

Top 10 Expense Report Errors



01

Not attaching **flight comparisons** for trips with **personal days**; the comparison should only reflect the dates of actual business travel



02

Not using proper **booking channels** for Airfare, Car Rental, and Lodging



03

Using **personal card** for Airfare, Car Rental and Lodging



04

Rideshare tipping that is **over 20%** of the trip fare



05

Not **itemizing lodging** rate and lodging tax and parking separately



06

Not ensuring proper **proof of payments** are provided for training/registration
👍 Original receipt or redacted bank statement suffice



07

Not ensuring the **correct business location** is used for all M&IE Per Diems



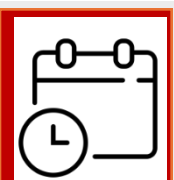
08

Failing to provide **proper business justification** for early hotel check-ins, rideshare priority pickups, or wait fees



09

Claiming Per Diem instead of **actual meal** for Sponsored Guest travel



10

Not reconciling expenses within **30 days** after travel per travel policy 4.1



For questions email travel@slac.stanford.edu

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