University of NorthernIowa™

Office of Business Operations

ACCOUNTS PAYABLE **ACCOUNTS RECEIVABLE** **PAYROLL** **PROCUREMENT SERVICES**

Procard Travel Expenses - Traveler Cannot Approve Own Expenses

Just a friendly reminder, if a procard voucher includes travel expenses and the traveler is the final workflow approver, the traveler's supervisor will need to be added as an additional approver. Please see the Additional Approvers Quick Reference Guide at the link below for instructions on how to add an additional approver in workflow.

Go To Guide

Electronic RFP Attachments

Until recently the electronic Request for Payment system would not allow special characters in the naming convention for documents being attached. A recent enhancement to the eRFP will now allow for special characters in the name.

ProTrav Upper Level Access Request

ProTrav users will require upper level administrative access in order to view or reconcile procard and travel expenses for an entire department. Upper Level Admin Access Requests (view or edit) are no longer being submitted via the Access Request Form previously found within ProTrav. Going forward, these requests should be submitted through the Security Request System (SRS). The link below provides instructions on how to submit these requests via SRS.

Link

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