

Quick Reference Guide: Expenses Workflow



Purpose:

Workflow is designed to ensure that expense reimbursements are charging proper amounts and items to the proper projects and to ensure University reimbursement policies are being followed.

Expenses	Initiator	Under \$20k	\$20k-\$100k	Over \$100k
GL Project	Employee	CCM + Employee Report Owner Supervisor	Add Supervisor to VP/Dean Level	Add Supervisor to Senior Officer Level
Non-Sponsored Project	Employee	CCM + TM + Employee Report Owner Supervisor	Add Supervisor to VP/Dean Level	Add Supervisor to Senior Officer Level
Sponsored Project	Employee	CCM + RASU Group + TM + Employee Report Owner Supervisor	Add Supervisor to VP/Dean Level	Add Supervisor to Senior Officer Level

A report created by a delegate will route to the report owner first.

CCM- Cost Center Manager
TM- Task Manager

