



Oregon State University

Cascades

Concur Review & Approval Guidance

REVIEW & APPROVALS

- Ensure legitimate & detailed business purpose
 - who, what, when, where and why
- Ensure budgeted funds for the expenses
- Ensure correct index & activity codes assigned
- Approve items in your queue in a timely manner

RESOURCES

[OSU Fiscal Policy](#)

Questions on fiscal policy or available budget?
Contact accounting@osucascades.edu

Concur support or specific questions?
Contact travel@oregonstate.edu

SPECIAL EXPENSES

Need additional details/documentation

- *Meals and food - please make sure the claimant includes a list of attendees, meeting agenda and a detailed business purpose. They should use one of the Meals & Hosting Expense Types (i.e. 28611 or 28612).*
- *Gift cards - for purchases related to incentives, please make sure the claimant is aware of this policy.*



UNALLOWABLE EXPENSES

- Alcohol
- Donations
- Gifts
- Personal items (section 3.8)

If someone claims these unallowable items, please return the expense report and ask them to remove those items.

If claimant has permission to use our limited foundation funds, please use Expense Type: Alumni, Donor & Fundraising and indicate foundation account code.