

Approver Checklist

Requests & Expense Reports

- **Verify Travel Dates & Purpose** – Ensure travel dates and purposes align with MSU business objectives.
- **Validate Funding Availability** – Confirm that the department has sufficient funds to cover the expected cost.
- **Review Estimated or Actual Expenses for Reasonableness** – Ensure that estimated or actual expenses align with MSU business objectives.
- **Review for Personal Travel Combined with Business Travel** – Ensure that necessary quotes are attached to Request and Expense Report to compare costs.

Expense Reports Only

- **Confirm No Personal Expenses** – Verify that no personal expenses are included on the Expense Report. The Expense Report should be returned to the employee if any abnormal expenses are found.
- **Verify Receipts** – Confirm that receipts are attached for all required expenses and that each expense/transaction is business-related.
- **Check Expense Accuracy** – Ensure amounts entered match receipts and are calculated correctly.

Per Section 1.2 of MSU Travel Services Guidelines –

The departmental approval of an Expense Report is verification that the next higher administrator has reviewed the expense report and supporting documentation, and he/she agrees with the traveler that all expenses claimed are for MSU business. This approval is also certifying that the department has funds to support the reimbursement.