

# ERS Approver Change Form

## Form Purpose/Instructions:

Print Form

Please use this form to add/remove one Approver to/from the Expense Reimbursement System (ERS).

An Approver can:

- Change the ChartField information on a submitted expense claim
- Approve requests and expense reports "as is"
- Approve and forward to another Approver
- Send a request or an expense report back to the employee to modify and resubmit

All requests and reports awaiting approval appear on the Approvals Tab in the ERS

This form will give/remove an Approver authorization to approve any expense report or request sent to them in the ERS

(Note: Approvers are not set up by Fund or Department)

Completed forms are to be sent to Financial Services:

Email: [finance@queensu.ca](mailto:finance@queensu.ca)

Campus mail: Financial Services, 355 King St. W, 3rd Fl

## Add Approver

Please add the following person as an APPROVER in the ERS

Employee ID#

Last Name:

First Name:

Department:

Email:

## Remove Approver

Please remove the following person as an APPROVER in the ERS

Employee ID#

Last Name:

First Name:

Department:

Email:

## Authorization (to add/remove Approver as detailed above)

Must be completed by Business Officer or Department Head

Last Name:

First Name:

Department:

Position:

Signature:

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Date:  
YYYY/MM/DD