Expense Report Workflow

Upon budget availability, create an expense report in CUNYfirst for reimbursable travel and non-travel expenses. If related to travel, be sure to link the approved travel authorization.

Pending

Submit the expense report within 2 weeks of returning.

Submitted for Approval

Original paperwork must be submitted to the Office of Accounts Payable in order for reimbursement to be processed.

Does expense report pass budget checking?

No

Expense Report in Budget Error

Please refer to the OTPS item Budget Error Workflow.

Yes

Does expense report pass supervisor approval?

No

Approvals in Process

Yes

Does expense report pass pre-pay auditor approval?

No

Account Payables submits voucher to the Statewide Financial System where the reimbursement is issued.

Yes

Approved

Payment Processed
**Workflow:** A series of processes that achieve a specific result.

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### Legend

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
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<tbody>
<tr>
<td><img src="image" alt="Blue Square" /></td>
<td><strong>Process:</strong> A series of steps that achieve a specific outcome.</td>
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<tr>
<td><img src="image" alt="Yellow Circle" /></td>
<td><strong>Status:</strong> A progress indicator within a workflow.</td>
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<td><img src="image" alt="Pink Diamond" /></td>
<td><strong>Decision Point:</strong> A point when a decision may redirect or end normal workflow.</td>
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<td><img src="image" alt="Green Triangle" /></td>
<td><strong>Workflow Connector:</strong> Connects one workflow to another.</td>
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<tr>
<td><img src="image" alt="Yellow Square" /></td>
<td><strong>Notes:</strong> A written record of information relevant to a process or workflow.</td>
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