

Subject: Expenditure Authorization	Author: Kerry Kohl
Effective Date: December 1, 2005	Last Review Date: July 22, 2009
Last Revision: July 22, 2009	Revised By:
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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 (excluding employees and active students)
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.