

AMEX EXPENSE CHECKLIST – REPORT COVER

F&A's Administrative Coordinators (AC's) are in charge of reconciling and submitting assigned staff's expense reimbursement requests in Concur. The checklist below was designed to help you verify that the report you are about to submit is complete and in compliance with OSI T&E procedures.

Please submit the complete report (checklist cover and back-up documents) to your assigned AC on/by **the 8th of each month**. Your request should include the following documents:

AmEx Statement

Print a copy of your current AmEx statement (online statements are available on the 5th of each month).

Receipts

Submit all original receipts and include the following on the front of each receipt:

- business purpose of trip
- list each participants name, title, and affiliation (provide an explanation for any individual meal expense above \$75 p/p)
- proper program code (project code or any cross-program codes, if applicable)
- receipts in a foreign language should be translated
- Include tips to any applicable receipts

Please contact hotel with any discrepancies found on hotel bill and/or include a check made out to OSI for any personal charges made at the hotel.

No Receipts

Provide a written (email to assigned AC), explanation of why the receipt is not available.

Reimbursements

Receipts for any personal reimbursement should be clearly labeled as cash or personal credit card purchase.

Personal Expense

Flag any personal charge made on your OSI Corporate Card and provide a check to the assigned AC for the correct amount payable to OSI.

Cash Advance (within OSI's thirty days reporting rule)

Reconcile any cash advance expense and provide a check payable to OSI for outstanding amount and clearly label "cash advance" on the front of each receipt.

Cardholder: _____ Date: _____