## 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
- Check the Audit Trail to confirm approvals or compliance checking has been completed *(see the document, “Approving Requests & Expense Reports”)*.
- Does the Requestor have any outstanding cash advances (>15 days)? *(Previewer/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, if applicable.

## Expense Reports
- Check the Audit Trail to confirm approvals or compliance checking has been completed. In claim for to Details>Audit Trail. *(see the document, “Approving Requests & Expense Reports”)*.
- Check the Exceptions list to make sure there are no policy issues.
- Business Purpose is valid and clear – add more information in the comments section if required.
- Each receipt matches the expense line item.
- Receipt 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, or guest housing).
- Hard copies of receipts have been received and kept until payment is received.
- Pre-approval has been attached, if applicable.
- An outstanding cash advance has been applied, if applicable.
- For new Cash advances being issued through Expense module, is for subject payments or Indigenous Elder/Participant payments, and in Canadian dollars only.
- 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, along with an explanation for the missing receipt, if applicable.
- Attendees are appropriate for the event or meal, if applicable.
- In general, the expenses are reasonable business expenditures.

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