

<b>Subject: Expenditure Authorization</b>	Author: Kerry Kohl
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All payment requests submitted on a Request for Disbursement or a travel voucher must include the following information:

1. Payee Name, Address and Vendor number
2. Department name, requestor name, phone number, and e-mail address
3. Date
4. Employee ID/Student ID number, if applicable
5. Detailed description of the expense(s)
6. Amount(s)
7. Speedtype (valid number and appropriately funded) and account number for each expense
8. Appropriate signatures (\*\*See below)

**\*\*Signature Requirements:**

Employee reimbursements – 1) Employee  
 2) Speedtype authority  
 3) Supervisor  
 4) Department Dean/VP/Chair  
 (entertainment expenses only)

Trade Supplier Payments – 1) Speedtype authority  
 2) \*\*Supervisor (if payment being made on behalf of specific employee or group of employees for dues, memberships, parking, registrations, etc.)

\*\*The senior-most supervisor should approve the payment request in cases of group registrations, memberships, parking, etc. and should not be an individual who is included in the group.