MCC One-Up Expense Approval Policy
Effective Nov. 1, 2017

UMN Policy: https://policy.umn.edu/finance/approvalsrouting

Applies to: all travel & hospitality expenses (reimbursement or p-card); reimbursement expenses.
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:
- A PI using their 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 using U of M funds need to sign the paperwork, as does the PI of the funds used.

Administrative Scenarios:
- 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/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/