Expense Report Processing Workflow

Enter expenses into NU Financials (NUFin) expense report & check entry against McCormick Expense Report Review Checklist (1). Submit into NU Financials workflow.

Does the expense report meet any of the following criteria:
1. Exception
   a. Transaction is missing itemized receipt for purchase over $40
   b. Transaction does not comply with NU or McC T&E policy
   c. Transaction is over 90 days
2. Expense report charges a faculty start-up chartstring (4700000)
3. Expense report total is over $5,000, requiring Level 3 approval
4. Requires Dean’s signature (for Chair expenses or Prof. Masters)

Print report from NUFin and collect required signatures per McCormick Signature for Reimbursement policy (2). For departments, ensure BA initials the report and applies NUFin Level 1 and/or 2 approval in workflow.

Make 2 copies. Route original + one copy to McC AF&P, Tech L364, Finance Inbox

McCormick AF&P reviews. (Dean Lueptow reviews for Chair expenses & Prof. Masters)

If the reimbursement claim documentation does not meet standards, the submitter is notified via email. McC AF&P holds in blue folder in L364, pending next steps.

If the transaction requires NUFS Level 3 approval, McC AF&P approves

McC AF&P signs and routes paperwork to AP

McC Research Administration signs and routes paperwork to ASRSP

No

Route paperwork per unit’s internal workflow

If transaction involves:
   Sponsored Chartstring & 90 day Exception, McC AF&P routes to Research Administration

McCormick Administration Finance & Planning (AF&P)
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