

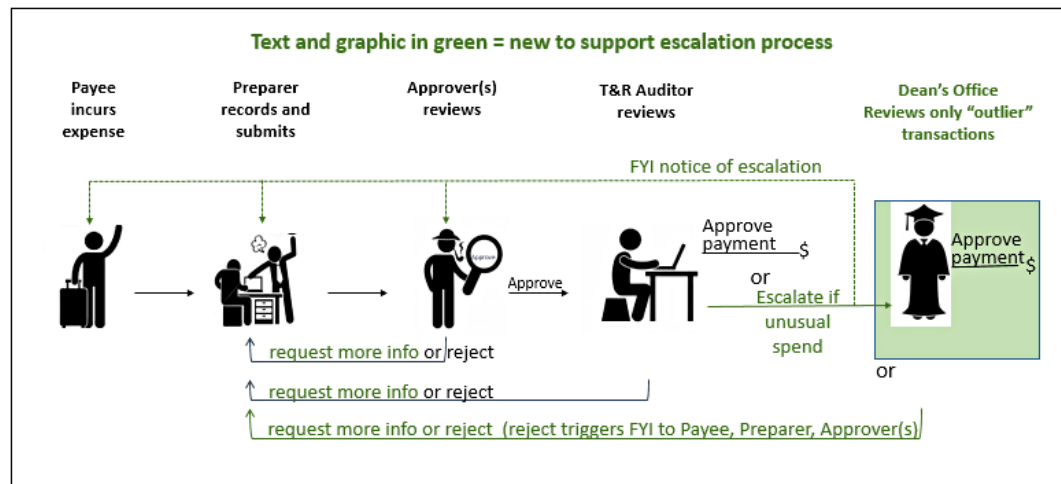
Approvers – Rollout February 29, 2016

Page or scroll through, or choose what you would like to learn about below.

1. New Escalation Process

On February 29, 2016, Stanford rolled out a new escalation process for the approval of business expense transactions, including both Expense Requests and PCard transactions. The purpose of the new process is to allow the business unit (Dean's office or department financial management) to have visibility into and final approval of unusually high-cost business expenses.

Dean's office reviewers (called "escalation designee") have been identified by Stanford business units and assigned escalation approval authority. Escalation to the designee will **only** occur if a transaction has unusually high cost and has already been approved by all other approvers in the standard approval workflow. The Travel and Reimbursement department (T&R) will escalate a transaction to the designee for final review and approval.



2. FYI Notification about Transaction Escalation

When a transaction is escalated for Dean-level approval, the payee, preparer, and all approvers on the approval routing list are notified.

[FYI Notification about Transaction Escalation](#)

3. Changes to Approval Notifications

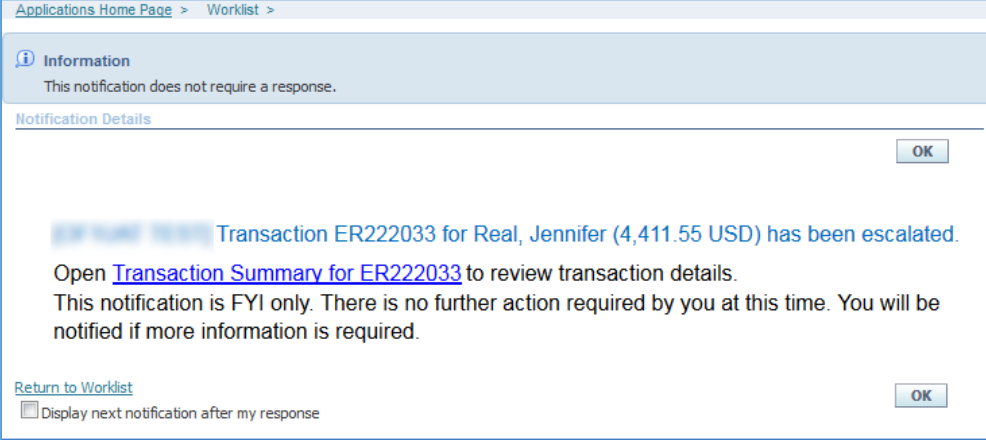
In addition, this release includes changes to both **Expense Requests** and **PCard** approval notifications. See below for details:

[Request More Info from Expense Requests Preparer](#)

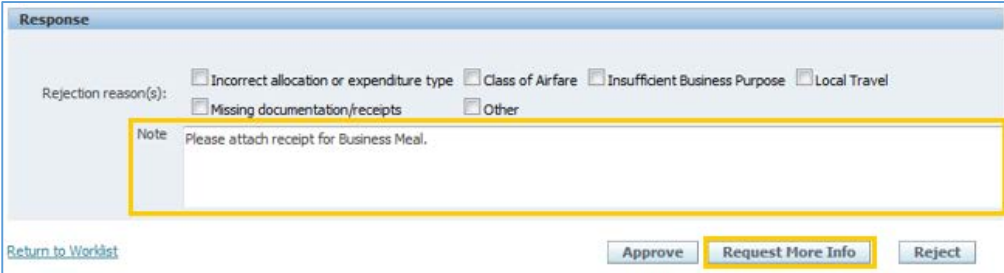
[Expense Type, Number of Attendees, and Messages for PCard](#)

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FYI Notification about Transaction Escalation

Item	Description	System
<p>FYI Notification about Transaction Escalation for Dean-level Approval</p>	<p>You will be notified when a transaction for which you are an approver is escalated.</p> <p>The notification is purely FYI – there is no further action required by you.</p> <p>If desired, you can click the link to review the transaction details, including attachments.</p>	

Request More Info from Expense Requests Preparer

Item	Description	System
<p>Request More Information from Preparer while reviewing an Expense Requests transaction for approval</p>	<p>Previously, Expense Requests approvers could only “approve” or “reject”. If there was something missing or more explanation required, you had to reject. Then the preparer had to modify the transaction and resubmit it back through the approval workflow again.</p> <p>New with this release, if you need a better explanation from the preparer, or if a receipt or document is missing, you can send a request directly to the preparer before deciding to approve or reject.</p> <ul style="list-style-type: none"> • Scroll to the bottom of the notification. • Enter a Note to the preparer that describes exactly what information or attachment you need. <ul style="list-style-type: none"> • Refer to the expense lines in question by expense type and line number • Be as specific as possible about the information or attachment needed • Click Request More Info. <p>The preparer will then receive a notification containing your request, to</p>	

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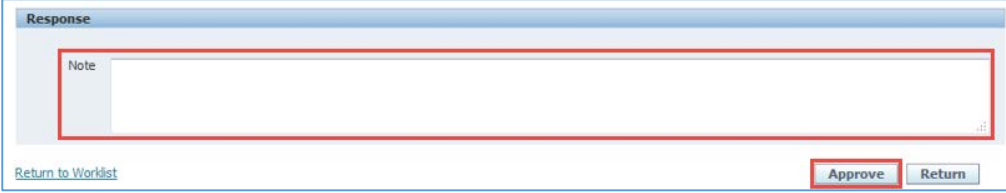
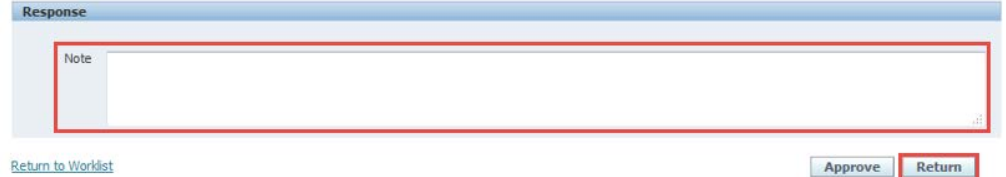
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	<p>which they can reply directly back to you.</p> <p>When the preparer replies with the information you will receive another notification to review and approve.</p> <ul style="list-style-type: none"> Review the Reply from the preparer and any additional attachments provided <p>Note: The Request More Info feature only allows the preparer to write a note or attach a document. So if something about the transaction must be modified (e.g. business purpose or PTAE), you must reject the transaction.</p>	<p>The screenshot displays a transaction approval window titled "Transaction ER222033 for Real, Jennifer (4,411.55 USD)". At the top right are three buttons: "Approve", "Request More Info", and "Reject". The transaction details are as follows:</p> <table border="1"> <tr> <td>From</td> <td>Real, Jennifer</td> <td>Transaction for</td> <td>Real, Jennifer</td> </tr> <tr> <td>To</td> <td>Vaughan, Belinda</td> <td>SUNet ID</td> <td>jensreal</td> </tr> <tr> <td>Sent</td> <td>19-Feb-2016 14:44:40</td> <td>Business Purpose</td> <td>Business Purpose for example transaction for escalation.</td> </tr> <tr> <td>Due</td> <td>22-Mar-2016 14:44:40</td> <td>Transaction Total</td> <td>4,411.55 USD</td> </tr> <tr> <td>ID</td> <td>122953257</td> <td>Advance Applied</td> <td>0.00 USD</td> </tr> <tr> <td></td> <td></td> <td>Reimbursement Amount</td> <td>4,411.55 USD</td> </tr> </table> <p>The "Note from Preparer" section contains the following text:</p> <p>Note from Preparer: Belinda please approve after Gary approves this transaction Requested Info: Please attach receipt for Business Meal. Replied Info: Hi Belinda, I am attaching the receipts for Business Meal.</p> <p>Below the transaction details is an "Instructions" section with the following steps:</p> <ol style="list-style-type: none"> Open Full View to review transaction details Open attached receipts (i.e. backup documentation) 	From	Real, Jennifer	Transaction for	Real, Jennifer	To	Vaughan, Belinda	SUNet ID	jensreal	Sent	19-Feb-2016 14:44:40	Business Purpose	Business Purpose for example transaction for escalation.	Due	22-Mar-2016 14:44:40	Transaction Total	4,411.55 USD	ID	122953257	Advance Applied	0.00 USD			Reimbursement Amount	4,411.55 USD
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Expense Type, Number of Attendees, and Messages for PCard

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<p>Expense Type, Number of Attendees, and Messages for PCard</p>	<p>The PCard module has been enhanced to provide warnings, specifically when business meal costs exceed per-person guidelines. This capability is enabled by two new fields in the PCard verification system.</p> <p>PCard verifiers will select an Expense Type from a dropdown list that includes these options:</p> <ul style="list-style-type: none"> ○ Meal – Breakfast ○ Meal – Lunch ○ Meal – Dinner ○ Meal – Other ○ Non-meal expense <p>When one of the meal expense types is chosen, a second field appears and verifiers will enter the number of people in attendance at the meal.</p> <p>Notifications to approvers (shown here) will include a warning message when the per-person meal cost guideline is exceeded.</p> <p>Approvers should verify adequate justification for cost in the Business Purpose, attachments, and notes from other approvers, and Approve or Return as appropriate.</p>	<div style="text-align: center;"> <p>Meal Guidelines</p> <table border="1" style="margin: auto;"> <thead> <tr> <th>Meals</th> <th>Suggested Amount per Person (including tax, tip and alcohol)</th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td>\$12 - 20</td> </tr> <tr> <td>Lunch</td> <td>\$18 - 35</td> </tr> <tr> <td>Dinner</td> <td>\$36 - 80</td> </tr> </tbody> </table> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="font-size: small; margin: 0;">PCard Transaction 2829308 requires approval</p> <div style="text-align: right; margin-bottom: 5px;"> <input type="button" value="Approve"/> <input type="button" value="Return"/> </div> <p style="font-size: x-small; margin: 0;">From: Banerjee, Satarupa To: LaTorra, Tony Sent: 19-Feb-2016 16:01:12 ID: 122953274</p> <div style="border: 2px solid red; padding: 2px; margin: 5px 0;"> <p style="margin: 0;">Message</p> <p style="margin: 0;">Unusually high cost per Meal - Dinner attendee. University Guideline for Meal - Dinner threshold is \$80</p> </div> <p style="margin: 5px 0;">The following PCard transaction requires your Approval.</p> <table style="font-size: x-small; border-collapse: collapse;"> <tr><td style="background-color: #f2f2f2;">Transaction Id</td><td>2829308</td></tr> <tr><td style="background-color: #f2f2f2;">Card Number</td><td>XXXX-XXXX-XXXX-3269</td></tr> <tr><td style="background-color: #f2f2f2;">Card Holder Name</td><td>Planning Office</td></tr> <tr><td style="background-color: #f2f2f2;">Department Name</td><td>Planning Office</td></tr> <tr><td style="background-color: #f2f2f2;">Verifier Name</td><td>Banerjee, Satarupa</td></tr> <tr><td style="background-color: #f2f2f2;">Merchant Name</td><td>ORENS HUMMUS SHOP</td></tr> <tr><td style="background-color: #f2f2f2;">Transaction Date</td><td>20-AUG-2015</td></tr> <tr><td style="background-color: #f2f2f2;">Business Purpose</td><td>Business purpose for example transaction for escalation.</td></tr> <tr><td style="background-color: #f2f2f2;">Amount</td><td>264.37</td></tr> <tr><td style="background-color: #f2f2f2;">Expense Type</td><td>Meal - Dinner</td></tr> <tr><td style="background-color: #f2f2f2;">Number of Attendee</td><td>2</td></tr> <tr><td style="background-color: #f2f2f2;">Status</td><td>PENDING APPROVAL</td></tr> <tr><td style="background-color: #f2f2f2;">Backup</td><td>Upload/View Attachment</td></tr> </table> <p style="margin: 5px 0;">PCard line details</p> <table style="font-size: x-small; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #f2f2f2;">Number</th> <th style="background-color: #f2f2f2;">Project</th> <th style="background-color: #f2f2f2;">Task</th> <th style="background-color: #f2f2f2;">Award</th> <th style="background-color: #f2f2f2;">Exp. Type</th> <th style="background-color: #f2f2f2;">Line Amount</th> <th style="background-color: #f2f2f2;">Allocation Reason</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>1120527</td> <td>1</td> <td>GAWTZ</td> <td>55110</td> <td>264.37</td> <td></td> </tr> </tbody> </table> </div>	Meals	Suggested Amount per Person (including tax, tip and alcohol)	Breakfast	\$12 - 20	Lunch	\$18 - 35	Dinner	\$36 - 80	Transaction Id	2829308	Card Number	XXXX-XXXX-XXXX-3269	Card Holder Name	Planning Office	Department Name	Planning Office	Verifier Name	Banerjee, Satarupa	Merchant Name	ORENS HUMMUS SHOP	Transaction Date	20-AUG-2015	Business Purpose	Business purpose for example transaction for escalation.	Amount	264.37	Expense Type	Meal - Dinner	Number of Attendee	2	Status	PENDING APPROVAL	Backup	Upload/View Attachment	Number	Project	Task	Award	Exp. Type	Line Amount	Allocation Reason	10	1120527	1	GAWTZ	55110	264.37	
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<p>Approve the Transaction</p>	<ul style="list-style-type: none"> • Scroll to the bottom of the notification. • Enter a Note that clarifies or explains why the cost is justified. • Click Approve. <p>Verifier is notified that the transaction has been approved.</p>	 <p>The screenshot shows a 'Response' dialog box with a blue header. Below the header is a large text area labeled 'Note'. At the bottom left is a blue link 'Return to Worklist'. At the bottom right are two buttons: 'Approve' and 'Return'. Red boxes highlight the 'Note' area and the 'Approve' button.</p>
<p>Reject the Transaction</p>	<ul style="list-style-type: none"> • Scroll to the bottom of the notification. • Enter a Note to further explain the reason for rejection and what must be done for approval. • Click Reject. 	 <p>The screenshot shows a 'Response' dialog box with a blue header. Below the header is a large text area labeled 'Note'. At the bottom left is a blue link 'Return to Worklist'. At the bottom right are two buttons: 'Approve' and 'Return'. Red boxes highlight the 'Note' area and the 'Return' button.</p>