

Expense Owner	Delegate (if assigned)	Expense Approver (Expense Owner's Supervisor)	Supplemental Approver (Supervisor of the Expense Owner's Supervisor)	Fiscal Approver (Finance Office)
<ul style="list-style-type: none"> 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 system 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Ensure the expenses are reasonable and necessary Ensure the expense report is within budget for the PTAO(s) Can delegate role in system, or reassign individual reports to someone else other than Fiscal Approver 	<ul style="list-style-type: none"> 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 comes from HR, 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 the system but not to the Fiscal Approver or Expense Approver 	<ul style="list-style-type: none"> 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 is attached Ensure correct meal per diem location was selected Ensure correct expense type Can delegate role in system, or reassign individual reports to someone else other than Expense Approver
				