

What should I do if I created an Expense Report for someone else on my profile and it got approved and I received the money for them?

This report was submitted the preparer's profile, when the preparer should have 'acted on behalf of [Traveler].' The preparer will need to deposit funds back to the department and initiate a correct expense report in the name of the traveler.

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| *ADSC (10309) DEAN'S EXECUTIVE ACCI | *BU 01 | *Org (00026) SCHOOL OF BUSINESS-D | *Fund 2000 |
| *Activity (10309) DEAN'S EXECUTIVE ACCI | *Project 00000000 | *A/U 1 | |

This can be found by going to the Expense Report on your profile > Click on the Expense Tab > Report Library > Choose Expense Report > Details > Report Header.

After you do this, you will then need to recreate this request under the Traveler's profile. You will use the profile drop-down to Act on Behalf of the traveler before creating the Request and Expense Report.

Profile ▾



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Acting as other user

Act on behalf of another user

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more

