Information

Expenditure Authorization

Effective

December 1, 2005

Applicability

This policy applies to the University Community (administrators, faculty, staff, and students).

Administrative Authority

Vice President for Finance and Chief Financial Officer

Responsible Unit

Controller's Office

Disbursement Services

Service Complex

Louisville, KY 40292

Phone: 502.852.6273

E-Mail: controll@louisville.edu

History

Revision Date(s): July 22, 2009; May 1, 2025
Reviewed Date(s): July 22, 2009; March 18, 2025

Categories

Statement:

All payment requests submitted or travel vouchers must include the following:

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.