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). These are identified when the department is set up with Administrative Accounting. If approvers need to be changed after the department is established, send an email request to update approvers to TravelServices@Boisestate.edu. Include the username of the current approver, the new approver and all the department ids to be changed.

- 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.

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 my.BoiseState 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
Approving Travel Authorizations

After an employee submits a travel authorization, it goes through the approval process. Approvers can approve, deny, send back for revision, or hold the travel request. The expense line data for the travel authorization is read-only, so approvers cannot edit descriptive information or line item amounts.

Employees cannot approve their own travel authorizations. The system compares the employee ID on the travel authorization with the employee ID that is associated with the approver’s user ID.

Approvers cannot modify accounting (department id and expense code) information. This is because the workflow of a given transaction is determined at the time the employee submits the travel or expense for approval. If accounting information needs to be changed, send the TA back to the employee for revision.

When a travel authorization is DENIED, it cannot be modified or processed further. (Use Deny Request if the Approver wishes to not approve the TA now or ever. Use Send Back for Revision if the Approver simply requires modification to the TA before approval.)
Approvers access Travel Authorizations via the Worklist.

**Worklist**

The **worklist** is located at the top right-hand corner of the screen.

Select the link to the TA or ER that you wish to review.
You will be taken to the Travel Authorization Summary page, where you may:

- View accounting information
- View expense detail lines
- Deny individual expense detail lines (denying an individual expense detail line is NOT the same as denying the entire TA)
- View approver comments
- View exception comments
Approving Expense Reports

After an employee submits an expense report, it goes through the approval process. The designated approver must approve the expense report before it is eligible for auditing. The expense line data is read-only, so approvers cannot edit descriptive information or line item amounts.

Employees cannot approve their own expense reports. The system compares the employee ID on the expense report with the employee ID that is associated with the user ID of the approver and auditor.

Approvers cannot modify accounting (department id and expense code) information. This is because the workflow of a given transaction is determined at the time the employee submits the travel or expense for approval. If accounting information needs to be changed, send the ER back to the employee for revision.

When an expense report is DENIED, it cannot be modified or processed further. (Use Deny Request if the Approver wishes to not approve the TA now or ever. Use Send Back for Revision if the Approver simply requires modification to the TA before approval.)
Approvers access Expense Reports via the Worklist.

Worklist

The worklist is located at the top right-hand corner of the screen.

Select the link to the TA or ER that you wish to review.
You will be taken to the Expense Report Summary page where you may:

- Take action on an expense report
- View accounting information
- View expense detail lines
- Deny individual expense detail lines (denying an individual expense detail line is NOT the same as denying the entire ER)
- View approver comments
- View exception comments
Viewing Expense Transactions by Dept

A report is available that lists all expense transactions billed to a specific department within date parameters specified on the run control.

You will need to add a run control the first time you run this report.
Select the Detail link to go to your report detail.

Then select this link.

And finally, this link to the PDF file.
Viewing Authorized Dept Approvers
(click path: Travel and Expenses/Define Security/Authorize Approvers)

You may view the approver information for your department(s). Approver(s) are entered into the Travel & Expense system based on information provided by the department to Travel Services.
Viewing Travel Authorization Budget Errors
(click path: Travel and Expenses/Budget Check/Review Travel Auth Exceptions)

If an error is encountered when budget-checking the travel authorization, you can identify the error reasons by looking at the Travel Auth Exception. You will need to resolve any budget errors and get a valid budget-check status before you can approve the travel authorization.

Note: Warnings are notifications only and will result in a 'valid' budget check.
Viewing Expense Report Budget Errors
(click path: Travel and Expense/Budget Check/Review Expense Rpt Exceptions)

If an error is encountered when budget-checking an expense report, you can identify the error reasons by looking at the Expense Report Exception. You will need to resolve any budget errors and get a valid budget-check status before you can approve the expense report.

Note: Warnings are notifications only and will result in a 'valid' budget check.
Frequently Asked Questions

What do I do if I am an approver and I am absent for an extended period of time (3 days or more)?

You may have your approval authority temporarily transferred to another employee. Send an email requesting the transfer to TravelServices@boisestate.edu. Include the username of the person who will be approving in your absence and the dates you will be absent. It is your responsibility to contact Travel Services if you anticipate being unable to approve transactions.

What if the transaction has already been budget---checked?

If you received an email that an employee has submitted a TA or ER, and you have not acted on it that same day, the Finance system nightly processes will complete the budget checking. You will still need to approve the transaction.

If I approve the travel authorization or expense report and another approver sends it back to the employee for revision, do I have to approve it again?

Yes.

What happens if an emergency payment is required before an approver has been designated?

Contact Travel Services.

What if my department requires more than two approvers?

The system’s design allows two approvers for workflow to be most efficient. In limited circumstances, it is possible to specify a third approver. Keep in mind, the additional approver will affect efficiency of processing your request. Each approver must acknowledge and act on ALL requests; they cannot select specific transactions to approve.
Help

Travel Services Contacts:

Teri Gormley- Travel Services Supervisor
tgormley@boisestate.edu
426-4360

Anna “Nancy” Conlin- Travel Payables
aconlin@boisestate.edu
426-4816

Julie Parke
julieparke@boisestate.edu
426-2909

Web Site http://vpfa.boisestate.edu/travel/

Email: TravelServices@boisestate.edu

Mail Stop: 1248

Office Location: 960 S. Broadway Suite 300
**Preparer** can be employee or delegated entry authority

- Enters travel authorization (TA) request
- Updates accounting data
- Saves for submission later
- Submits to Approver 1 for review

TA should be prepared and approved 10-15 working days PRIOR to travel.

TA cannot be entered for a past date.

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**Approver 1** is the Department Chair, Unit Director or their designated budget authority

- Reviews for business purpose, dates of travel...
- Ensures request is compliant with any internal department or grant travel restrictions
- Reviews accounting data
- Budget-checks and resolves budget issues
- Puts on hold, denies, sends back for revision, or submits to Approver 2 for final approval

**Approver 2** is the Dean, Vice President or their designated appointee

- Ensures request is compliant
- Reviews accounting data
- Puts on hold, denies, sends back for revision or approves

**If TA is denied, it cannot be modified or processed further**
ER Workflow

Preparer can be employee or delegated entry authority

- Creates expense report from
  - Existing Report, or Template
- Attaches receipts
- Saves for submission later or
- Submits to Approver 1 for review and approval

Expense Report cannot be submitted for FUTURE date.

Preparer

Approver 1 is the Department Chair, Unit Director or their designated budget authority

- Reviews for business purpose, dates, amounts
- Ensures request is compliant with any internal department or grant travel restrictions
- Reviews accounting data
- Confirms receipts
- Resolves budget issues
- Puts on hold, denies, sends back for revision or submits to Approver 2 for review and approval

Approver 1

Approver 2 is the Dean, Vice President or their designated appointee

- Ensures request is compliant
- Reviews accounting data
- Puts on hold, denies, sends back for revision or approves

Approver 2

Pre-Pay Auditor is anyone on the Accounts Payable team responsible for authorizing employee reimbursement for travel and/or expense.

- Audits the request
- Verifies all receipts and supporting documentation
- Approves early reimbursement or direct vendor pay if supporting documentation is provided.
- Puts on hold, denies, sends back for revision or approves for payment

Pre-Pay Auditor

Expense Report

9/2015