1. Traveller/Delegate completes expense claim
   - Traveller has default approver 1 (fund manager) and default approver 2 (Immediate Supervisor) set up in their profile:

2. If claim is outside of default approvers, prior to submitting report, traveller should modify the approval flow to ensure required approvers are selected. By clicking the “+” or the “x” Approvers can be added or removed then the workflow can be saved:
3. The report can then be submitted if all other criteria have been completed (receipts, within policy, etc...)

4. Compliance Officer checks approval queue, reviews the document for conformity to the University Policy (optional step for certain Faculties and Services)

5. Fund Manager and Immediate Supervisor (if applicable) approve (see Appendix A)

6. Compliance Officer checks approval queue for report for final review and push to the Financial System

7. Banner Approver checks their approval queue, views report in Concur in read-only mode and approves the document.

**PLEASE NOTE: THIS IS A SUGGESTED ADMINISTRATIVE PROCEDURE THAT HAS BEEN ADOPTED BY MANY FACULTIES AND SERVICES. YOUR FACULTY OR SERVICE MAY HAVE THEIR OWN PROCEDURE.**
Appendix A:

Optional 1st Compliance

If same person, then one of the two steps will skip

Banner invoice is created through the API
APPENDIX B: Selecting a FOAP

✓ To search for a fund by fund owner name:
  - Click on the drop down menu
  - Put the radio button in “text”
  - Type an asterix (*) then start typing the name/text (see below)