Pre-Approval Routing		
1.	Expense Owner/Traveler	- When submitted by a delegate
2.	Supervisor *	- Per Banner
3.	PI	- If grant/cost share is involved
4.	Grants Accounting	- If grant/cost share is involved
5.	Approver 1 **	- For each org being charged
6.	Approver 2 **	- For each org being charged

Expense Reimbursement Routing		
1.	Expense Owner/Traveler	- When submitted by a delegate
2.	Reviewer **	- If one exists for org(s) being charged. - Departments do not have to have a reviewer but If they choose to have one, it is hard coded-there is no dropdown.
3.	PI	- If grant/cost share is involved.
4.	Approver 1 **	- For each org being charged.
5.	Approver 2 **	- Only if reimbursement exceeds 100% of preapproval and is over $2499.99, OR if there was no preapproval and reimbursement exceeds $2499.99.
6.	Executive level approver	- For policy exceptions (business meals, entertainment, gift cards, individual members/licenses/subscriptions, lodging >150% federal per diem)
7.	Grants Accounting	- If grant/cost share is involved
8.	Sr. VP Finance & Admin.	- Executive officers (vice presidents)
9.	Secretary, Bd. of Trustees	- Sr. VP Finance & Administration

* Contact Academic Personnel (academic_personnel@kent.edu) to correct faculty supervisors in Banner.
   Contact HR Records (hr-records@kent.edu) to correct staff supervisors in Banner.

** Contact Accounts Payable (apcustomerservice@kent.edu) to request changes to Reviewers and Approvers. Departments may request changes to reviewers. Approver changes must be requested by college or divisional business/budget officers.