

Roles and Responsibilities: Travel Expense Management

Expense Owner (Traveler)	Delegate (if assigned)	Supervisor (TimeSheet Approver)	Primary Approver (Budget Approver)	International Approver (Department Head)	OSP Approver	Expense Approver (Accounting)
<p>Requests permission to incur expenses through pre-authorization from supervisor.</p> <p>Certify that all expenses support the WM mission and were necessary and economical.</p> <p>Provide required documentation for each expense.</p> <p>Complete Pre-Approval and Expense Report in Chrome River or set up a delegate.</p> <p>Approve delegate's preparation of expense reports.</p> <p>If Expense Owner completes the expense report her/him-self, (s)he must assign the correct receipts to each expense.</p>	<p>Complete Pre-Approval and Expense Report on behalf of the expense owner based on information and receipts provided by the expense owner.</p> <p>Assign the correct receipts to each expense.</p>	<p>Ensures the request for travel is in support of the WM mission</p> <p>Approves the Pre-Approval request in Chrome River.</p> <p>Approves the Expense Report, if Expense Owner is the Primary Approver</p> <p>This is the only time the supervisor will approve any information in Chrome River.</p> <p>Role comes from HR, and is the expense owner's timesheet approver.</p>	<p>Ensures that funds are available for this request.</p> <p>Examine expenditures to make sure they are in compliance with the WM policy.</p> <p>Ensures required documentation is attached.</p> <p>Ensures correct meal per diem and location were selected.</p> <p>Ensures correct travel purpose is selected.</p> <p>Approves the Pre-Approval and Expense Report request in Chrome River.</p> <p>The Primary Approver Role is the primary person designated on the list of authorized index approvers. Business Officers in the departments have identified the staff under this role.</p>	<p>This approval is required for all trips with a foreign country destination.</p> <p>Approves the Pre-Approval request in Chrome River.</p> <p>Approves Lodging Exception when Hotel Room rate exceeds by 150% but is less than 200%</p> <p>Approves Business Meal Exception when meal rate per person exceeds by 150% but is less than 200%.</p> <p>Role is usually assigned to Dean, VP, and/or Director</p>	<p>This approval is required for all trips funded by a Grant.</p> <p>Approves the Pre-Approval request in Chrome River.</p> <p>This is the only time the OSP Approver will approve any information in Chrome River.</p> <p>Role is designated to all Grants Administrators.</p>	<p>Ensures the expenses are reasonable and necessary.</p> <p>Ensure the expense report is in compliance with all WM established regulations and procedures.</p> <p>Verifies that all transactions are valid business expenses & that travel occurred.</p>
<p>May chose one or multiple delegates within the system.</p>	<p>A Person may be a Delegate for multiple Expense Owners</p>	<p>Role may be delegated in Chrome River</p>	<p>Role may be delegated in Chrome River</p>	<p>Role may be delegated in Chrome River</p>	<p>Role may be delegated in Chrome River</p>	<p>Role may not be delegated in Chrome River</p>