# MAIN ROLES IN E-TRAVEL

<table>
<thead>
<tr>
<th>Role</th>
<th>Can create and submit the following:</th>
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| APPROVED TRAVELLER                        | • Requests  
• Cash advances  
• Expense reports  
Individuals may choose to create their own expense requests and reports, or they may choose to assign a delegate to prepare requests and expense reports on their behalf. |
| APUO TRAVELLER                            | • Receives meal and incidental allowances (per diems)  
• Not required to provide itemized receipts for meals                                             |
| NON-APUO TRAVELLER                        | • Must obtain pre-approval of expenses  
• Must provide itemized receipts for meals and incidentals  
• Must attach a missing receipt affidavit to the expense item when receipts are not available     |
| DELEGATE                                  | • Has been granted permission to prepare requests and expense reports on behalf of someone else      |
| AUTHORIZED APPROVER (DEFAULT APPROVER)    | Is the traveller’s immediate supervisor and is responsible for approving the following:              |
|                                           | • Requests  
• Cash advances  
• Expense reports                                                                                   |
| FUND MANAGER (DEFAULT APPROVER 2)         | • Has signing authority  
• Authorizes the traveller to use the fund  
• Authorizes the expenses charged to the fund                                                        |
| COMPLIANCE OFFICER                        | After the expense report is approved, the compliance officer:                                        |
|                                           | • Reviews the expense report  
• Follows compliance officer checklist  
• Completes the payment in Banner                                                                     |
| CASH ADVANCE ADMINISTRATOR                | • Reviews the cash advance request for compliance  
• Submits the approved request to Banner for payment                                                  |
| AP APPROVER                                      | • Approves the Banner invoices for cash advances and expense reports  
|                                                | • Verifies NSFs and corrects the FOAP if required  
| CENTRAL AP APPROVER                           | • Approves invoices over $5,000 in Banner |