

AP AUDIT CHECKLIST

ADVANCE		
☐	TIMEFRAME: Between 45 and 10 days before travel start date.	
☐	PURPOSE: Event Name, Event Location, Travel Start/End Dates	
☐	TEMPLATE: Grants or Non-Grants	
☐	TRAVEL END DATE: Date of last day of travel.	
☐	EXPENSE TYPE: Airfare, Hotel, &/or Car Rental (<i>Exception: HCM/Student Travel</i>)	
☐	ATTACHMENTS:	
☐	AP Required: Quotes Event Agenda Lodging Overage Approval Form	Departmental Required Docs: Grant Travel Justification Forms Department Required Forms Activity Fund Forms Student Travel Forms (Field Trips Approvals/Forms)
☐	EXPENSE AMOUNT: Check if quote matches & if calculations are correct.	
☐	APPROVAL NOTES: Add any notes necessary.	
☐	DECISION: Determine if expense report will be approved, returned, or rejected.	
☐	ADVANCE LOG: Update log to reflect the current information regarding the advance.	
☐	NOTIFICATION EMAIL: Send follow-up email to the requester to inform them of next steps.	
☐	ARTA EMAIL: Send Vickie reservation approval email.	
☐	VAKITA CASH EMAIL: Send Vakita cash advance email.	
☐	ARTA EINVOICE: Once ARTA sends the invoice, adjust the amounts in Oracle to match.	
☐	VAKITA ARTA EMAIL: After amounts are adjusted, send Vakita prepayment email.	

Daily Procedure:

1. Audit the advance expense report.
2. Send follow-up email to requester immediately after decision is made.
3. Send Vickie an email with the approval list for the day.
4. Send Vakita an email with the cash payment list for the day.
5. Allow at least 1 day for amounts to be adjusted in Oracle. (Expense report will not be available until after import is complete).
6. Send Vakita an email with the prepayment list.
7. Follow-up on payment status to make sure payments were sent.
8. Update the advance log each time something is completed with an expense report.