Approver Responsibilities

The workflow within the Travel & Expense Module is driven by approver information provided by the department to Travel Services. There are a minimum of two approvers required to authorize any travel authorization or expense report (employee personal reimbursement request).

- Approver 1 – is the department chair or unit director (or their designated appointee)
- Approver 2 – is the Dean or Vice President (or their designated appointee).
  - The VP/Dean can delegate or reassign approval authority as needed, but the ultimate responsibility for the approval process resides with the VP/Dean.
  - To delegate or reassign approval, the VP/Dean will complete Designate T&E Approval Authority form and submit the signed form to Travel Manager, Accounts Payable, MS-1248.

The approvers identified for the department will be responsible for the electronic approval for employee travel authorization (TA) and/or expense report (ER) transactions. The approver will receive an email notification and will need to sign on to Bronco Web to electronically review and approve the TA/ER. Internal controls outside of Travel Service Procedure are at the department’s discretion, e.g., routing requests over a specified amount to a manager for review prior to processing.

When an approver authorizes employee travel and/or expense reimbursement, they certify the following:

- There are sufficient funds available to cover the travel or expense in part or in full
- The travel or purchase complies with all applicable policies (State, University, and IRS)
- The purchase supports University vision and mission
- The expense is for a valid business purpose

Your role as an approver is to…

- Ensure an employee’s travel or personal reimbursement request complies with all internal department or grant expense restrictions
- Verify the employee’s travel or personal reimbursement request includes business purpose, dates, expense amounts and accounting (department id and expense code) information
- Encumber funds for travel expenses and resolves budget issues
- Add comments on travel and/or expense reports that can be viewed by auditors
- Track employee travel and/or expense history within your department

Your role as approver is limited because…

- You will be unable to approve travel or expenses for yourself
- You will be unable to modify expense transaction lines or accounting details