

## Roles & Responsibilities for Advance & Expense Reports

	Requestor	Claimant	Responsible Person	Departmental Reviewer	FFM (PI)	Unit Head	FST Support	FST Manager	FFO
<b>Definition of Role</b>	The individual who organizes receipts and prepares and submits the advance or expense report through Minerva (data entry).	The individual who is out-of-pocket for expenses incurred on behalf of the University and is now seeking reimbursement (typically the traveler).	McGill employee or student who is accountable for all advances and expense reports under his/her name. Where the claimant is a visitor, the Fund Financial Manager or Principal Investigator of one of the fund(s) being charged is considered as the Responsible Person.	An individual, within a particular Unit, who has been delegated to review and complete an expense report. The Reviewer enters FOAPAL information and completes/submits the Request.	The academic or administrative and support staff member responsible and accountable for expense(s) charged on Request.	The 'one-up' of the FFM. In the case of FFM/PI this is the department chairperson. In the case of the chairperson, this is the Faculty Dean.	FST Support member assists in all administrative processes that the FST Manager is involved in.	Lead of a given Financial Service Team and key contact providing service and support to researchers, ensuring University policy compliance and restriction adherence.	Direct supervisor of FSTs within Faculty. Responsible for succession planning and replacements (sick leave, departures, etc.). Ensures FST membership is current. Defines FST jurisdiction, and maintains FST/FFM relationships in Minerva. Ensures FST members attend 'certification training' in order to be enabled for Advance & Expense Report approvals.
<b>Participation in the Reimbursement Process:</b>									
<b>Preparation</b> (data entry in Minerva)	Originates the request via Minerva; prints and seeks appropriate signatures.	Originates the request via Minerva; prints and seeks appropriate signatures.	May assume role of Requestor.	n/a	May assume role of Requestor.	n/a	May assume role of Requestor (if deemed appropriate by FFO).	n/a	Decides if FST will provide data entry services.
<b>Authorization</b> (paper signature - only wet signatures are acceptable)	n/a	Signs Claimant section to certify that Request is legitimate, appropriate, reasonable, etc...		n/a	Signs Approver section to certify that Request charged is legitimate, appropriate, etc.. and charged to correct FOAPAL(s). Responsible and accountable for the expense(s) charged to their fund.	Signs Approver section if the Claimant is the FFM/PI (same attestation).	Not permitted. Does not have role to authorize spending.	Not permitted. Does not have role to authorize spending.	Decides flow sequence (FST review before or after FFM signature).
<b>Reviewer</b> Can only be reviewer for one ORG (An optional concept that may be adopted by departments. Not available for Advances)	n/a	n/a		If option ' <b>Start Expense Report to be finished by someone else</b> ' is selected by Requestor, expense report is routed electronically to the Reviewer who verifies the Request and adds the missing FOAPAL information	n/a	n/a	May assume the role of Reviewer.	n/a	Assists the Unit Head(s) in deciding when/how to make use of the optional Reviewer capability function.
<b>Approval</b> (electronically in Minerva)	n/a	n/a		n/a	n/a	n/a	Cannot approve. Stamps paper copies received and enters 'FST received date' in Minerva. May review the details of the Request, including coding and documentation requirements.	Reviews, corrects and electronically approves all advances and expense reports in Minerva. Ensures both University Reimbursement of Expenses policy and Granting Agency guidelines are adhered to. Coordinates resolution of overdue advances. Stamps, signs and dates paper copy as confirmation of FST review.	Can only approve if they are also set up as an FST Manager. Ensures effective work processes, provides escalation channels, monitors performance. Provides directives for use of approval proxies.
<b>View all Requests</b> (Advance & Expense Reports)	Able to view all Requests that were requested (created) by them.	Able to view all requests where they are the claimant.		Able to view all requests where they are the departmental reviewer.	Cannot view requests charged to their foapal.	Cannot view requests within the faculty.	Able to view all requests within the Faculty.	Able to view all requests within the Faculty.	Can view all requests only if they are also set up as an FST Manager.
<b>Updates/Corrections</b> (Advance & Expense Reports)	Can make corrections to requests where they are the requestor. The request must be in the continue/complete queue in Minerva.	Can make correction to Requests where they are the claimant. The Request must be in the continue/complete queue in Minerva.		Can make corrections to expense reports where they are the reviewer. The Request must be in the continue/complete queue in Minerva.	Can't make any corrections.	Can't make any corrections.	Can make corrections to Requests within the faculty. The Request must be in the continue/complete queue in Minerva. Cannot disapprove Requests in Minerva.	Can make corrections to Requests within the faculty. The Request must be in the continue/complete queue in Minerva.	Can make corrections only if they are also set up as a FST Manager.