

GEORGETOWN UNIVERSITY



FINANCIAL AFFAIRS MANUAL

Issuing Department: Financial Affairs	Topic: Procedures for approval of reimbursements for the President and Executive Cabinet	FA 173-09	
New ●	Revised	Supersedes Policy	Effective Date : June 1, 2008

100.01 Procedures:

Review and approval process for reimbursements to the Executive Cabinet (AmEx, Expense Vouchers, Petty Cash, Employee Reimbursements and ProCard)

100.02 STATEMENT:

To ensure documents are properly reviewed and approved by appropriate levels, the grid outlined below documents the process for review, approval, and payment of reimbursements for the President and Executive Cabinet.

100.03 ADMINISTRATION:

Executive	Preparer	Departmental Approver	Financial Affairs Review	CSR Review
Dr. John DeGioia	Karen Selby	Eric Smulson	Maleka Weatherspoon/Andrew Henley	Mary Beth Fargo
Dr. Spiros Dimolitsas	Sr. VP Administrative Position	Ann Duval	Maleka Weatherspoon,/Andrew Henley	Mary Beth Fargo
Dr. Jim O'Donnell	Shari Boyd	Darryl Christmon (Mieke Martinez in Darryl's absence)	Maleka Weatherspoon,/Andrew Henley	Shari prepares the reconciliation. Derreck Brown reviews. Mieke Martinez approves.
Dr.	Sean Hawkins	Chris	Maleka	Sean Hawkins