



*The submitter may have a Dept Admin or Assistant who submits the report as a delegate.

1. If Dept Admin is the submitter's delegate, Dept Admin will review prior to submission. This review is especially important for REIA charged funds.
2. If CCAS FD is listed as the default approver, there is no need to select the FD as an additional approver.
3. If expense are being charged to a PTA, the SPAII approver must be added.
4. Add Heather Holmes as an approver.

[List of SRAs & SPAs by Dept](#)