

DELEGATION OF E-REIMBURSEMENT APPROVER/AUDITOR RESPONSIBILITIES

Between UW–Madison Accounting Services and

Delegate Information	
Name:	Effective Date:
Division:	

Under the authority of the Department of Administration and UW System Administration, UW–Madison Accounting Services delegates the responsibility of approval of reimbursement claims against the State of Wisconsin to the Division and individual stated above for the assigned campus departments.

This agreement is contingent on continued compliance with the terms of the agreement. Under the delegated authority from UW–Madison, the delegate may terminate the agreement as provided in Section 16.53 Wisconsin Statutes. If the delegate changes departments or divisions they must notify their respective Divisional Business Office. If the delegate leaves UW employment, Accounting Services must be contacted immediately as this agreement becomes null and void with any such change.

The delegate agrees to comply with the following conditions before performing assigned duties:

1. The delegate shall take the required training course, "[UW–Madison Policy and Procedures Training for Approvers and Auditors](#)", prior to assuming approver/auditor responsibilities.
2. UW–Madison shall designate its approval responsibilities in compliance with this delegation agreement. These responsibilities should be separate from the responsibilities involving the authorization of purchases and the recording and reporting of disbursements.
3. The delegate shall have the responsibility, authority and independence for the roles outlined in the Approval Responsibilities.
4. UW–Madison Accounting Services agrees to comply with the following conditions as a prerequisite to signing this agreement and delegating the approval/audit function over UW–Madison disbursing process:
 - a. Continue to update audit programs, policies and procedures as changes are made.
 - b. Maintain an email distribution list containing the names of all delegates which will be used to inform delegates of all changes with copies to divisional business representatives.
 - c. The training, certification and application authorization of delegated staff will be handled timely and any changes to policy and procedures will be immediately incorporated in training.
 - d. Reasonable advance notice shall be given prior to any administrative post audit. Electronic accounting records and audit reports will continue to be maintained to provide accurate information on reimbursement claims.

Delegate	
Signature:	Date:

Department Approval	Division Approval
Print Name:	Print Name:
Signature:	Signature:
Date:	Date:

Approval Responsibilities

Approvers and Auditors conduct pre-payment review of travel and expense reimbursement requests. Approver and Auditor assignments for specific Department ID numbers are determined by [e-Reimbursement Division Coordinator\(s\)](#). [Beginner Approver/Auditor Training](#) is required prior to assignment of this role.

There are three (3) types of expense transactions in e-Reimbursement: Travel Authorization, Expense Report and Cash Advance. The Approver/Auditor is responsible for ensuring full compliance with UW - Madison policy and is required to obtain adequate documentation in support of reimbursement. Transactions should be acted upon within a reasonable timeframe; 5 business days is recommended.

Listed below are the items to be reviewed prior to the final approval of each report. Each Divisional Business Office will determine which role will be responsible for the following:

Appropriateness of Expenses

- Ensure that claims are UW business-related and associate with the Division/Department's mission.
- Determine whether the dollars expended were reasonable.
- Verify that claims comply with UW-Madison policy.

Accuracy of Accounting

- Ensure funding string is valid.
- Verify that funding is appropriate for the type of expense that is claimed.
- Confirm that the Expense Types are correct and make appropriate changes.
- Confirm that the Billing Types are correct and make appropriate changes.
- Change account code for the expense types of Misc. Purchases/Supplies and Tuition Reimbursement when necessary.
- Designate claims to be paid using UW Foundation funds when appropriate.

Documentation Requirements

- Ensure that claims have the required receipts and supporting documentation in the receipt packet.
- Check the "Receipts Received" box within the report.
- Verify that justifications for policy exceptions are documented within the report for auditing purposes.
- Retain the receipt packet for 7 years (current year plus six).
- At the request of Accounting Services, provide access to receipt packets for post-audit review.
- Retain U.S. Citizenship and Immigration Services (USCIS) documentation for non-US residents.

Unique Approval Procedures

- When approving an expense report in which a cash advance is applied and funds are due to the University, ensure that a personal check from the traveler is received and routed to the Auditor for final reconciliation and deposit.
- Enter reconciliation of cash advance into system and, if necessary, deposit check for unused balance.

Special Case Approvals for Academic Deans, Directors and Chairs

- Reassign claims for higher level academic positions (e.g. Academic Deans, Center Directors and Department Chairs) to the appropriate Special Case Back-up Auditor in the Provost's or Vice Chancellor's Office.