

**HIGHER LEVEL APPROVAL FOR EXPENSES OLDER THAN 60 DAYS**

Rutgers University travel policy states the following...

To ensure proper accounting, prompt reimbursement and compliance with IRS regulations, travelers need to submit their Expense Reports within 60 days after their return to the work site. Both the approver and the next higher-level approver must approve Expense Reports submitted beyond the 60-day time period. Expense Reports submitted beyond one year after the date(s) of travel will not be reimbursed.

**Please have your supervisor (or PI for Projects) and the next higher-level approver sign this form and attach it to your Expense Report.**

**Employee Name:** \_\_\_\_\_ **Expense Report#: RBU** \_\_\_\_\_

**Supervisor or PI:**

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Next Higher-Level Approver:**

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_