

## **Approver/Budget Reviewer Responsibilities**

Approvers/Budget Reviewers conduct review of travel authorization and expense reimbursement requests. The Approver/Budget Reviewer are responsible for ensuring full compliance with university policy and is required to obtain adequate documentation in support of reimbursement. Transactions should be acted upon within a reasonable timeframe; 1-3 business days is recommended.

Listed below are the items to be reviewed prior to the final approval of each travel authorization.

### **Appropriateness of Expenses**

- Ensure that expenses are university business-related and within the Department's mission.
- Verify that claims comply with university policy.
- Verify that justifications for policy exceptions are documented within the travel authorization for auditing purposes.

### **Accuracy of Accounting**

- Ensure funding string is valid.
- Verify that funding is appropriate for the type of expense that is requested.
- Confirm that the Expense Types are correct and make appropriate changes.
- Confirm that the Billing Type is correct and make appropriate changes.
- Confirm that the Payment Type is correct and make appropriate changes.
- Determine whether the total funding requested is reasonable and within budget.

### **Notification of Changes**

- Ensure traveler is aware of all changes made to the original travel authorization prior to the trip.
- No funding available deny the authorization; select reason to let traveler/delegate know.