Organization Approval Routing

This training document provides an overview on how the approval process works in Chrome River. This training will be primarily focused on the expense report approval process.

Terminology:

- **Auto Bot (Budget Checker)/Budget Checker2**: An auto-bot that checks the budget balance in Banner of each fund. This is to verify there is enough funding for the total expense report.

- **AP (Name): Firmwide**: Any title that starts with “AP” means that the expense report is with the Accounts Payable/Travel department awaiting the analyst’s approval.

- **Delegate**: A VT Employee that can submit an expense report on a traveler’s behalf.

- **Expense Owner (Traveler) Approval**: When a delegate submits an expense report on the expense owner’s behalf, it automatically routes to that individual for approval.

- **Financial Manager Approval**: If a fund has a financial manager associated with it, the expense report will automatically route to that individual.

- **Gatekeeper**: An automated process (not an individual) that allows/prevents expense reports from proceeding in the approval process. If a partial expense report (i.e. one or more line items have been returned) reaches a Gatekeeper, it will not allow the report to proceed until those other line items have been approved. After all of the line items have reached the Gatekeeper, the expense report will continue on the approval process.

- **Dept Head/SeniorMgr Queue**: When an expense report is created for a department head/senior manager, the report will automatically route to this group approval queue.

- **L1 Org Approval**: A group approval role that is the L1 organization approver. Anyone in this role can approve/return an expense report.

- **L2 Org Approval**: A group approval role that is the L2 organization approver. Anyone in this role can approve/return an expense report.

- **Payroll Queue**: If an expense report is taxable, it automatically routes to Payroll for approval.
Approval Examples:

**Expense Owner (Traveler) Submitted with L1 Org Approval:**

Ex: Expense Owner submitted an expense report for a conference travel and his organization has L1 Org Approval

1. Auto Bot (Budget Checker)
2. L1: 440
3. Gatekeeper
4. APDom_CONF_TRAIN:Firmwide
5. Auto Approve (Gatekeeper)
6. BudgetChecker2:Firmwide
7. Auto Approve (Gatekeeper)
Traveler Submitted with Supervisor Approval and L1 Org Approval:

Ex: Expense Owner submitted an expense report for a business meeting and his organization has L1 Org Approval with supervisor approval turned on.

1. Auto Bot (Budget Checker)
2. Stacy King (Supervisor)
3. L1: 440
4. Gatekeeper
5. APDom_BM:Firmwide
6. Auto Approve (Gatekeeper)
7. BudgetChecker2:Firmwide
8. Auto Approve (Gatekeeper)
Delegated Submitted on behalf of Expense Owner (Traveler) with L1 Org Approval

Ex: Delegate submitted an expense report for Michael Smith who went to a conference and his organization has L1 Org Approval.

1. Auto Bot (Budget Checker)
2. Michael Smith (Expense Owner / Delegate Submitted)
3. L1: 440
4. Gatekeeper
5. APDom_CONF_TRAIN:Firmwide
6. Auto Approve (Gatekeeper)
7. BudgetChecker2:Firmwide
8. Auto Approve (Gatekeeper)
Delegate Submitted on behalf of Expense Owner (Traveler) with L2 Org Approval

Ex: Delegate submitted an expense report for Michael Smith who went to an interview and his organization has L2 Org Approval.

1. Auto Bot (Budget Checker)
2. Michael Smith (Expense Owner / Delegate Submitted)
3. L1: R64A
4. L2: R64
5. Gatekeeper
6. APDom_INT_REC:Firmwide
7. Auto Approve (Gatekeeper)
8. BudgetChecker2:Firmwide
9. Auto Approve (Gatekeeper)
Delegate Submitted on behalf of Expense Owner (Traveler) with L1 Org Approval and Financial Manager

Ex: Delegate submitted an expense report for Michael Smith who was a guest speaker and his organization has L1 Org Approval.

1. Auto Bot (Budget Checker)
2. Michael Smith (Expense Owner / Delegate Submitted)
3. Stacy King (Financial Manager)
4. L1: 440
5. Gatekeeper
6. APDom_GS:Firmwide
7. Auto Approve (Gatekeeper)
8. BudgetChecker2:Firmwide
9. Auto Approve (Gatekeeper)
Delegate Submitted on behalf of Dept. Head or Senior Manager with L1 Org Approval

Ex: Delegate submitted an expense report for Dept. Head Michael Smith who went to a conference and his organization has L1 Org Approval.

1. Auto Bot (Budget Checker)
2. Michael Smith (Expense Owner / Delegate Submitted)
3. L1: 440
4. L1: A04
5. Gatekeeper
6. APDom_CONF_TR:AIN:Firmwide
7. Auto Approve (Gatekeeper)
8. BudgetChecker2:Firmwide
9. Auto Approve (Gatekeeper)
Delegate Submitted on behalf of Expense Owner (Traveler) with L1 Org Approval and Expense Report is Taxable

Ex: Delegate submitted an expense report for Michael Smith who had a business meeting in Richmond. He was on a same day travel and had dinner on the way back home. He qualified for an overtime meal, which is taxable. His organization has L1 Org Approval.

1. Auto Bot (Budget Checker)
2. Michael Smith (Expense Owner / Delegate Submitted)
3. L1: 440
4. Gatekeeper
5. APDom_BM:Firmwide
6. Auto Approve (Gatekeeper)
7. BudgetChecker2:Firmwide
8. Payroll Queue
9. Auto Approve (Gatekeeper)