

Employee Reimbursement: Roles and Responsibilities Matrix

Activities related to submitting employee reimbursement for non-travel related expenses

Process Name	Department Responsibility	SCE Responsibility	Central Office Responsibility
Employee Reimbursement	<ul style="list-style-type: none"> • Complete employee expense reimbursement form • Obtain approval from Director/AVC/VC or Designee • Submit approved Employee Expense Reimbursement form, with scanned copies of all receipts/invoices via Service Management System (SMS) 	<ul style="list-style-type: none"> • Validate receipts, expenses and check for exceptions • Verify expenses are appropriate for source of funds • Add/verify employee is a vendor in ConnectCarolina • Process employee reimbursement for payment • Re-work denials/exceptions with department • Provide copies of documents upon request/ track status of payment • Communicate payment status and resolve payment issues • Close service request 	<ul style="list-style-type: none"> • Audit voucher and contact SCE with questions • Approve voucher and disburse payment • Handle void/ reissue requests