How to Request a Change in e-Reimbursement Approver/Auditor Assignments

e-Reimbursement Division Coordinators are responsible for identifying new or changed approval assignments in order to maintain efficient internal processes and system functionality.

1) Locate and review current Approver/Auditor assignment spreadsheet.

   **Note:** To request a current Approver/Auditor assignment spreadsheet for the division, contact [e-Reimbursement Staff](#).

2) Identify additions, changes and deletions by highlighting the desired rows in the appropriate color:
   
   a. New assignments: Yellow
   b. Deleted assignments: Pink
   c. Changed assignments: Blue

   - Please identify specific changes at the end of the row (e.g. change Dept ID range from 030100-037500 to 030500-037500).

3) E-mail updated spreadsheet to [e-Reimbursement staff](#).

   **Note:** Approver/Auditor assignment changes require overnight processing to take effect. Expense reports in workflow at the time of the assignment change may require reassignment to the appropriate Approver/Auditor.