Standard Expense Routing (Reimbursements & T&E Card Reconciliation)

Expense Owner	Delegate (if assigned)	Expense Approver (Supervisor of Expense Owner)	Supplemental Approver (Supervisor of Expense Owner's Supervisor)	Fiscal Approver (Finance Staff)

Start here:

An expense is incurred, either with personal funds or with a T&E Card

Uploads receipt image or scans in & attaches to expense report

-or-

Enters expense report; attaches receipts (images sent by expense owner, or scanned in and attached)

Enters expense report lines or "click and drag" TE Card transactions and receipts into report

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Expense owner approves by submitting own report or approves delegate's report via email or in the system

Verifies that all transactions are valid business expenses and that travel occurred. Unless supplemental approval is needed, this is the final approval.

NOTE: A few types of expenses will require additional routing/approval from a supervisor. For additional guidance, see "Policy Exceptions Requiring Supplemental Approval"

Checks for correct PTAO, available funding, documentation, correct meal per diems

Expense Owner is reimbursed / T&E Card is paid!

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