

INTERNAL CONTROL SELF ASSESSMENT

EXPENSE REIMBURSEMENT

The following checklist identifies actions and evaluations that will enable your organization to reduce the risk of expense reimbursement fraud. Any “no” response may be a red flag and should be closely evaluated.

Yes	No	
_____	_____	1. Are expense reports required to include: original receipts, business purpose, nature of expenditure, time period, place of expenditure, amount?
_____	_____	2. Are employees required to submit one expense report for each incidence of travel?
_____	_____	3. Are expense reports carefully scrutinized and approved by someone who is not involved in payroll processing?
_____	_____	4. If employee reimbursement is included on direct deposit paychecks, are reimbursements scrutinized and approved by someone not otherwise involved in payroll processing and/or scrutinized as part of the bank reconciliation process?
_____	_____	5. Does a policy exist stating requirements for submitting expense reports, use of company credit cards or P-cards, spending limits, lost receipts, approval authority, approval limits, and consequences for non-compliance?
_____	_____	6. Is the policy enforced at all levels of the organization?
