Travel and Expenditure Processes

- All expenditure transfers must be signed by the approver of the account, the dean, and the Provost for Academic Affairs. If grant funded (fund 20000) or State Special Initiative Funding (Nursing, Stem UWISE, etc... also fund 10000) require the approval of the ORSP Office. If 100% grant funded, the Provost currently does not sign off on these after the ORSP Office.

- All budget transfers greater than $5,000 must be signed by the approver of the account, the dean, and the Provost for Academic Affairs. If grant funded (fund 20000) or State Special Initiative Funding (Nursing, Stem UWISE, etc... also fund 10000) require the approval of the ORSP Office. If 100% grant funded, the Provost currently does not sign off on these after the ORSP Office.

- All PARs (with the exception of GRA’s and Student Assistants) must be signed by the approver of the account, the dean, and the Provost for Academic Affairs. If grant funded (fund 20000) or State Special Initiative Funding (Nursing, Stem UWISE, etc... also fund 10000) require the approval of the ORSP Office as well as the Provost Office.

- All purchases greater than $5,000 must be signed by the approver of the account, the dean, and the Provost for Academic Affairs. If grant funded (fund 20000) or State Special Initiative Funding (Nursing, Stem UWISE, etc... also fund 10000) require the approval of the ORSP Office. If 100% grant funded, the Provost currently does not sign off on these after the ORSP Office.

- All travel expense statements that Dr. Horvath, Dr. Anderson, or Dr. Gantner approves online will also now require all paper copies with receipts to be routed to the Provost office, not Purchasing. Once approved by our office, we will forward the paper copies to Purchasing. This change is related to the new travel policy changes effective November 1, 2012.