Blair School of Music Expense Report Guidelines
Updated December 21, 2023

Purchase Policy Reminders

- <mark>Gift Card purchases, donations, contributions, and sponsorships are not allowed.</mark>
- All purchases for **equipment and services** must be processed through Purchasing Services ***before*** goods are received and services are rendered**.** Please submit a [Buying At Blair](#) request.
- If you have a need to purchase any new **software products**, <u>prior approval</u> is required before committing funds or making purchase. If you do not have approved funding, submit a Blair Funding Request. Once funds are secured, contact Dallas Albright and she will guide you through the approval process.

Expense Report Basics

- If your expense report is ***rejected*** by the audit team, <u>PLEASE</u> forward the email you receive regarding needed corrections, to your FUM, Dallas Albright.
- The "Purpose" at the top of the expense report should include: Name of event to be attended, dates and location of the meeting, as well as reason for the expense. If not a travel event, the Purpose should include as much explanation as possible, then only brief explanations are required down below on the expense lines. Business purpose is the WHY not the WHAT.
- Each receipt should have its own expense line. Do not add receipts together nor include multiple receipts as itemizations under one line.
- Date = when the transaction took place/what is on the receipt
- Expenses **older than 60 days** are reported to Payroll as taxable income.
- Expenses **older than 90 days** will not be reimbursed.
- Merchant Name: Enter the name of the company you paid e.g., American Airlines (not Concur), Jason's Deli, etc.
- Non-travel business-related expenses for reimbursement should be low dollar at $250.00 or less. Please use the [Buying At Blair](#) form to request purchases greater than $250 and purchases of equipment or services.
- Use the magnifying glass icon next to Account to populate each section of the COA except for the 4-digit account field. This section auto populates based on the expense type and should never be overwritten. *Do not copy and paste the COA.*
- Attach itemized receipts showing proof of payment for each expense. If you have a receipt showing the last 4 digits of the credit card, that is ideal, but that is no longer required, as many receipts do not show the last 4 of the credit card.

Travel

- **All flights and hotels must be booked through Concur/World Travel**, or the expense will not be reimbursed. If lower rates for accommodations are available through a conference rate, the traveler may book through that website, and attach the documentation in the expense report.
- **Expense Location**: You must enter the destination country for flights. For other expenses, choose the country in which they took place. (ex. Hotel – which country you are staying in. Meals – where is the restaurant location)

- **Mileage:** Attach a screen shot from Google Maps showing the miles from the start to end point for each trip. If over 1,000 miles please talk with your FUM, Dallas Albright, **before** the trip.
- **Per Diem:** When using sponsored funds (grant/contract) per diem is not an option. If not using sponsored funds, it is an option if you are spending at least one night outside of Davidson County. You can expense each meal **OR** use per diem; you cannot use both.

Dining & Alcohol

- Business or group meals, catering, events, and entertainment all require a list of attendees of 10 or less or a description of the group attending with approximate number of attendees for larger groups.
- **Meals & Hotel**: Alcohol and associated tip and tax must be itemized. Best option: ask for a separate bill for the alcohol.

Itemization

- Itemizations are only needed for four reasons:
  1. Travel, utility, and service expense lines
  2. Multiple funding sources
  3. Alcohol itemized because it is part of a larger expense, e.g., meal, catering, etc., that is not the Entertainment expense type
  4. One Card personal expense violations
- If itemization is not necessary, please delete the itemization section! This is done by selecting the X under "remove" at the far right.

Helpful Hints

- There is a "Duplicate" option in the "Actions" dropdown menu. If you are entering multiple similar items, this could be helpful to reduce having to enter similar data again.
- Receipts are NOT required for purchases under $75. If you had a meal that was less than this and don't want to attach a receipt, you can state "no alcohol" in the description.
- The dropdown field asking whether this is **property** of the individual or university should always be University. All expenses/purchases using University funds are property of the University. "Individual" should only be selected in the event of a One Card personal expense violation. Reimbursement of personal expenses is not allowable.