Current process

1. Faculty administrator pulls together the receipts and other documentation for reimbursement.
2. Creates an electronic expense report, budget checks, and submits.
3. When submitted, the expense report is routed to faculty for their electronic signature.
4. Upon faculty approval, Mary Lynn Mandenberg (Business Office Level One Approver) receives expense report in her work list and conducts a thorough review.
5. Lynn communicates with Faculty Administrator issues with the report and fixes them when possible or sends back to Faculty administrator.
6. Problems are fixed and resubmitted by Faculty administrator.
7. Faculty approves again.
8. If accurate, Business Office approves. If not, it is sent back again for corrections.
9. Steps 5-7 will repeat until the report is accurate.

New Process

1. Faculty administrator pulls together the receipts and other documentation for reimbursement.
2. Creates an electronic expense report, clicks “Save for Later” and then clicks “Check Budget.”
3. Faculty administrator sends email with expense report number to Mary Lynn Mandenberg (Business Office Level One Approver) and copies Ann Wheatley (Business Office Level Two Approver). For faculty procurement card My Wallet expense reports, Faculty administrators should contact Olga Shvarts (Business Office Level One Approver for Procurement Card) and copy Aaron Jones (Business Office Supervisor for Procurement Card Program).
4. Lynn conducts a thorough review and will let Faculty administrator know if there are issues. Correspondence will continue by email until the report is satisfactory.
5. Once accurate, the Faculty administrator will submit the expense report.
6. Faculty electronically approves.