



## 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 [traveldeskhelp.acct@mcgill.ca](mailto:traveldeskhelp.acct@mcgill.ca)

### Section 1: Unit Information

Unit Name: \_\_\_\_\_

Org Code: \_\_\_\_\_ (see <https://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: \_\_\_\_\_