

Travel and Expense Approval Basic Workflow: Roles and Responsibilities

Role	Primary Responsibilities	Knowledge Requirements
<p>Initiator (System role name: UGA EX Employee)</p>	<p><i>Primary function: fill out and submit Travel Authorization requests and Expense Reports in a timely manner or designate a delegate to do so.</i></p> <ul style="list-style-type: none"> • Provide complete and accurate information, including legible attached receipts and other corroborating documentation within 45 days upon return from the travel engagement • Respond in a timely fashion to denied and pushed-back transactions by providing corrected or additional information as needed 	<ul style="list-style-type: none"> • Basic understanding of Georgia Statewide Travel Policy and institutional travel policies and procedures • Basic understanding of permissions required to initiate travel activity or responsible for pursuing knowledge of any restrictions • Allowable expenses • UGA standards for ensuring the travel is valid, reasonable expenditure amounts, and expenses charged to appropriate account • Basic approval workflow knowledge; i.e. what to do when receiving a denial or push-back
<p>Reports-To Supervisor (System role name: UGA EX Distr HR Supervisor)</p>	<p><i>Primary function: verify that the initiator is approved to travel, and that department allows the expenses submitted. This user cannot make any changes to the document.</i></p> <ul style="list-style-type: none"> • Review Travel Authorizations and Expense Reports (travel only) to insure: <ul style="list-style-type: none"> ▪ The request is reasonable, and the employee has permission to be on travel status ▪ Completeness-required fields are filled out, supporting documentation is attached where appropriate and is legible ▪ Deadlines are observed (e.g. travel expense is submitted within 45 days of travel) • Review items, to minimize possibility of pushback/denial downstream: <ul style="list-style-type: none"> ▪ Adherence to travel and expense policies ▪ Submitted expenses are allowable by type ▪ Submitted expenses are allowable by amount 	<ul style="list-style-type: none"> • Georgia Statewide Travel Policy and institutional travel policies and procedures • Recommended but not required working knowledge of departmental budgets • Basic approval workflow knowledge; i.e. what to do when receiving a denial or push-back • Basic understanding of: <ul style="list-style-type: none"> ▪ Allowable expenses by type ▪ UGA standards for ensuring the travel is valid, reasonable expenditure amounts or responsible for pursuing knowledge of any restrictions

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<p>Distributed Expense Approver (System role name: UGA EX Distr Expense Mgr)</p>	<p><i>Primary function: verify policy compliance and transaction funding source for Travel Authorizations and expense reports. This user may modify chartfields and distributions as needed.</i></p> <ul style="list-style-type: none"> • Review Travel Authorizations and Expense Reports (travel and non-travel) to insure: <ul style="list-style-type: none"> ▪ Completeness—required fields are filled out, supporting documentation is attached where appropriate and is legible ▪ Prior approvals were applied correctly ▪ Travel and expense policy compliance ▪ Submitted expenses are allowable ▪ Deadlines are observed (letter of justification is included if not) ▪ Chartstrings and the Chartfield combination are correct for each transaction ▪ Expenses adhere to budget constraints • Push back or deny transactions that do not meet standards or require correction or additional information • Monitor status of pending transactions and coordinate efforts to jump-start workflow as needed 	<ul style="list-style-type: none"> • Georgia Statewide Travel Policy and institutional travel policies and procedures • Allowable expenses by type • UGA and GSA standards for reasonable expenditure amounts • GSA reimbursement standards • In-depth knowledge of departmental budgets • In-depth knowledge of the Chart of Accounts and combo edit rules • Familiarity with project budgets • Intermediate-level knowledge of accounting principles and processes • Familiar with approval workflow processes

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<p>Central Expense Approver (System role names: UGA EX Approver, UGA EX Central Travel)</p>	<p><i>Primary function: final compliance and accounting check; approve expenses for payment.</i></p> <ul style="list-style-type: none"> • Review Travel Authorizations and Expense Reports (travel and non-travel) to insure: <ul style="list-style-type: none"> ▪ Completeness—required fields are filled out, supporting documentation is attached where appropriate and is legible ▪ Travel and expense policy compliance ▪ Submitted expenses are allowable ▪ Deadlines are observed (letter of justification is included if not) ▪ Chartstrings and the Chartfield combination are correct for each transaction ▪ Expenses adhere to budget constraints • Request/report and documentation have obtained all required approvals throughout the workflow process and approvals have been applied correctly • Push back or deny transactions that do not meet standards or require correction or additional information • Approve payment and notify initiator • Monitor status of pending transactions and coordinate efforts to jump-start workflow as needed 	<ul style="list-style-type: none"> • Departmental and institutional travel policies and limitations • Approval workflow requirements and processes • Allowable expenses by type • UGA and GSA standards for reasonable expenditure amounts • GSA reimbursement standards • In-depth knowledge of departmental budgets and other funding sources, including grants, sponsored projects, and Foundation funds • Expert knowledge of the Chart of Accounts and combo edit rules • Advanced knowledge of accounting principles and processes • Familiar with approval workflow processes

Additional Travel and Expense Roles		
Role	Responsibilities	Comments
Ad Hoc Approver	Allows Reports-To Supervisor to reassign a Travel Authorization or expense report to a different approver at the same level.	An example where this would be used is when an initiator reports to one supervisor in the HR system, but whose travel or project work is supervised by someone else.
Alternate Approver	Temporarily assumes the functions of Reports-To Supervisor or Distributed Expense Approver who is unable to carry out the responsibilities of the approval role.	The individual who is being temporarily replaced must request the alternate approver. Alternate approvers should have the same operating knowledge level and be able to carry out the same responsibilities as the original approver.
Central OIE Reviewer <i>(System role name: UGA EX Cntrl OIE Reviewer)</i>	Approver within the office of International Education that is responsible for reviewing all international travel authorizations for compliance with travel policy.	The Central OIE Reviewer reviews international Travel Authorizations.
Central Project Approver <i>(System role name: UGA EX Cntrl Proj Approver)</i>	Approver within the SPA Post Award office that is responsible for reviewing international travel reimbursements for employees utilizing sponsored project funding.	The Central Project Approver not only reviews for travel policy compliance but must also be aware of any travel-related budgetary constraints set forth by the funding source (e.g. whether a particular budget can only be used for domestic travel expenditures).