



# Required Approvals

According to UA travel regulation R05.02.060(3)(c), the Travel Approver (or Approving Official) is the individual authorized to approve travel and time away from workstation or the individual authorized to expend funds.

Their responsibilities include

1. Ensuring validity of business need for travel
2. Reviewing Requests and [expense] Reports and associated documentation to verify expense(s) is allowable and adequately substantiated
3. Approving Requests and Reports in a timely manner
4. Verifying expense is charged to the proper accounting
5. Approving “audit flags” in Concur (e.g. high dollar amount, missing fields, policy violations, etc.)

While an approver may delegate the responsibility of approving Requests and Reports, the approver retains the accountability for ensuring compliance with all UA travel rules and regulations.

## Designated Approver

The Default Approver for employees is their supervisor as listed in Banner form NEA2SPE. Employees without an assigned supervisor in Banner are manually profiled with their supervisor as the Default Approver. The Default Approver is changeable by the User Admin but reverts to the primary supervisor in Banner with the daily extract and file updates.

The Default Approver for non-employees is the authorized financial approver. This is assigned at profile creation and changeable by the User Admin.

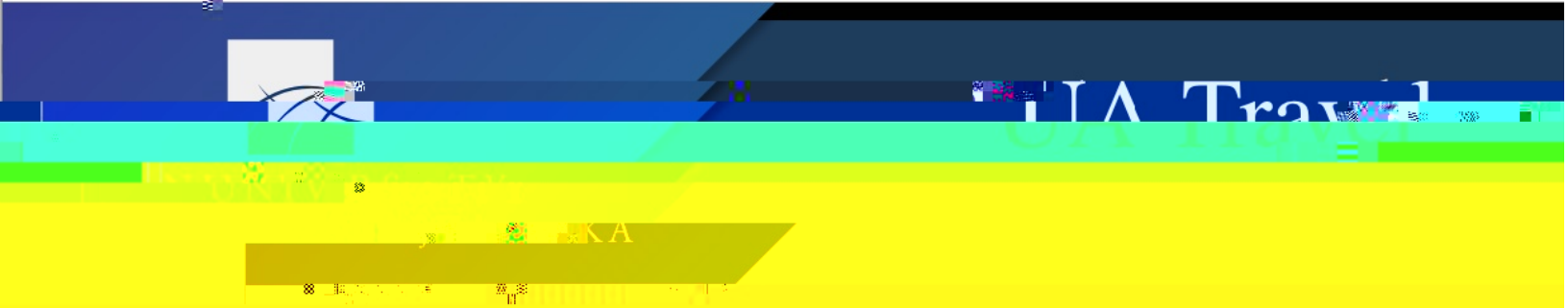
The Cost Object Approver (COA) is the Researcher assigned to the restricted fund in Banner page FTMFUND. If the "Researcher" field is blank in FTMFUND, then the COA is the PI assigned in Banner page FRAGRNT. This is only changeable by updating the Researcher/PI in Banner.

The optional Department Approver is sometimes the department travel coordinator or financial manager. This is assigned, changed, or removed directly on the traveler's profile.

## Request

Concur is programmed to apply regulatory approval requirements to the Request. (R05.02.060.A.(4))

1. At least one authorized approver on each Request, except for self-approvers on domestic travel
  - a. Supervisor/Default Approver approval on travel paid with unrestricted funds
  - b. COA approval on travel paid with restricted funds



c.