Approver/Auditor Responsibilities

Approvers and Auditors conduct pre-payment review of travel and expense reimbursement requests. Approver and Auditor assignments for specific Department ID numbers are determined by your Administrator.

There are two (2) types of expense transactions in the Expense Module: Travel Authorization and Expense Report. The Approver/Auditor is responsible for ensuring full compliance with University of Wisconsin policy and is required to obtain adequate documentation in support of reimbursement. Transactions should be acted upon within a reasonable timeframe; 5 business days is recommended.

Listed below are the items to be reviewed prior to the final approval of each report. Each Business Unit will determine which role will be responsible for the following:

Appropriateness of Expenses

- ☐ Ensure that claims are UW business-related and associated with the Division/Department's mission.
- ☐ Determine whether the dollars expended were (within policy or exceptions explained).
- ☐ Verify that claims comply with UW policy.
- ☐ Review all alert bubbles to ensure policy exceptions are documented and/or sufficiently explained.

Accuracy of Accounting

- ☐ Ensure funding string is valid.
- ☐ Verify that funding is appropriate for the type of expense that is claimed.
- ☐ Confirm that the Expense Types are correct and make appropriate changes.
- ☐ Confirm that the Billing Types are correct and make appropriate changes.

Documentation Requirements

- ☐ Ensure that claims have the required receipts and supporting documentation attached to the expense report.
- ☐ Check the "Receipts Received" box within the report.
- ☐ Verify that justifications for policy exceptions are documented within the report for auditing purposes.