations, Int’l destinations), if applicable
- ☐ Correct Class of Travel used (e.g. Coach class), if applicable
- ☐ Alcohol has been removed as a personal amount, if applicable
- ☐ Conference agenda has been attached, if applicable
- ☐ Missing Receipt Affidavit attached for items missing receipts, if applicable
- ☐ Attendees are appropriate for the event or meal, if applicable
- ☐ The expenses are reasonable business expenditures

**Note: Some of the items mentioned will not apply to every Request or Expense Report**

March 2017