All employees associated with and signing fiscal transactions in any capacity must be aware of and comply with our Fiscal Misconduct policies.

CU Ethics Line (800)677-5590

April 2, 2012

All reimbursement requests for Chairs and Directors must be routed through and approved by the Dean’s Office.

According to the University’s policy, Fiscal Roles and Responsibilities, the person signing as an Approver must be an individual in a position of authority to the Requestor. In the case of the School of Medicine and organizational units under the Vice Chancellor for Health Affairs, Dean Richard Krugman, M.D. is the approver for Chairs and Directors. As a reminder, Directors of Finance and Administration, Executive Assistants, and Finance liaisons should not authorize their Chairs’ reimbursements. However, they are responsible and accountable for departmental approver certification of the expenses in conjunction with Dr. Krugman’s approval. This applies to the School of Medicine, University Physicians, and VCHA.

When using the Concur Expense system, the preferred routing process is to select HRMS Reports To in the Submit Report to field on the report header page. Insert your departmental approver(s) as User Added Approvers above the HRMS Approver on the approval flow page. HRMS Reports To and Officer Approval, when required, is not granted until after the Departmental Approval is granted.

When submitting a reimbursement through UPI, please forward the reimbursement packet to the Dean’s Office at Campus Box C290 for signature. We will then forward to UPI after our review.

Reimbursement requests must provide accurate representations and source documentation to substantiate the expenses. The Dean’s Office requires the following documentation be submitted with any request.

For Travel, include the flight itinerary, Conference/meeting announcement, Daily agenda, Registration confirmation, Itemized receipts, and other source documentation which substantiates the University business purpose. Ensure that personal expenses and personal travel days are excluded from the request.

For Official Functions, include the Pre-approved Official Function form (if applicable), Schedule, Invitation/Announcement/Flyer/Brochure confirming the event, Attendee list with name/title/organization/relationship to the University, Recruitment Schedule/Itinerary and other source documentation which substantiates the University business purpose.

Other Personal Expense Reimbursement, include Itemized receipt, credit card slip/cash receipt, and other source documentation which substantiates the University business purpose.

Sincerely,

Lisa Stanford and Chris Scanlan
Business Affairs
School of Medicine

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