Ferris State University
Disbursements Office

Before You Submit Checklist

What Should I check before submitting an expense report?

- All credit card charges have imported and are placed in an expense report to complete reconciliation.
- Receipts attached are itemized and match the expense they are associated with.
- Use the comments box to put additional information or explanation of expense. Comments may help the approval and processing times become faster.
- Check the “Totals” screen to be sure that the reconciliation and reimbursement amounts are correct.
- If any money is owed to the university, as seen on the Totals screen, please complete repayment to the university at the provided repayment link and attach the payment confirmation to your report.
- Exception messages are addressed; if so, no further action is needed with those.
- If the Business Meals or Food (Meetings/Events) expense type was used, make sure the attendees are listed, and an agenda attached if necessary.

What should I check before submitting a report that included travel?

- The correct travel request is attached in the report header.
- Fixed Meals per Diem are done through the itinerary tool and associated meal expenses are updated.
- Hotels are itemized with Room Rate and Hotel Tax separated.
- Personal Car Mileage has been added if applicable
- Personal meals used with the University purchasing card are marked as personal expense

What should I check before submitting a travel request?

- The entire report header is completed with appropriate information.
- The request is being submitted before travel with adequate time to complete the approval process.
- Travel cost estimates are completed for hotel, airfare, meals, or any other expected charges during travel.

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