

Subject: Current Procedure for Request for Payment (RFP) Submissions
From: Financial Services Division
Date: 30 April 2017
To: All Academic and Administrative Units
Category: Operating Guideline

Dear Colleagues,

This document outlines the current process for submitting **Requests for Payment (RFPs)** for business-related expenses under university-funded or project-funded cost centers.

These requests may include:

- Conference fees
 - Accommodation deposits
 - Transportation or ticketing costs not processed through prepaid channels
-

Standard Approval Workflow

- 1. Submission by Employee**
The requester fills in the RFP form through the travel reimbursement system. The form must include task number, project code, and cost justification.
 - 2. Approval by Supervisor**
The supervisor reviews and either approves or rejects the request. Their approval constitutes final sign-off.
 - 3. Automatic Payment Trigger**
Once approved, the finance system processes payment via standard disbursement schedules.
-

Additional Notes

- There is **no mandatory pre-approval or compliance review** before the supervisor step.
- Employees are expected to validate cost types and codes. Finance may request corrections but does not block processing on missing metadata.
- RFPs can be submitted retroactively up to 60 days after expense recognition.

This structure ensures administrative simplicity and empowers local supervisors with fiscal oversight responsibilities.

For support, contact: reimbursements@university.edu

Sincerely,

Claudia Helmrich

Team Lead – Reimbursement Coordination