WHY WAS MY CONCUR RECORD / EXPENSE REPORT REJECTED?

THE TOP FAILS IN GRANT FINANCES!

This infographic represents a team effort from the Office of Grants and Contracts (OG&C) and the CLAS Dean's Office, in order to minimize confusion and frustration in managing and approving grant expenses. Below are some commonplace reasons that Concur records are rejected and returned.

Receipt Fails

- Missing receipts
- Non-itemized receipts
- Illegible receipts
- Receipts or documentation not attached… even if the quote is!
- Personal expenses, like alcohol, not allocated properly

Approval Fails

- PI approval missing
- Inappropriate designee of PI (e.g., admin)

Timing Fails

- Purchases before or after the grant period (Ask the OG&C to start early or end late!)
- Expense report submitted >30 days after travel or payment

Accounting Fails

- Insufficient funds in grant
- Wrong 4-digit account code
- Unjustified relation to project
- Cost not in original budget
- Unclear allocation over multiple indexes

Mismatch Fails

- Documentation doesn't match requisition
- Invoice doesn't match PO
- Incorrect 5-Index is used

Policy Compliance Fails

- Purchases must comply with the funder's policies
- Purchases must also follow **Villanova policy**, even when Villanova is more strict

Questions? Please reach out to Kevin Minbiole (kevin.minbiole@villanova.edu) or to OG&C (resadmin@villanova.edu)

VILLANOVA UNIVERSITY
College of Liberal Arts and Sciences