

## How to Approve Expense Reports for Individuals who Report Directly to the Provost or Vice Chancellor for Finance and Administration (VCA)

Expense reports for individuals who report directly to the Provost or the Vice Chancellor for Finance and Administration (e.g. Deans, Directors) must be routed through the appropriate office for final approval. It is the responsibility of the Auditor to reassign these reports. Below are steps highlighting this unique approval process. An expense report is submitted that requires final approval from the office of the Provost or VCFA. The report enters workflow and is routed to the appropriate Approver(s) assigned to the Department ID(s) within the *Accounting Defaults/Details*.

- 1) The Approver reviews the report and follows the standard approval process. See [How to Approve Transactions in e-Reimbursement](#).
- 2) The Auditor reviews the report, makes any necessary changes/comments and clicks the **Save** button.  
**Note:** *The Auditor should not click the Approve button.*
- 3) The Auditor reassigns the report to the appropriate Backup Auditor for final approval (see below). See [How to Reassign Workflow in e-Reimbursement](#).

Approved by the Office of the Provost		Approved by the Office of the VCFA	
Backup Auditor: Yvonne Quamme (00019209)		Backup Auditor: Lisa Walters (00358179)	
01	Office of the VCFA	01	Office of the Provost
04	Division of Student Life	02	Office of Human Resources
05	Enrollment Management	03	Division of Business Services
06	Division of Information Technology	42	Intercollegiate Athletics
07	College of Agricultural and Life Sciences	52	Wisconsin State Laboratory of Hygiene
10	Division of International Studies	57	University Health Services
12	School of Business	63	Officer Education
17	School of Education	71	Facilities Planning & Management
18	Art Institute	77	University Police Department
19	College of Engineering	80	Recreational Sports
27	School of Human Ecology	85	University Housing
34	Graduate School	96	Wisconsin Union
37	Institute for Cross-College Biology Education		
40	Nelson Institute for Environmental Studies		
45	Law School		
48	College of Letters and Science		
49	General Library		
53	School of Medicine and Public Health		
54	School of Nursing		
55	Psychiatric Institute		
56	School of Pharmacy		
87	School of Veterinary Medicine		
88	Wisconsin Veterinary Diagnostic Lab		
93	Division of Continuing Studies		

**Note:** *Expense reports for the Chancellor are approved by the Office of the Provost.*

- 4) The Backup Auditor reviews the report and follows the standard approval process. See [How to Approve Transactions in e-Reimbursement](#).  
**Note:** *The Backup Auditor may request access to the receipt packet.*