



Expense Reports Reviewer Authorization

The Expense Report menu in Minerva includes 'Reviewer' function for expense reimbursements. This feature allows a user (other than the requestor or the responsible McGill employee) to review expense reports as well as add FOAPAL information.

This is a tool developed by Financial Services in an effort to facilitate the internal process within individual Faculties and Departments. Financial Services will not enforce its use. It is up to each Unit to decide whether to adopt this option, and if so communicate the procedural requirements to its users.

This form is to be completed for the Primary Reviewer and a designated backup. The Primary Reviewer is the person within a Unit who is delegated to oversee the expense reimbursement process. Please fill in the information below and email this form to traveldeskhelpt.acct@mcgill.ca or **fax** to 398-6771.

Section 1: Unit Information

Unit Name: _____

Org Code: _____ (see www.mcgill.ca/apb/unit)

Section 2: Unit Primary Reviewer and Backup

Primary Reviewer: _____ / _____
Last Name First Name

McGill ID: _____ Position Title: _____ Phone #: _____

Backup: _____ / _____
Last Name First Name

McGill ID: _____ Position Title: _____ Phone #: _____

Section 3: Unit Head Authorization (Dean, Chair, Director)

I hereby acknowledge that the aforementioned individual will have the ability to review, edit FOAPAL information and disapprove Expense Reports submitted to the Unit. I also delegate authority to the Primary Reviewer to set up other simultaneous reviewers for the Unit.

I understand that enforcement of the Reviewer functionality is at the sole discretion of the Unit.

Authorization: _____ / _____
Last Name First Name

Title: _____ Phone #: _____

Signature/Approval: _____ Date: _____

Section 4: For Internal Use Only

Reviewer Creation Date: ____ / ____ / ____ Reviewer Notified: ____ / ____ / ____

Approval: _____