Geisel School of Medicine

Business Expense Reimbursement (BER) Request Procedure

For Submission Delegation

As of November 1\textsuperscript{st}, 2013 there was a change in the procedure used to request reimbursement of business expenses for \textbf{SOME Department Chairs, Faculty and Administrators}. The Geisel Fiscal Office recognized that some Department Chairs, Faculty, and/or Administrators submitted their Business Expense Reimbursement (BER) requests to the Finance Center through an administrative staff member.

\textbf{Previously}, the administrative staff member:

- Organized the receipts.
- Completed the first page of a BER form
- Sent it to the Geisel Finance Center.

Once received in the Geisel Finance Center, the BER was completed, per policy guidelines, and returned to the submitter for review. If the administrative staff person approved, it was then routed to the designated department approver.

\textbf{THE CHANGE},

- \textbf{ONLY} when a Department Chair, Faculty or Administrator (Dartmouth College employee) has another staff member submit BER requests for them, the Controller’s Office requires the Geisel Finance Center to have a written authorization for the delegation, in order to have an audit trail. The form must be signed by the Department Chair, Faculty, or Administrator. The form gives permission to the administrative staff member to submit, review and approve on behalf of the Department Chair, Faculty, or Administrator for the first review of the BER.

The administrative staff member proceeds in the same manner as described above, once the written authorization is in place. By completing this form, the Department Chair, Faculty, or Administrator is documenting that

- The administrative staff member named has their permission to act as their agent in the BER transactions submitted on their behalf.

It is the responsibility of the administrative staff member to share the completed BER information with the Department Chair, Faculty, or Administrator to confirm their submission and discuss any changes to the original submission before authorizing the review to move forward to approval of the BER.
By completing this form, the Department Chair, Faculty, or Administrator (Dartmouth College employee) is agreeing that:

- The administrative staff member named below has permission to act as their agent in the BER transactions submitted on their behalf.
- It is the responsibility of the administrative staff member to share the completed BER information with the Department Chair, Faculty, or Administrator to confirm their submission and discuss any changes to the original submission before authorizing the review to move forward to approval of the BER.

Department Chair, Faculty, or Administrator Name ___________________________________

Org Number/Name ________________________________________________________________

I delegate (administrative staff member) _____________________________________________ to submit, review and sign on my behalf, Business Expense Reimbursement(BER) requests for business expenses incurred by me. I acknowledge that once my request is submitted, I will not see a record of the expenses in the BER form until I receive the check for payment of the request. It is the responsibility of the staff member with delegated authority to share the completed BER information with me to confirm their submission and discuss any changes to the original submission before authorizing the review to move forward to approval of the BER.

Signature______________________________________________________ Date _____________________

Please return to Geisel.Finance.Center@Dartmouth.edu