

UMSL Accounting Business Center (ABC)

EXPENSE REPORT PROCESSING

Employee obtains Director's approval/signature for Expense/Travel on Expense Report Authorization Form.

Employee completes Expense Report for reimbursement in PeopleSoft (Travel and Expense) and attaches receipts (if necessary), and the completed, signed Expense Report Authorization Form.

Expense Report electronically routes to ABC for approval.

- ABC will contact department about corrections or additional information.**
- If the Expense Report is correct, ABC will approve it for reimbursement.**