WCAS Expense Report Description Prefixes

In order to maintain efficient and compliant online expense workflows within WCAS, a 1- or 2-character prefix will be required at the beginning of the Description Field effective 12/16/2013. These characters will denote Department Workflow Category (A, B, or C) and the presence of a policy exception form, 90 day memo, or employee expense requiring dean approval (E) as shown below:

**CHARACTER 1 - Department Workflow Category:**
- **A** = Chemistry, Life Sciences, Physics & Astronomy (areas staffed with level 1 & 2 approvers)
- **B** = Anthropology, Earth/Planetary, Math, Psychology (areas staffed with level 1 approvers)
- **C** = All other departments & programs (areas approved by Dean’s Office staff)

**CHARACTER 2 – Exception Form / 90 Day Indicator / Dean Approval (to be used if applicable):**
- **E** = Transactions from any WCAS area that include a 90 day memo, exception form, or require dean approval (chair/director expense)

Examples of the 6 possible prefixes for a membership fee reimbursement:
- **“A; Membership Fee”** = Chemistry, Life Sciences, Physics & Astronomy, does not include exception or 90 day memo
- **“AE; Membership Fee”** = Chemistry, Life Sciences, Physics & Astronomy, includes exception and/or 90 day memo
- **“B; Membership Fee”** – Anthropology, Earth, Math, Psychology, does not include exception or 90 day memo
- **“BE; Membership Fee”** – Anthropology, Earth, Math, Psychology, includes exception or 90 day memo
- **“C; Membership Fee”** – Dept/Program not shown above, does not include exception or 90 day memo
- **“CE; Membership Fee”** – Dept/Program not shown above, includes exception or 90 day memo