Expense Reimbursement Process for McCormick Expense Reports

START

Create and print Expense Report. (Do not click “Submit” in NUFinancials yet).

Obtain Employee Signature and Supervisor Approval Signature on the printed Expense Report.

Route the signed Expense Report packet to other reviewers/approvers per your office’s internal process.

Does Expense Report have an exception, is for a chair/director, is ≥ $5,000, or is on DeptID 4700000?

Yes

AF&P returns signed hardcopy Expense Report and/or exception form to your office.

Submit hardcopy packet to McCormick AF&P Office.

No

Scan signed Expense Report, receipts, supporting documentation and exception form (if required). “Add Attachments” electronically.

Expense Report electronically routes to ASRSP or AP. (Your office retains the original hardcopy packet).

Workflow approvers review (open attachment to see signatures) and apply electronic approval.

“Submit” Expense Report in NUFinancials.

END

Updated 01/31/14