

Roles in the Expense Reimbursement System (ERS)

Main Roles:

Role	Definition
Request/Expense User (Claimant)	All users of the ERS (that submit requests for cash advances, travel expense claims, and/or employee reimbursements)
Delegate preparer	Delegated by the Request or Expense User to prepare and submit a request or expense report on the users' behalf
Approver (for Requests & Expenses)	Request/Expense user with the Approver role and permissions - This role may be delegated to another individual with approval permission within the department/faculty/office
Previewer (Delegate)	Delegated by the Approver to fully review a report (for the Approver) before the Approver approves it
Delegate Approver	May be delegated the authority to approve requests &/or expense reports based on the authority of the individual assigning the delegation
2nd Approver	In some circumstances a second approval for a request or expense report is required – the first Approver will "Approve and Forward" the request/expense report to the 2 nd Approver
Processor	Financial Services/Smith School of Business: Processes expense reports so that they can feed into PeopleSoft
Cash Advance Admin.	Financial Services/Smith School of Business: Issues cash advances
Attendee	An individual that attended a business meal or event

Note 1:

- Request/Expense User (Claimant)
- Delegate

The Request/Expense User (Claimant) may prepare and submit a request or expense report themselves or may delegate this task to someone else to prepare and submit.

Note 2:

- Approver
- Previewer (Delegated by Approver)
- Delegate Approver
- 2nd Approver

An Approver may delegate others to review and to approve requests and expense reports. For example, an Approver may delegate a person to review all expense reports before they are approved – this person will be a Previewer.

If an Approver is unavailable to approve (e.g. on vacation), then the Approver can delegate this task to a Delegate Approver.

In some situations a request or expense report may require a second Approver, for example a Principal Investigator may approve an expense report and then send the expense report to the Department Head for a second approval.

Note 3:

- Processor (Financial Services or Smith School of Business)
- Cash Advance Administrator (Financial Services or Smith School of Business)

After approval by the Approver, Expense reports will go directly to the Processor in Financial Services or Smith School of Business.

After approval by the Approver, Cash advances will go to the Cash Advance Administrator to be processed for payment.

Note 4:

- PeopleSoft

Transactions that are processed in the ERS (Concur) are sent to PeopleSoft every night.

Regular payment schedules from PeopleSoft will continue (Tuesdays and Thursdays).

Roles in the Expense Reimbursement System (ERS)

