TOPICS

- Non-Travel Business Purpose
- Grant Justification
- Trend Analysis & Monitoring
# NON-TRAVEL BUSINESS PURPOSE

## Addition by subtraction

<table>
<thead>
<tr>
<th>Report Header</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Travel Testing</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Report</th>
<th>Report Name</th>
<th>Report Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Non-Travel Expenses</em></td>
<td>Non-Travel Testing</td>
<td>01/12/2022</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Detailed Purpose</th>
<th>Index</th>
<th>Activity Code</th>
<th>Approval Status</th>
<th>Report Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buying stuff to use for things.</td>
<td>1</td>
<td>(AAR084) AAR - ApEcon Works</td>
<td>Not Submitted</td>
<td>1481B3C1FE2F41BCA1</td>
</tr>
</tbody>
</table>
NON-TRAVEL BUSINESS PURPOSE

Expense Line Item

Expense Type *
Animal Care Supplies (21049)

Transaction Date *
11/16/2023

Vendor Name *
Bob's Burgers

Business Purpose
- Expense for athletic events or competitions
- None Selected
- Expense for use in a classroom or academic setting
- Expense to further alumni and donor relations
- Expense to further community outreach & engagement

City of Purchase

Currency *
US, Dollar (USD)
GRANT JUSTIFICATION

Enhanced justification requirements for higher risk Expense Types.

- Grant Index + High Risk Expense Type.
- High Risk = higher likelihood for granting agency to disallow a cost.

New System Audit Rule

⚠️ This expense line item requires justification when charged to a grant. Please provide a comment on how it directly benefits the project being charged.
Increased Trend Analysis Window

**Description of Exception**
The employee has a series of transactions that are suspicious or violate company policy.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Employee Id</th>
<th>MCC Code</th>
<th>Num Transactions</th>
<th>Reporting Amount</th>
<th>Top Merchant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>5942</td>
<td>74</td>
<td>USD 12,197.84</td>
<td>AMZN MKTP USFXBRV</td>
</tr>
</tbody>
</table>

**Indicators**
- The pattern of purchases totaling **USD 12,197.84** exceed the risk threshold
- There are **74** transactions in the pattern for this MCC
- The transactions are in a low risk merchant category: **5942-BOOK STORES**
- Some transactions were made on a weekend or holiday
- Some transactions are round amounts
- The purchases were made between Jan 10, 2023 and Mar 06, 2023
- Employee ID has 5 other Closed Issue(s) identified in the past 180 day(s).
- Employee ID has a similar open exception.
DEMO