ADMINISTRATIVE PROCEDURE FOR
SUBMITTING AN EXPENSE

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. Before executing the final accept and submit, traveller prints off the report summary page:

5. Traveller attaches all paper receipts to printed summary and delivers to Compliance Officer
6. Fund Manager and Immediate Supervisor (if applicable) approve (see Appendix A)
7. Compliance Officer checks approval queue for report
8. Compliance Officer follows their assigned tasks for this role, if all acceptable approves report
9. Compliance Officer notes Banner CE number (overnight process) and delivers printed summary and report to Banner Approver
11. Banner Approver submits summary pages for filing within faculty or department

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)