



# TULANE ACCOUNTS PAYABLE TIP O' THE MONTH

## THE 4 W's to BUSINESS PURPOSE

On all expense reports and payment requests Tulane policy and IRS regulations require justification for the expense, a "business purpose". It's essential that reviewers, approving managers, and auditors understand the circumstances under which you made the purchase and why it was necessary – so remember -

### THE 4 W'S

**WHO** – Business relationship to the University

**WHAT** – Description, necessity and business purpose of the expense

**WHEN** – Date that the business expense takes place

**WHERE** – Location that the expense is incurred

For additional information feel free to go to the Concur Home Page or <https://tams.tulane.edu/content/tams-home> .