

Preparer can be employee or delegated entry authority

- Creates expense report from Blank Report, Travel Authorization, Existing Report, or Template
- Attaches receipts
- Saves for submission later or
- Submits to Approver1 for review and approval

Expense Report cannot be submitted for FUTURE date.

Preparer

Approver 1 is the Department Chair, Unit Director or their designated budget authority

- Reviews for business purpose, dates, amounts
- Ensures request is compliant with any internal department or grant travel restrictions
- Reviews accounting data
- Confirms receipts
- Resolves budget issues
- Puts on hold, denies, sends back for revision or submits to Approver2 for review and approval

Approver 1

Approver 2 is the Dean, Vice President or their designated appointee

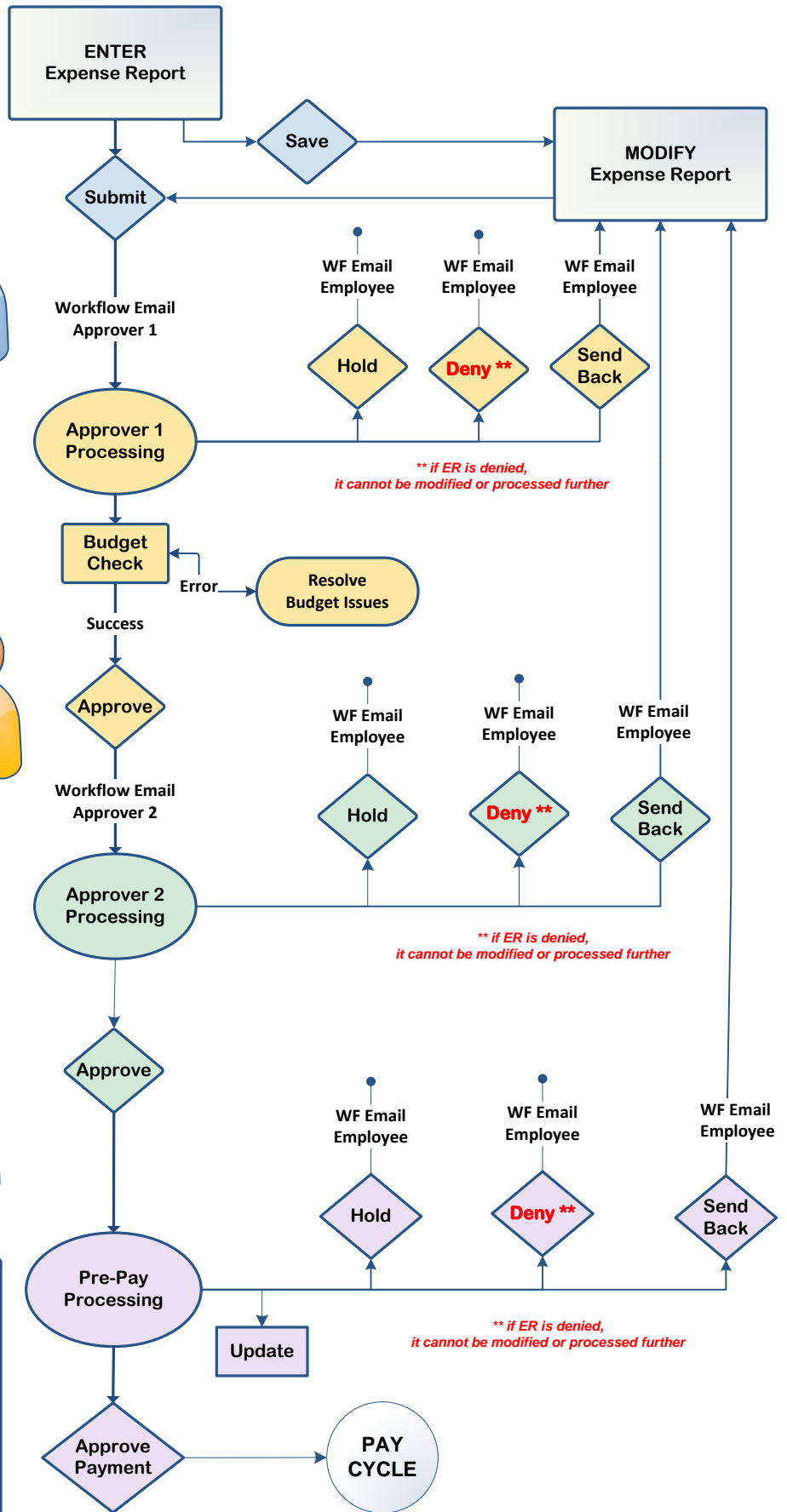
- Ensures request is compliant
- Reviews accounting data
- Puts on hold, denies, sends back for revision or approves

Approver 2

Pre-Pay Auditor is anyone on the Accounts Payable team responsible for authorizing employee reimbursement for travel and/or expense.

- Audits the request
- Verifies all receipts and supporting documentation
- Approves early reimbursement or direct vendor pay if supporting documentation is provided.
- Puts on hold, denies, sends back for revision or approves for payment

Pre-Pay Auditor



# Expense Report