Controller’s Office – Workflow Approval for Principal Investigators

When a transaction is charged to an award (USCSP), all approvers at approver level one are required to approve. This includes the Principal Investigator and all additional Project level one approvers setup on the award’s project team. It will no longer be a pooled approach where only one approval is needed to move to approval level 2.

What transactions require PI approval?
The transactions that include a USCSP approver are:

- GT Journal Voucher eForms
- Travel Authorizations
- Travel Advances
- Expense Reports for Travel, Travel Card and Non-Travel Reimbursements
- Payment Requests
- Requisitions

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**Current Approval Level 1 Workflow**

- Pooled Approval with multiple approvers
- Only one person from the pool is required to approve before moving to approval level 2.
- Approval Level 2 is a pooled approach with multiple approvers.

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**Approval Level 1 Workflow Starting January 30, 2022**

- No longer a pooled approach with multiple approvers
- The PI and Project Level 1 Approver(s), if applicable, required to approve before moving to approval level 2.
- Approval Level 2 remains a pooled approach with multiple approvers.