### Expense Owner

- Request permission to incur expenses from appropriate supervisor
- Certify that all expenses support the UVA mission & were necessary/economical as possible
- Provide required documentation for each expense
- Complete expense report in Chrome River or set up a delegate to do so
- Approve delegate's preparation of expense reports
- If they complete the report themselves, they must assign the correct PTAO to each expense
- May choose one or multiple delegates within Chrome River

### Delegate (if assigned)

- Complete expense reports on behalf of the expense owner based on information and receipts provided by the expense owner
- Assign the correct PTAO to each expense
- Can delegate role in Chrome River

### Fiscal Approver (Fiscal Contact Key Member for the project in Integrated System)

- Ensure the expenses are valid for the PTAO combination(s)
- Confirm the report is not in violation of any PTAO restrictions
- Examine expenditures to make sure they are in compliance with departmental policy
- Ensure required documentation (receipts) is attached
- Ensure correct meal per diem location was selected
- Ensure correct expense type
- Can delegate role in Chrome River

### Expense Approver (Role derived from integrated System project - see below)

- Ensure the expenses are reasonable and necessary
- Ensure the expense report is within budget for the PTAO(s)
- Expense Approver is assigned based on Integrated System key member roles for the project: Alternate Expense Approver, Principal Investigator, or Approver (whichever occurs first).
- Can delegate role in Chrome River

### Supplemental Approver (Expense Owner’s Supervisor in Integrated System)

- Pre-approve expenses for employees
- Approve expenses that are policy exceptions and determine if justification from employee is acceptable. The system automatically routes UVA policy exceptions* for supplemental approval.
- Role is filled by HR Supervisor in the Integrated System and is the expense owner’s supervisor unless they are also the Fiscal Approver or Expense Approver, in which case the supervisor’s manager will fill this role; can delegate in Chrome River but not to the Fiscal Approver or Expense Approver

*See “Policy Exceptions Requiring Supplemental Approval” for additional guidance