

Approver/Auditor Responsibilities

Approvers and Auditors conduct pre-payment review of travel and expense reimbursement requests. Approver and Auditor assignments for specific Department ID numbers are determined by your Administrator.

There are three (3) types of expense transactions in e-Reimbursement: Travel Authorization, Cash Advance and Expense Report. The Approver/Auditor is responsible for ensuring full compliance with University of Wisconsin policy and is required to obtain adequate documentation in support of reimbursement. Transactions should be acted upon within a reasonable timeframe; 5 business days is recommended.

Listed below are the items to be reviewed prior to the final approval of each report. Each Divisional Business Office will determine which role will be responsible for the following:

Appropriateness of Expenses

- Ensure that claims are UW business-related and associate with the Division/Department's mission.
- Determine whether the dollars expended were reasonable.
- Verify that claims comply with UW policy.

Accuracy of Accounting

- Ensure funding string is valid.
- Verify that funding is appropriate for the type of expense that is claimed.
- Confirm that the Expense Types are correct and make appropriate changes.
- Confirm that the Billing Types are correct and make appropriate changes.
- Change account code for the expense types of Misc. Purchases/Supplies and Tuition Reimbursement when necessary.
- Designate claims to be paid using UW Foundation funds when appropriate.

Documentation Requirements

- Ensure that claims have the required receipts and supporting documentation in the receipt packet.
- Check the "Receipts Received" box within the report.
- Verify that justifications for policy exceptions are documented within the report for auditing purposes.
- Retain the receipts for 7 years (current year plus six).
- At the request of Accounting Services, provide access to receipts for post-audit review.
- Retain U.S. Citizenship and Immigration Services (USCIS) documentation for non-US residents.