BASIC EXPENSE REPORT ROUTING

OPTIONAL: Delegate Prepares Expense Report

EXPENSE OWNER: Reviews and Approves Expense Report

FISCAL APPROVER*
1: Reviews, Updates as Required and Approves Expense Report
   *Fiscal Contact

FISCAL APPROVER*
2: Reviews, Updates as Required and Approves Expense Report
   *Fiscal Contact

FISCAL APPROVER*
3: Reviews, Updates as Required and Approves Expense Report
   *Fiscal Contact

HOLD FOR ALL FISCAL APPROVALS

EXPENSE APPROVER*
1: Reviews, Updates as Required and Approves Expense Report
   *Alternate Exp Appr/Principal Investigator/Approver

EXPENSE APPROVER*
2: Reviews, Updates as Required and Approves Expense Report
   *Alternate Exp Appr/Principal Investigator/Approver

EXPENSE APPROVER*
3: Reviews, Updates as Required and Approves Expense Report
   *Alternate Exp Appr/Principal Investigator/Approver

HOLD FOR ALL EXPENSE APPROVALS

Any approver in the process can return the expense report to the expense owner/preparer and the approval process will restart.

EXPENSE OWNER’S SUPERVISOR: Reviews, Updates as Required and Approves Expense Report

EXPENSE REPORT Interfaced to Oracle Payables/Grants*
   *AND Reports to Payroll for Taxable Expenses and/or if Expense Report Shows Employee Owes University

1 Alternate Routing for Athletics, FM and ISO

Expense Report Review by PSDS T&E Group if Applicable

Actual Meals > $150/Day
Nightly Lodging Rate > $600/Night
Person Cost of Business Meals Exceed $150/Person
Air Class is First Class?
Air Class > Economy/Coach for Domestic Flight?
Companion Travel is Included?
Expenses > 30 Days Old?
Air Upgrade Fee > $350
Rail with Sleeping Accomodations
Includes Gifts, EE Award Non-Tax, EE Award Tax or Contributions

Does Expense Report Contain Capital Equipment Expenses?

EXPENSE REPORT Approved

While individuals lines can be approved or rejected, expense reports will remain together—no lines will interface until all lines are fully approved.