

## **EXPENSE REPORT REVIEW PROCESS:**

University departments are responsible for conducting a thorough review of all employee Expense Reports to assure accuracy and compliance with Baylor Travel & Entertainment Policies & Procedures. All Expense Reports are subject to secondary review by the Budget Office and/or Internal Audit Office.

Each week, Budget Office staff will review Expense Reports paid within the previous week, along with required supporting documentation. The Discussion tab within BearQuest will be used to coordinate resolution of any audit findings. Departments are responsible for timely addressing and resolving any compliance issues. Consequences, as outlined in the Baylor Travel & Entertainment Policies & Procedures, will be applied for compliance issues that were not addressed and resolved within the departments.