

## BEST PRACTICES - SBO Approvals

The following expense categories require approval from the Senior Business Officer. Please route the reimbursement eDoc to Leticia Cornelio for review and approval. The eDoc must include a clear, complete and appropriate business purpose.

- Reimbursements for non USC employees; please indicate the affiliation (student, faculty candidate, etc.)
- Travel/Expense Advance
  - Sponsored project accounts may not be used to fund cash advances (<https://procurement.usc.edu/payments/reimbursements/cash-advances/>)
- Missing Receipt Declaration Form
- Hand written receipts or receipts that do not indicate the form of payment
- Relocation expenses where the offer letter is not attached
- Flight change or cancellation fees
- Local overnight accommodations for employees
- Limo or car service
  - Requires PRIOR approval. Please send an email to Leticia Cornelio; include a clearly stated business purpose including the source of funds, dates of travel and the reason for use of limousine or car service as opposed to taxi cab or Uber/Lyft. Attach a copy of approval email to your eDoc as supporting documentation.