

### **“EMS Tips to Remember”**

- Verify that the Business Purpose listed for the report/expense represents a valid University business transaction.
- Verify that expense is not a duplicate and has not already been paid or reimbursed.
- Make sure that all required supporting documentation is included and legible.
- Verify that any policy exceptions approvals are approved and documented.
- Make sure that expenses (e.g. Communications, meals, movies, personal items, etc.) other than lodging on hotel folios are broken out to the appropriate expense codes.
- Make sure the appropriate approvals (e.g. Dean, Chair, Major Department Head or designee) are documented for Meals or Entertainment Expenses over \$1,000.

### **References:**

3215 PR.01	Procedure	<a href="#">Purchasing Cards and Expense Management System</a>
3215 GD.01	Guide	<a href="#">PCARD Travel/Entertainment Approver Check List</a>
3215 GD.02	Guide	<a href="#">PCARD Coordinator Check List</a>
3215 GD.03	Guide	<a href="#">Purchasing Card Responsibilities</a>
3302	Policy	<a href="#">Business Meals, Entertainment, and Other Social Events</a>
3303	Policy	<a href="#">Gifts from University Funds</a>