**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 e-Reimbursement: 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.

**Appropriateness of Expenses**

[ ]  Ensure that claims are UW business-related and associate with the Division/Department’s mission.

[ ]  Determine whether the dollars expended were reasonable.

[ ]  Verify that claims comply with UW policy.

**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.

[ ]  Confirm that the Payment Types are correct and make appropriate changes (personal funds – paid to employee; US Bank – payment to US Bank for corporate card charges; University Prepaid – paid by PCard or TCard)

**Documentation Requirements**

[ ]  Airfare – itinerary of trip and amount paid (if changes to original itinerary, receipts for ticket changes and new routing information should be included)

[ ]  Hotel – itemized lodging receipt

[ ]  Registration – payment receipt and information about what the fee includes

[ ]  Airport parking – itemized receipt if over $25

[ ]  Car rental – contract showing dates and amount paid

[ ]  Other expenses – itemized receipts for tax, airport shuttle, car rental gas, etc.

[ ]  Copy of conference brochure showing the name of the event, dates, agenda, location (conference site hotel)

[ ]  Mapquest showing mileage if amount claimed is different from Whitewater to destination (i.e. travel from home to airport on Sunday)

Ensure that claims have the required receipts and supporting documentation in the receipt packet.

[ ]  Check the “Receipts Received” box within the report.

[ ]  Verify that justifications for policy exceptions are documented within the report for auditing purposes.

[ ]  Retain U.S. Citizenship and Immigration Services (USCIS) documentation for non-US residents.