AFSC Expense Report Processing Timeline

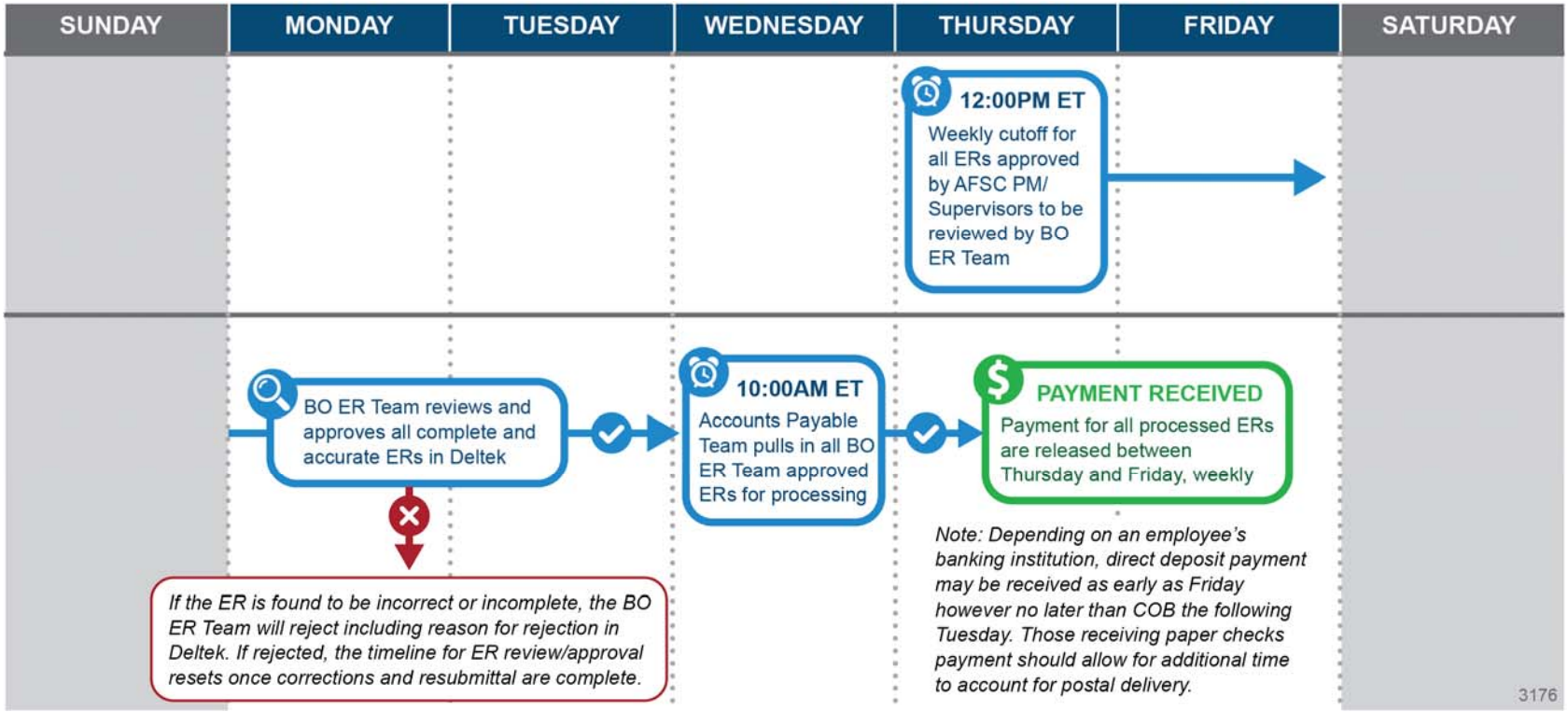
Employee Submittal

Employees must submit ERs no later than 30-days after travel or expense completion. Expenses dating more than 30-days after travel/expense completion, may require escalated approval for reimbursement. ERs can only progress to AFSC PM/Supervisor queue for review when all Employee steps have been completed, as follows:

1. Accurate entry of expense information and submission/signing of ER.
2. Completion of all attachment lines, by uploading all necessary documentation via the workflow.

PM/ Supervisor Approval

AFSC PM/Supervisor must review for completeness, accuracy, contractual and policy compliance within 72-hours of employee submittal and approve ER in Deltek. *If ER is found to be incorrect or incomplete, AFSC PM/Supervisor must work with employee to correct and resubmit.*



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