

## Approval Process for Reimbursement Requests (RR) – Minimum Requirements

### Traveler Enters Expenses in Works

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

Steps	Role	Tasks in Works	Tasks outside Works
1	Traveler  (or Employee with reimbursable 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 and other related travel or expense information
		Allocate expenses to GL codes or accept defaults	
		Print RR Report	Staple scanned copy or original receipts to RR Report
		Sign-off in either Expense Folder or Reimbursement Request <b>(APPROVAL)</b>	Give RR Report/receipts to <b>Supervisor</b> or attach copy of email approving expense and proceed to step 3 or 4.
2	Supervisor	none	Sign & date RR Report or copy of email authorizing travel/expenses, etc. <b>(APPROVAL)</b>
			Give signed RR Report receipts to <b>Purpose Code Administrator</b> (optional*)
3  *Optional* departmental discretion	Purpose Code Administrator	none	Sign & date RR Report or attach copy of email authorizing use of Purpose code <b>(APPROVAL)</b>
			Give signed RR Report receipts to Traveler's <b>Card Administrator</b>
4	Card Administrator	After <b>Traveler</b> sign-Off and <b>Supervisor</b> approval, review RR for adherence to UD policies, completeness, proper Allocation of Speedtype/Account <b>(APPROVAL)</b> Change Allocation (Speedtype/Acct) if necessary	Review RR Report and receipts for compliance with UD receipt policy
		If Allocation is changed, reprint RR Report	Give reprinted RR Report/receipts to <b>Purpose Code Administrator</b> (optional*)
			File signed RR Report/receipts
5	Independent Reviewer	none	Review RR Report and receipts for compliance with UD policy
			Sign & date RR Report <b>(APPROVAL)</b>

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