

Critical Control Points Checklist

Place a check mark in the first column or NA if not applicable.

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|---|--|
| ✓ | |
| | Travel Expenses |
| | Is all travel reviewed for its benefit to the University versus its cost prior to the trip approval? |
| | Are travel plans made sufficiently in advance to obtain the most favorable rates and made far enough in advance so that total travel costs exceeding \$4,999 will not be split and charged to the P-card in violation of policy? |
| | Are travelers required to provide original receipts for all travel expenses? |
| | Are travel expense reports reviewed in detail prior to being approved for reimbursement? |
| | Are direct advance payments and the use of credit cards encouraged over cash travel advances? |
| | Are expense reports submitted for timely reimbursement? |
| | Are expenses submitted for reimbursement reviewed to ensure they were not also paid by p-card or other method? |