



Masonic Cancer Center

UNIVERSITY OF MINNESOTA

Comprehensive Cancer Center designated by the National Cancer Institute

ADMINISTRATIVE POLICY

MCC One-Up Expense Approval

Policy Type:
FINANCE

Policy Owner(s):
Finance Manager

Policy contacts:
[Andrea Johnson](#)

Revised: 11/1/17
Reviewed: 4/10/18
Effective Date: 11/1/17

POLICY STATEMENT

Provides MCC specific policies and examples in addition to UMN Policy:

<https://policy.umn.edu/finance/approvalsrouting>

It applies to all travel & hospitality expenses (reimbursement or p-card); reimbursement expenses. It does not apply to standard purchases of office/lab supplies/services made via p-card or EFS requisitions. General rule: the supervisor and/or person responsible for the funds needs to approve their subordinates' expenses.

Lab Scenarios for PI and lab staff travel/reimbursement:

- A PI using his/her own funds must sign the paperwork. One-up approval is delegated to the EFS approver, so no other approval is necessary.
- A PI using another PI's grant should be signed by both the individual who incurred the expense, as well as the PI of the grant.
- Lab staff members using U of M funds need to sign the paperwork, as does the PI of the funds used.

Administrative Scenarios for staff travel/reimbursement:

- Signatures by individual and their unit manager:
 - CTO: Katie Mellskog – can delegate to Mo Morris
 - CISS: Ahmad AbuSalah – can delegate to Michelle DeMist
 - Other ISOs: Faculty ISO director – can delegate to ISO/Lab manager
 - Admin: Jean Jacoby
 - Communications: Max Huber
 - Community & Education: Kiara Ellis
 - Finance: Andrea Johnson
 - HR: Melissa Daufelt
 - MNCCTN: Marie Rahne
 - Operations/Research Development: Aaron Schilz
 - Administrative Managers: Seanne Falconer
- Seanne Falconer/Administrative Director: Signature by individual and Dr. Yee (cannot be delegated down, as all admin staff and approvers ultimately report up to Seanne)

- Dr. Yee/Director: Everything gets one-up approval from AHC. This is University policy for all deans and directors.

Helpful Links:

<https://policy.umn.edu/>

<https://travel.umn.edu/>