

Approval Process for Reimbursement Requests (RR) – Minimum Requirements
Another Employee Enters Expenses in Works on Behalf of Traveler

These are the MINIMUM requirements (optional steps noted below*). Units may add more steps as deemed necessary.

Steps	Role	Tasks in Works	Tasks outside Works
1 *Optional* - (or start with Step 2)	Staff Person who enters expenses (not Card Admin)	Enter reimbursable expenses. Specify the date of the expense in the comments field, and indicate whether expense is associated with business events (i.e. travel). If so, specify the destination.	Gather receipts & other related travel or expense information from the Traveler
		Allocate expenses to GL codes or accept defaults	Staple receipts to RR Report
		Print RR Report	Give RR Report/receipts to Traveler for signature
2	Card Administrator who enters expenses	Enter reimbursable expenses. Specify the date of the expense in the comments field, and indicate whether expense is associated with business events (i.e. travel). If so, specify the destination.	Gather receipts & other related travel or expense information from the Traveler –
		Allocate expenses to GL codes or accept defaults	Staple receipts to RR Report
		Print RR Report	Give RR Report/receipts to Traveler for signature
3	Traveler (or Employee with reimbursable expenses)	none	Sign & date RR Report after admin staff enter RR expenses in Works (APPROVAL) Give signed RR Report/receipts to Supervisor or attach copy of email approving expenses and proceed to Step 5 or 6.
4	Supervisor	none	Sign & date RR Report or copy of email authorizing travel/expenses, etc. (APPROVAL)
			Give signed RR Report receipts to Purpose Code Administrator (optional*) or to Card Administrator
5 *Optional* departmental discretion	Purpose code Administrator	none	Sign & date RR Report or copy of email authorizing use of Purpose code (optional*) (APPROVAL)
			Give Signed RR Report/receipts to Card Administrator
6	Card Administrator	Sign-off in either Expense Folder or Reimbursement Request (APPROVAL)	File signed RR Report/receipts
7	Independent Reviewer	none	Review RR Report and receipts for compliance with UD policy
			Sign & date RR Report (APPROVAL)

A step is marked with **(APPROVAL)** to indicate how/where the approval happens.