

Signatures Required on Expense Reports**NU Travel Policy (page 9)**

All expense reports must be

1. “signed by the traveler and the traveler’s supervisor”
2. “approved by all required approvers via the electronic workflow approval process”

NU Entertainment Policy (page 5–6)

“The faculty or staff supervisor is responsible for reviewing the payment request for compliance with policy and for providing proper payment authorization. A supervisor is required to review expenditures, submitted on the employee’s NUFinancials Expense Report, and in cases where there is reason to believe the expenditures may be inappropriate or extravagant, withhold approval for reimbursement.”

“Within 30 days after the event or purchase, the Expense Report should be completed and signed by the employee and the employee’s supervisor. The immediate supervisor must always review and approve a reimbursement request. This is a basic financial control, required by generally accepted accounting and audit principles, and it should always be observed.”

Employee seeking reimbursement:

Chair
 Prof. Masters Director
 Center Director
 Faculty
 BA
 Staff member
 Student

Supervisor**in McCormick who must sign:**

Senior Associate Dean (via AF&P)
 Senior Associate Dean (via AF&P)
 Senior Associate Dean (via AF&P)
 Chair
 Chair
 Faculty/BA
 Faculty

If a reimbursement requires an Exception Request form, the department BA must review the paperwork and initial with approval.

It does not matter who owns the funding chartstring. The supervisor of the employee has the responsibility to ensure financial stewardship and compliance.