HOW TO CREATE SPEND AUTHORIZATIONS AND EXPENSE REPORTS

A step-by-step guide on how to create expense reports for non-travel and travel spend authorization and expense reports.

Workday Job Aid – Work Instructions

WORKDAY EXPENSE AND REIMBURSEMENT

Purpose

This job aid is designed to guide you through the process of creating an expense report in Workday. Expense reports are submitted to reimburse UW Employees for travel and non-travel related expenditures. This Job Aid outlines the following:

1. Spend Authorizations in Workday
2. Create a spend authorization and or cash advance for travel-related expenses
3. View your spend authorizations
4. Create an expense report for travel-related expenses with a spend authorization
5. Add expense items for per diem-related expenses – meals
6. Add expense items for per diem-related expenses - lodging
7. Add a per diem overage exception
8. Create an expense report for non-travel-related expenses
9. Additional steps after you submit your expense report

Audience:

- Employee-as-Self
- Expense Data Entry Specialist

Spend Authorizations in Workday

> Spend Authorizations are created and approved before a travel related expense is incurred.
> Funds are encumbered against the budget once the Spend Authorization is approved.
> One Spend Authorization can be associated to several or just one Expense report. It can be created by Employee/Contingent Worker as Self, and Expense Data Entry Specialist can create a Spend Authorization on behalf of other workers.

Note: *Spend Authorizations are created only in specific cases. The policy with Spend Authorizations will be determined by each unit or shared environment. Spend Authorizations are not currently in scope for non-travel employee reimbursement.*

Create a Spend Authorization (or Cash Advance) for Travel-Related Expenses

> The spend authorization request includes budget approval for expenses related to business travel, for example, air travel, transportation, meals, lodging, etc.

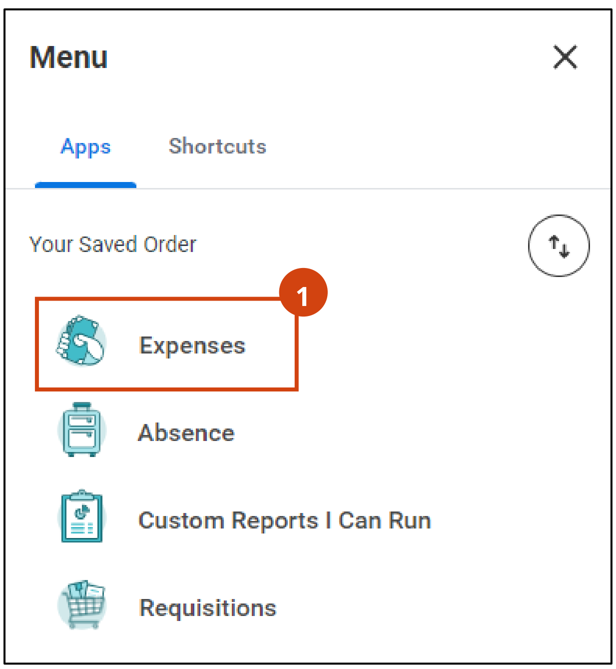
> Prior to traveling for university business, check with your local unit to see if you need to complete a spend authorization in Workday.

> The spend authorization routes for funding approval, and an encumbrance is created on the cost centers related to the funding worktags entered by the user.

> Once the traveler has completed the business travel related to the spend authorization, an Expense Report will need to be submitted detailing the expenses incurred, itemizing the money from the spend authorization.

Steps:

1. Select the **Expenses App** from the Workday home page from the menu on the top left of the screen, and then select **Create Spend Authorization**

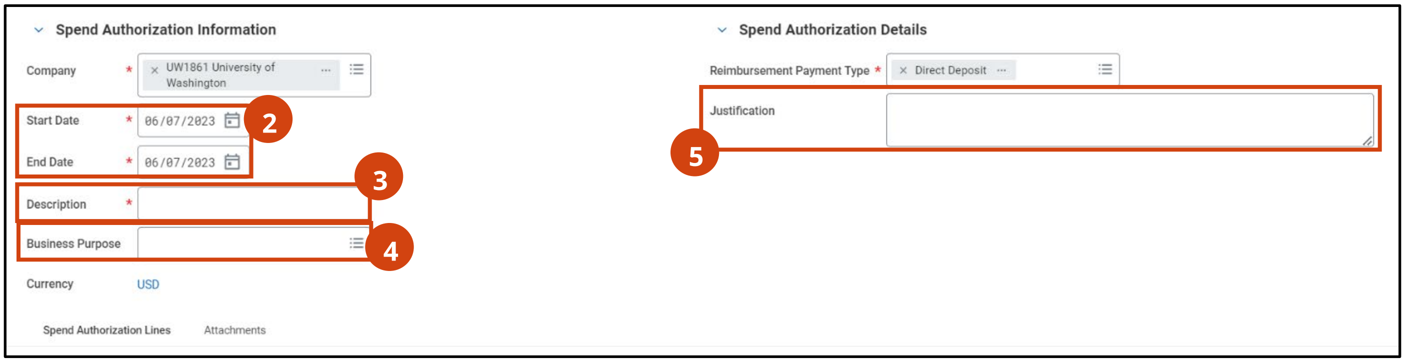


2. Enter the Spend Authorization information. Enter the **Start Date** and **End Date** of travel or the time allowed for the Spend Authorization.

3. Type the **Description**. The Description is the naming standard for the Spend Authorization.

4. **Business Purpose** should always be **Business Travel Reimbursement**

5. Enter details about the business travel that will be reimbursed in the **Justification** field



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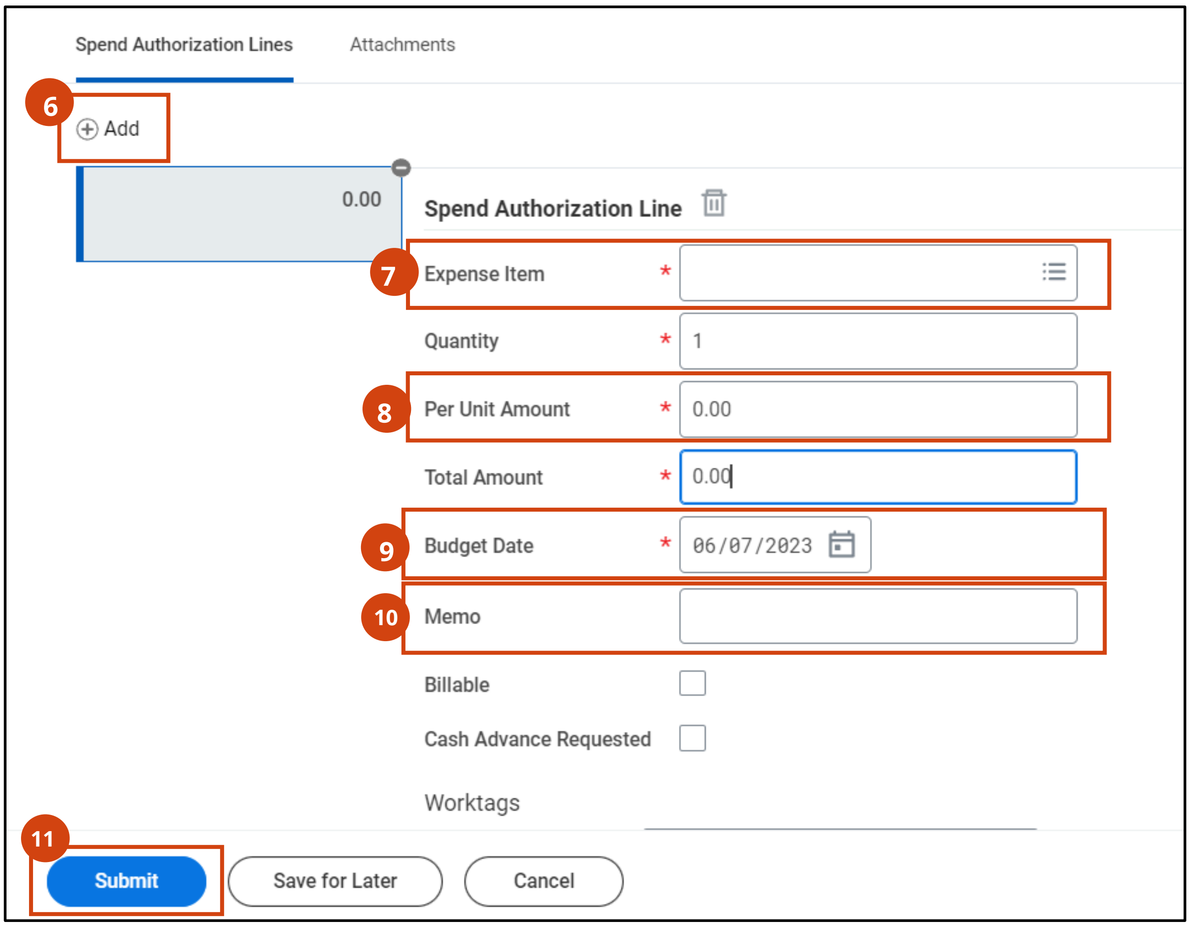
6. Navigate to **Spend Authorization Line** and click **Add**
7. Enter the **Expense Item** as **Spend Authorization Estimate**
8. Enter the estimated amount of travel in the **Per Unit Amount** field
9. Enter the **Budget Date** in the field. This date defaults to the Spend Authorization start date. The date also indicates the budget period the spend will occur.
10. Enter the reason for the travel in the **Memo** field
11. Click **Submit**



Let's point out information about Cash Advances in Workday:

- Cash Advances can be used to request funds ahead of Business Travel related event.
- Cash Advances can be used to reduce the financial impact on a traveler.

- Cash Advances must be assigned the same fund on a multi-line Spend Authorization.
- Workday allows you to request travel advances leveraging the system instead of paper forms.
- Cash Advances must be requested by select a Check Box, rather than for the entire Spend Authorization.
- There is very limited usage of Cash Advances allowed per UW policy. They typically are only used for per diem amounts while the employee is traveling. All Cash Advances will route to the Enterprise Travel Service Team for Compliance Review.

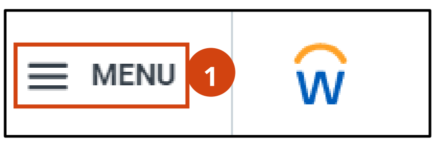
12. Click **Done**

***Note**: Once you submit the spend authorization, it will route for funding approval.*

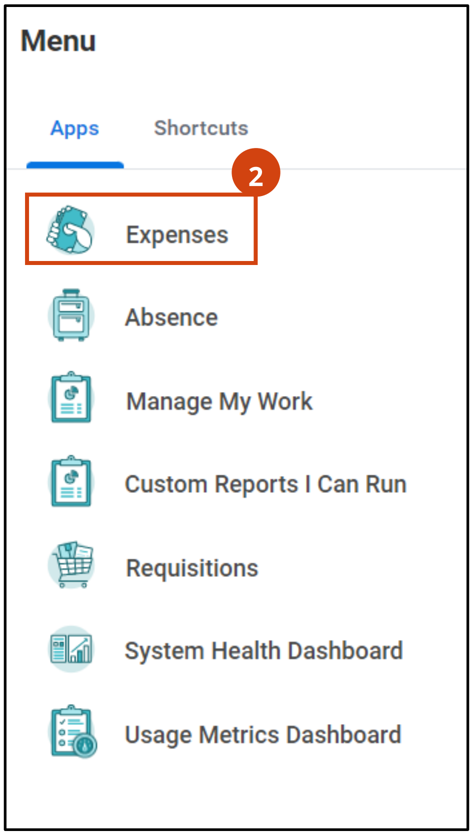
View your Spend Authorizations

You can view your spend authorization by selecting the Expenses App from the Workday homepage.

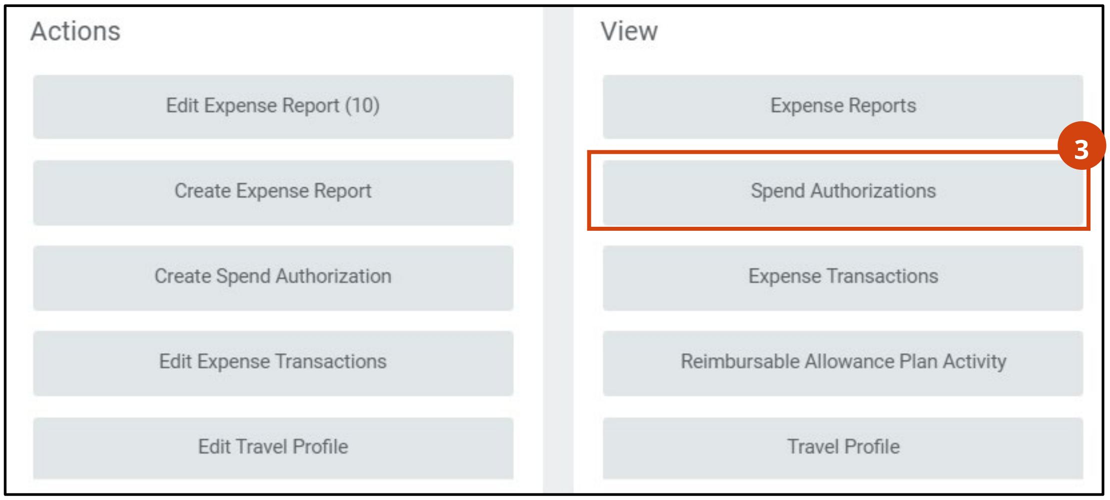
1. Click **Menu** from the Global Navigation in Workday homepage



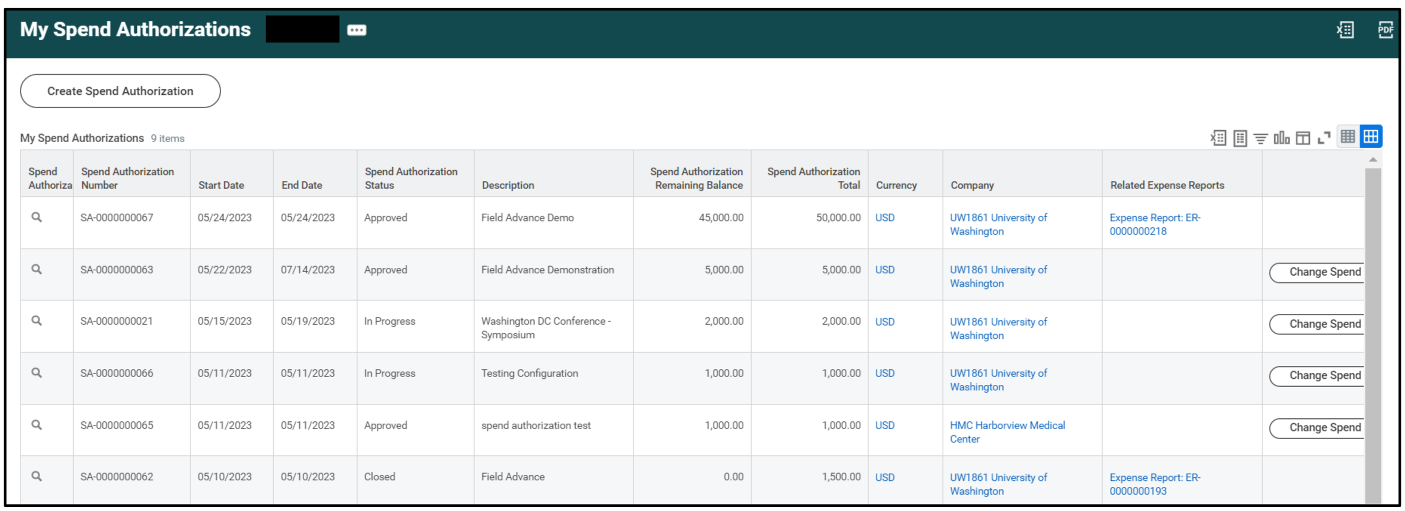
2. Under the Apps section, select **Expenses**


Menu
Apps
Shortcuts
2
Expenses
Absence
Manage My Work
Custom Reports I Can Run
Requisitions
System Health Dashboard
Usage Metrics Dashboard

3. Click **Spend Authorizations** tab to view all of your spend authorization details



4. The **My Spend Authorizations** page is displayed



My Spend Authorizations [redacted]

Create Spend Authorization

My Spend Authorizations 9 items

Spend Authoriza	Spend Authorization Number	Start Date	End Date	Spend Authorization Status	Description	Spend Authorization Remaining Balance	Spend Authorization Total	Currency	Company	Related Expense Reports	
	SA-0000000067	05/24/2023	05/24/2023	Approved	Field Advance Demo	45,000.00	50,000.00	USD	UW1861 University of Washington	Expense Report: ER-0000000218	
	SA-0000000063	05/22/2023	07/14/2023	Approved	Field Advance Demonstration	5,000.00	5,000.00	USD	UW1861 University of Washington		Change Spend
	SA-0000000021	05/15/2023	05/19/2023	In Progress	Washington DC Conference - Symposium	2,000.00	2,000.00	USD	UW1861 University of Washington		Change Spend
	SA-0000000066	05/11/2023	05/11/2023	In Progress	Testing Configuration	1,000.00	1,000.00	USD	UW1861 University of Washington		Change Spend
	SA-0000000065	05/11/2023	05/11/2023	Approved	spend authorization test	1,000.00	1,000.00	USD	HMC Harborview Medical Center		Change Spend
	SA-0000000062	05/10/2023	05/10/2023	Closed	Field Advance	0.00	1,500.00	USD	UW1861 University of Washington	Expense Report: ER-0000000193	

Alternatively, you can also type **My Spend Authorizations** into the Workday Search bar to view all of your spend authorizations.

Create an Expense Report for Travel-Related Expenses with a Spend Authorization

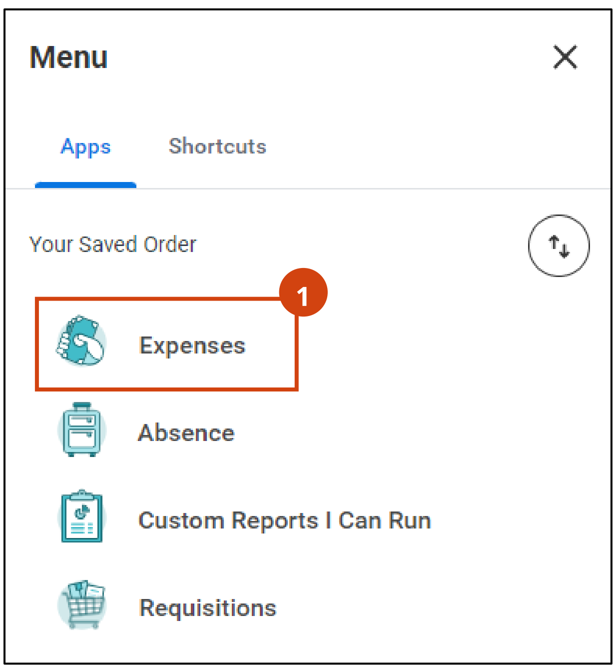
> Check with your local units for additional travel policies and procedures for your specific travel needs.
> The travel policy is outlined on the Travel Services website. Check here for additional information (https://finance.uw.edu/travel/homepage).
> Travel requests, travel reimbursement and expense report approval will be reviewed for policy and compliance.

Note: *Creating an expense report using the Expenses App is the preferred method. Users may also use the Search bar (type "create expense report").*

Steps:

1. Select the **Expenses App** from the Workday home page from the Menu on the top left of the screen, and then select **Create Expense Report**

Note: *If you are an Expense Data Entry Specialist who is creating an expense report on behalf of another, enter "**Create Expense Report for Worker**" in the search bar.*



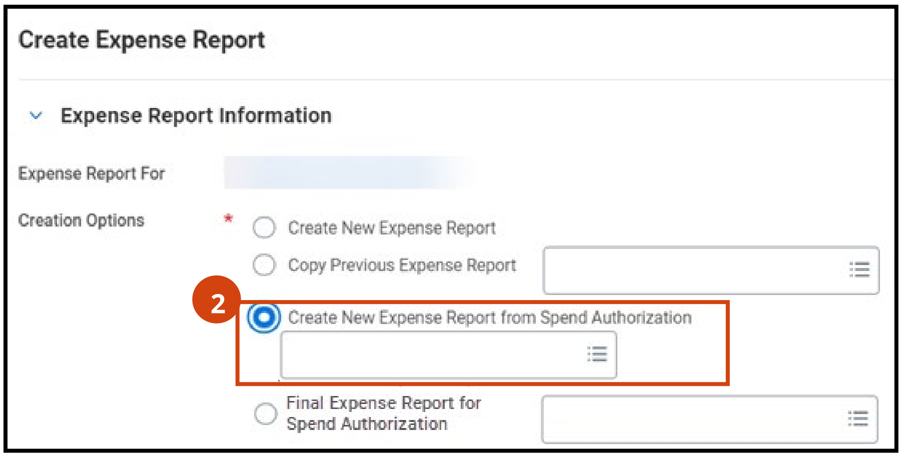
2. Select **Create New Expense Report** from Spend Authorization and select the appropriate Spend Authorization that appears. Only your active and approved Spend Authorizations will be available to select.

Notes:

> *If you are creating a business travel expense report without a spend authorization, select **Create New Expense Report***

> *If the expense report is the only or final expense report associated with the spend authorization, select the checkbox **Final Expense Report for Spend Authorization***

> *If you are creating an expense report on behalf of another worker, enter the worker's name in the **Expense Report For** field*



3. Select **Business Travel Reimbursement** for the expense report in the **Memo** field

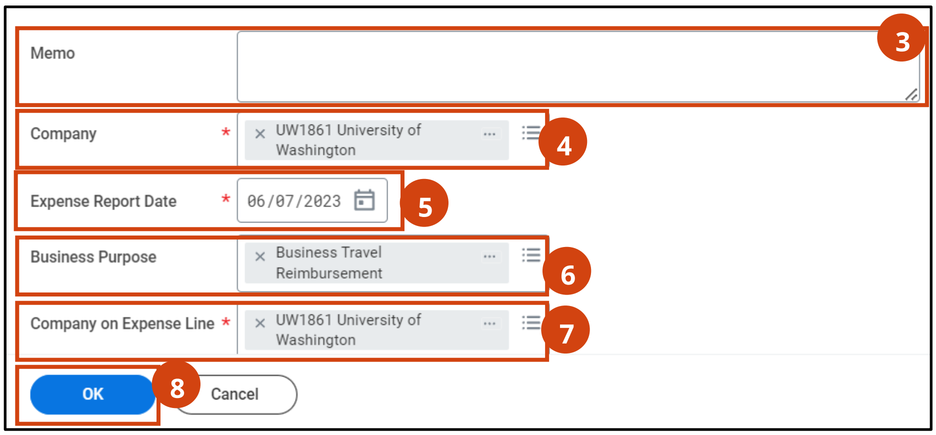
4. **Company** defaults with the company associated with the expense report initiator

5. **Expense Report Date** defaults with the date the report was created but can be edited

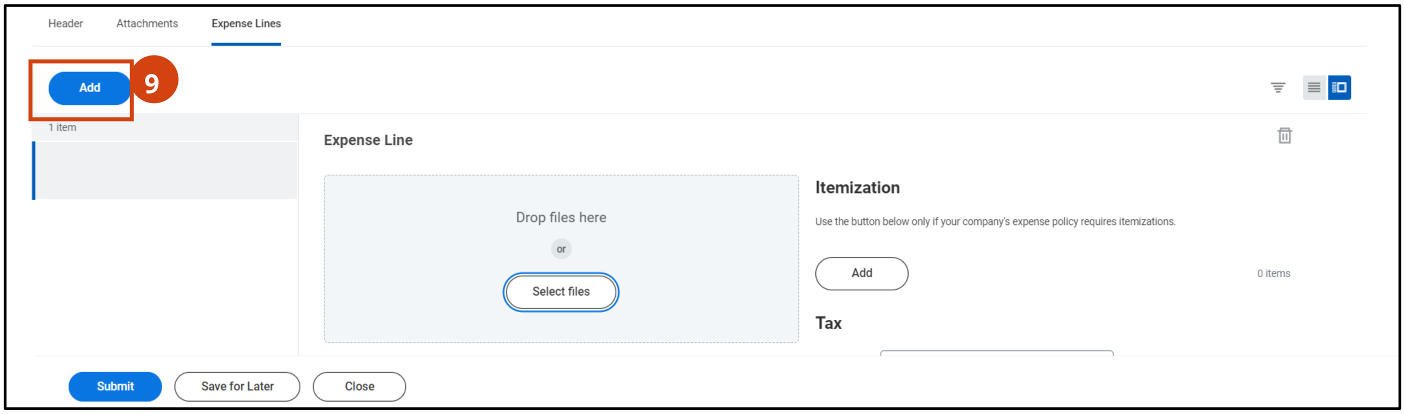
6. In the **Business Purpose** field, select **Business Travel Reimbursement** from the dropdown

7. Update the Company on Expense Line if to match the company associated to the funding worktags (e.g., UWMC, School of Medicine, HMC, etc.) UW1861 populates in this field by default

8. Click **OK**



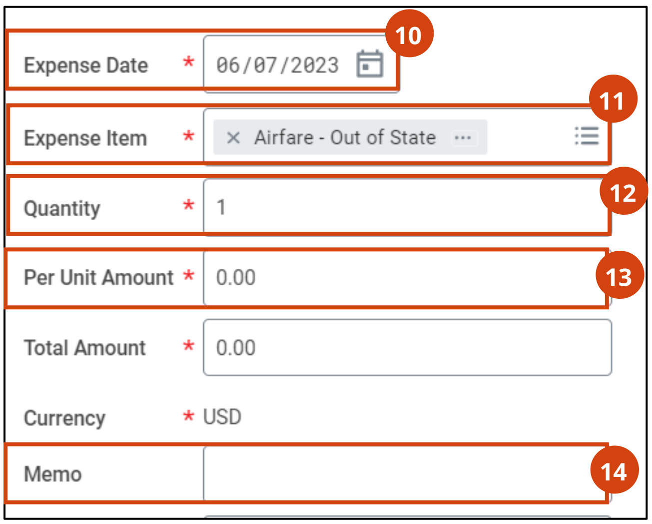
9. Select **Add** to add Expense Lines



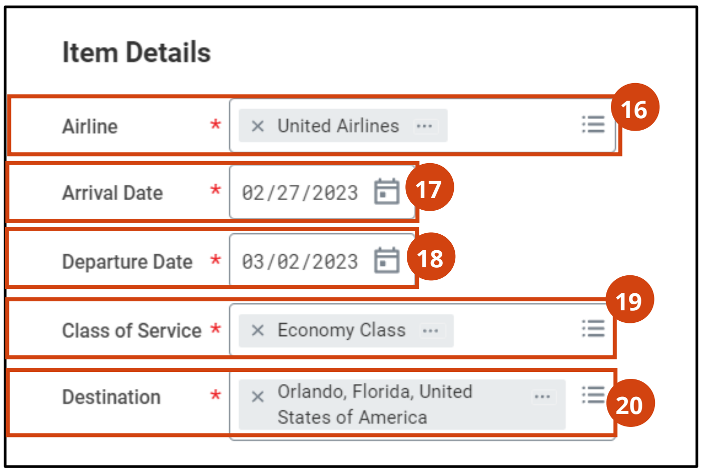
Notes:

- *If a user has open CTAs after they click Add, additional fields will pop up to ask if users want to add Credit Card Transactions or New Expense; select **New Expense** if creating an Expense Report related to business travel. Only CTA Verification Expense Reports should have Credit Card Transactions.*
- *The information related to the Expense Line is dynamic and adjusts based on the Expense Item type.*

10. Select the **Expense Date** of the expense
11. Select the **Expense Item**. Users should select **Expense Item by Group**, not by spend category, etc. After Selecting by group, choose **Business Travel**
12. The **Quantity** will default to 1
13. Enter the dollar amount of the specific item/transaction in the **Per Unit Amount** field. The fields can change depending on the transaction
14. Populate the **Memo** field describing the details of the expense item

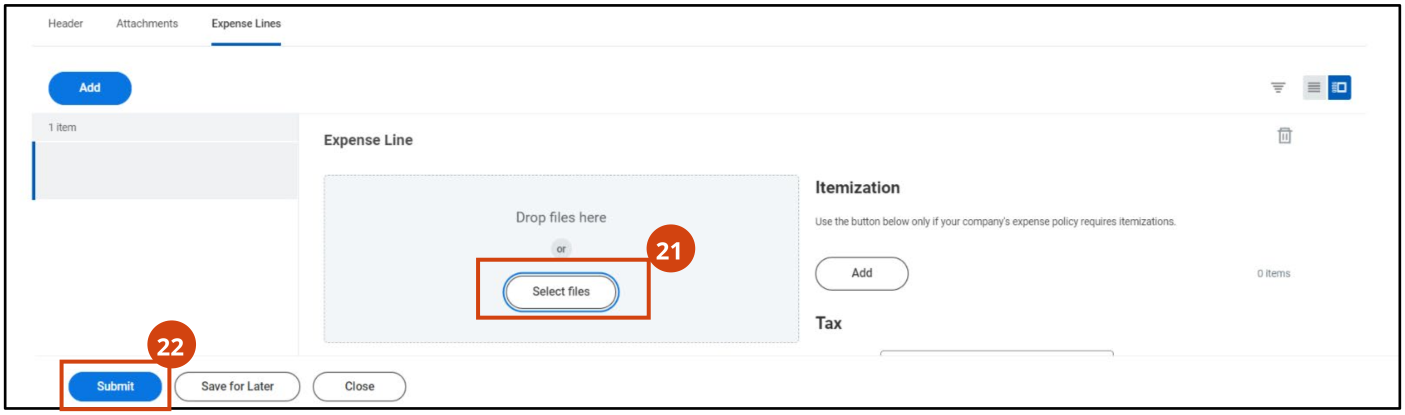


15. Complete the **Item Details** information. In this example, the item was Airfare – Out of State
16. Select the **Airline**
17. Enter the **Arrival Date** field. The arrival date is the date you leave home. (i.e., travel start date)
18. Add the **Departure Date**. The departure date is the date you travel home and leave the location you traveled to. (i.e., travel end date)
19. Select the **Class of Service**
20. Add the **Destination**



21. Add the receipt of the expense by selecting **Select Files** or dragging and dropping the file to the field

22. Click **Submit**

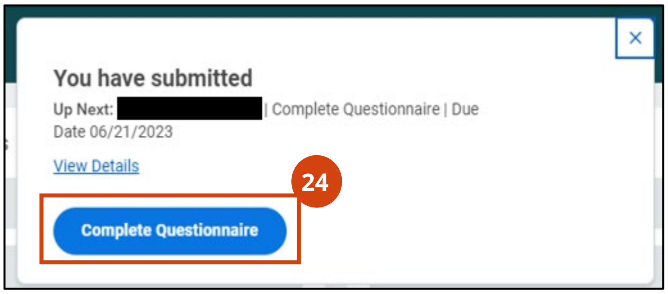


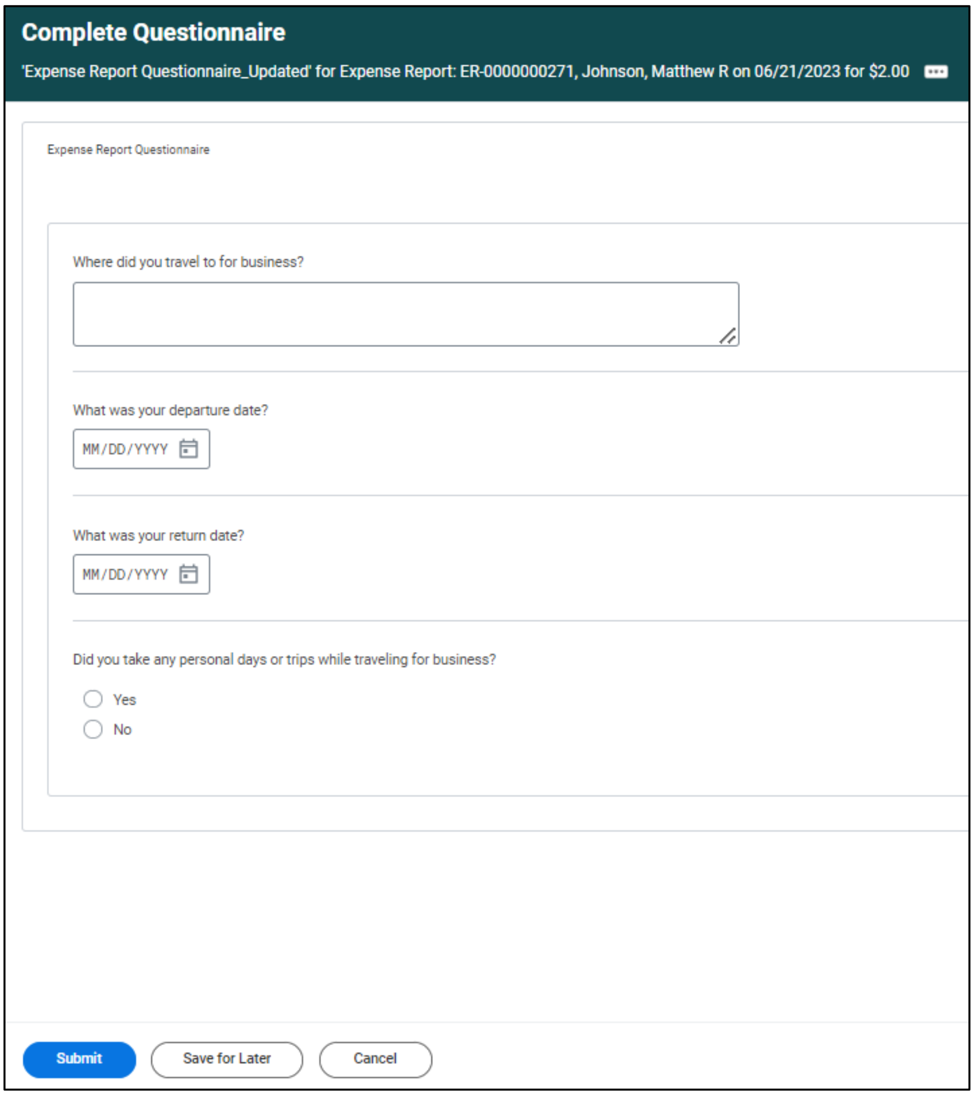
Notes:

- *Pro Tip! When you use Select Files, Workday will search the last folder you navigated to from a previous upload. <u>Saving your receipts in the same folder each time will expedite this process.</u>*
- *To add multiple expense lines on an expense report, start at step 8.*

23. Click **Done**

24. A questionnaire is needed for all Business Travel-related Expense Reports. Click **Complete Questionnaire**, and the complete the questionnaire





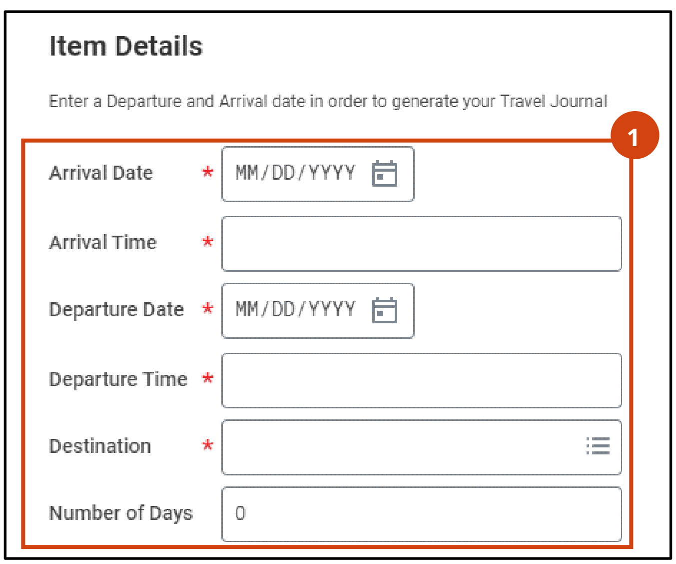
Add Expense Items for Per Diem Related Expenses - Meals

> A per diem-related expense is an allowance method by which UW handles lodging and meal reimbursement to an individual. It is best to think of meal per diem as an allowance as receipts are not required per our receipt policy, and the reimbursement is based on start and end date times of travel status.

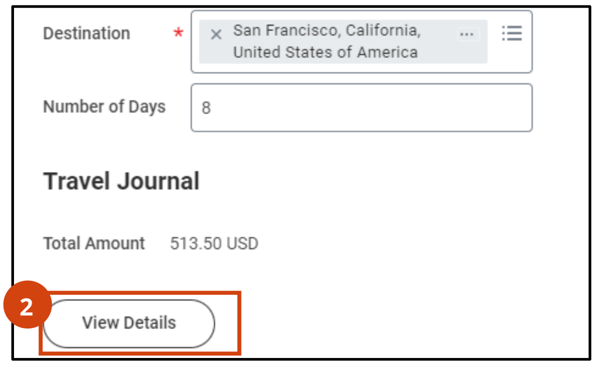
> For more information on per diem, see the policies and procedures page (https://finance.uw.edu/travel/perdiem)

Steps:

1. Create an expense item for the applicable meal per diem. The following is required:
    a. **Arrival Date**: the travel start date
    b. **Arrival Time**: travel start time
    c. **Departure Date**: the date travel ended
    d. **Departure Time**: travel end time
    e. **Destination**

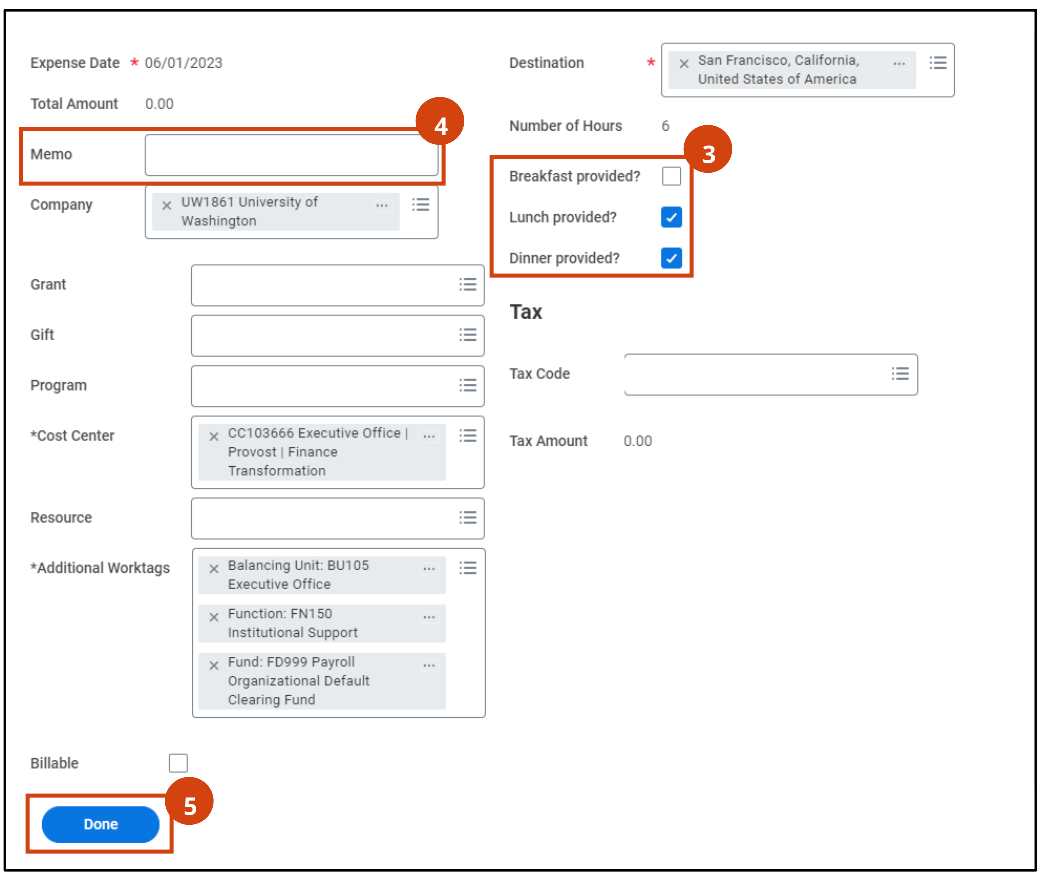


2. Navigate to **View Details** under the Travel Journal section



Note: The Per Diem rates listed on the first and last day of travel are pro-rated based on the Arrival and Departure times entered in the previous step.

3. Indicate if any of the meals were provided by checking the **checkbox** against the appropriate meals
4. Enter the details in the **Memo** field
5. Click **Done**

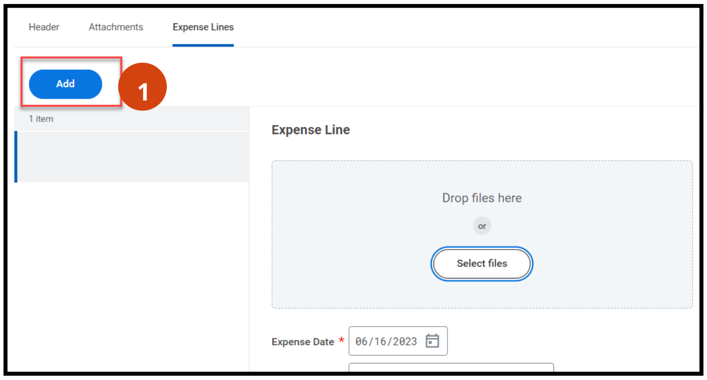


6. Click **Submit** once you are finished

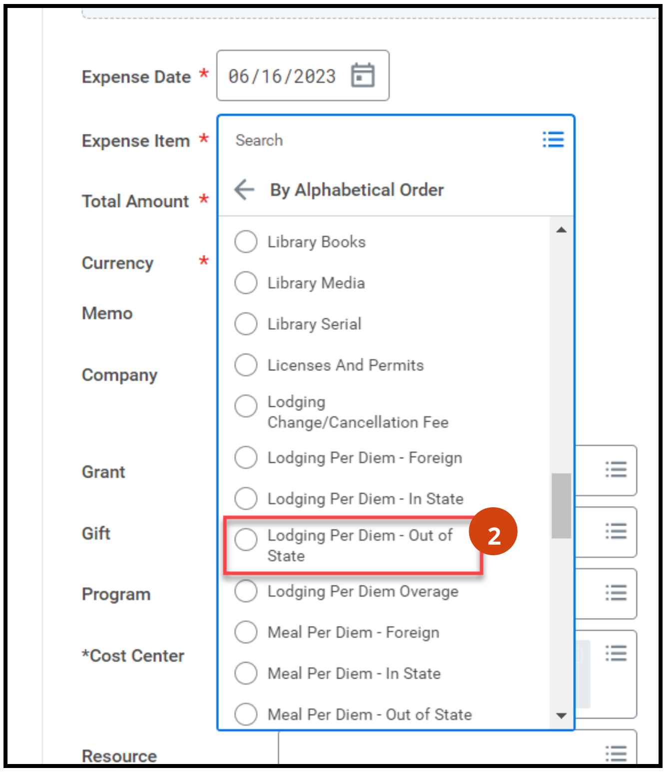
Add Expense Items for Per Diem Related Expenses - Lodging

> For more information on per diem, see the policies and procedures page (https://finance.uw.edu/travel/perdiem)

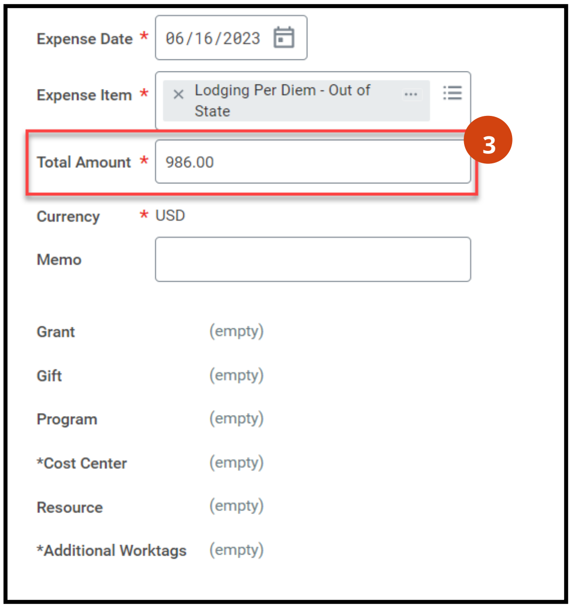
1. To add a new expense for lodging, click the **Add** button



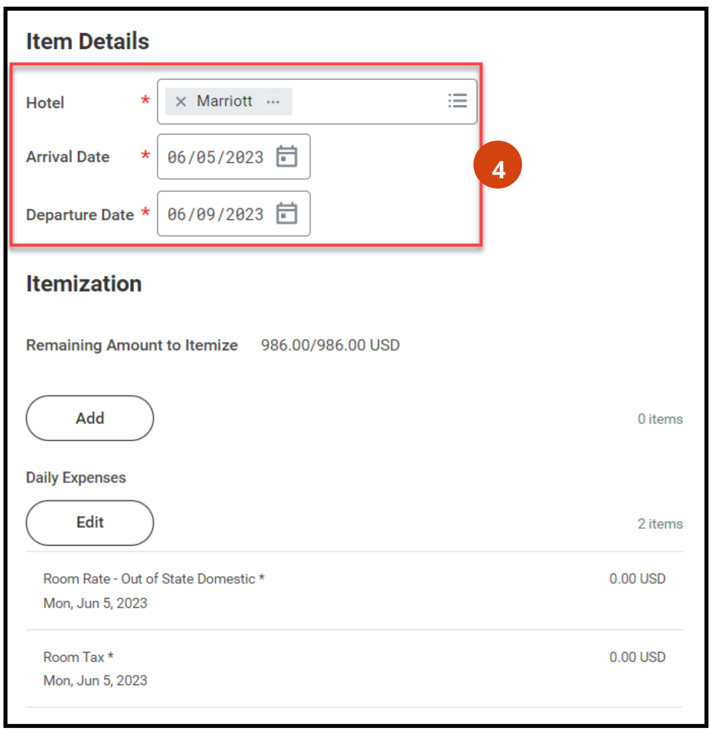
2. Under the **Expense Item** drop down group, select the applicable Lodging Per Diem expense item, e.g., *Lodging Per Diem - Out of State*



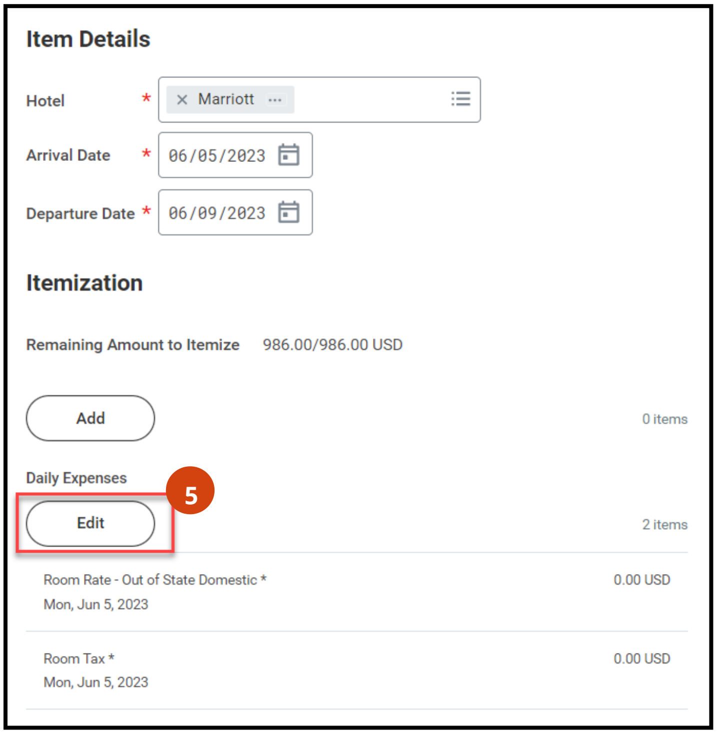
3. Enter the amount from the traveler's lodging invoice in the **Total Amount** field



4. In the **Item Details** column on the right, additional information can be added such as the hotel, the **Arrival Date** (the travel start date), and **Departure Date** (the travel end date)



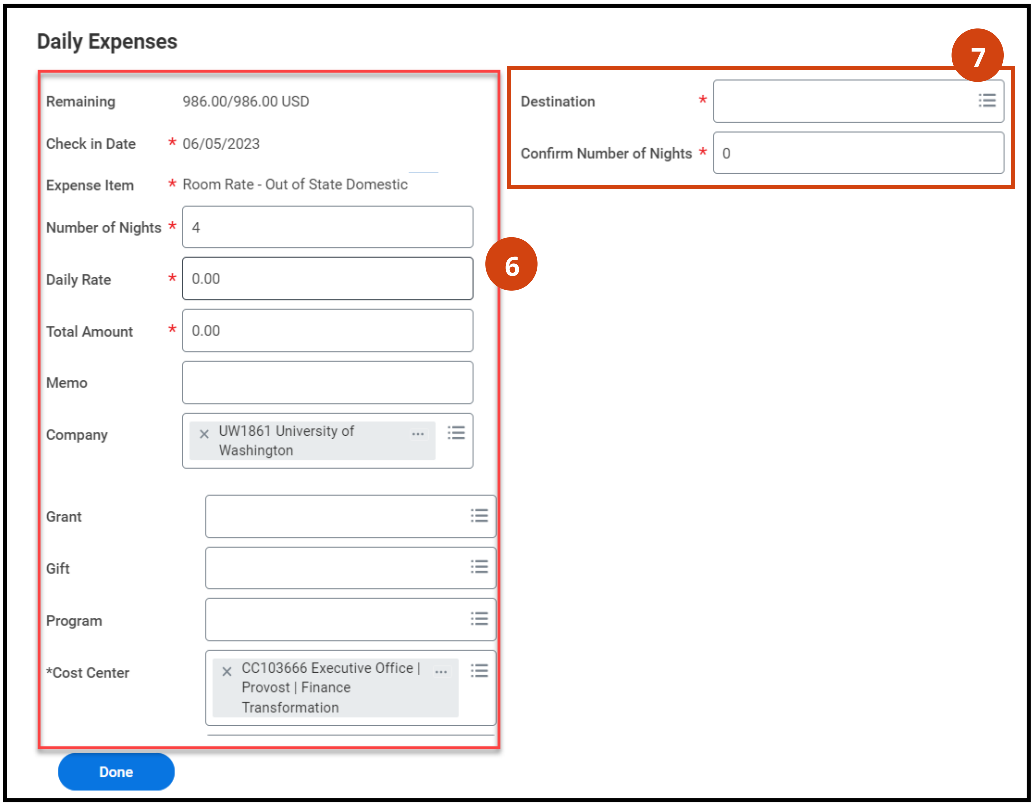
5. View each day's details, click **Edit** under the **Daily Expenses** section



6. Enter the **Daily Rate** amount. This will be the nightly room rate outlined in the lodging invoice/receipt

   ***Note**: The daily rate must be under the per diem rate or an overage exception will be needed. Refer to the [Add a Per Diem Overage Exception]() section of this job aid for more information*

7. Enter the **Destination** city and the number of nights in **Confirm Number of Night** field



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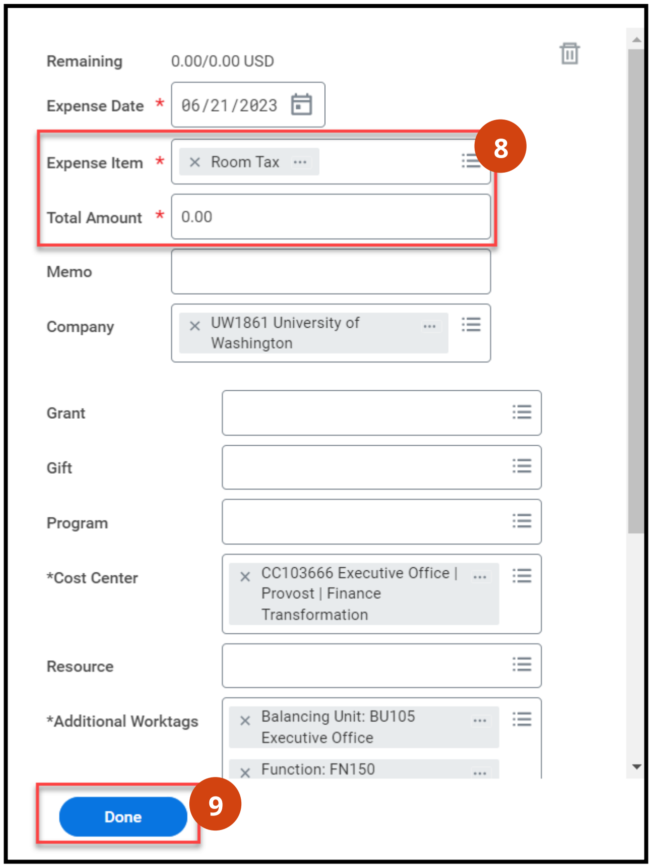
8. **Room Tax** is the next itemization that is required for Lodging when travelling domestically, and then enter the room tax amounts in the **Total Amount** field

   Note: *Foreign Travel lodging rates should include the tax amount as part of Room Rate.*

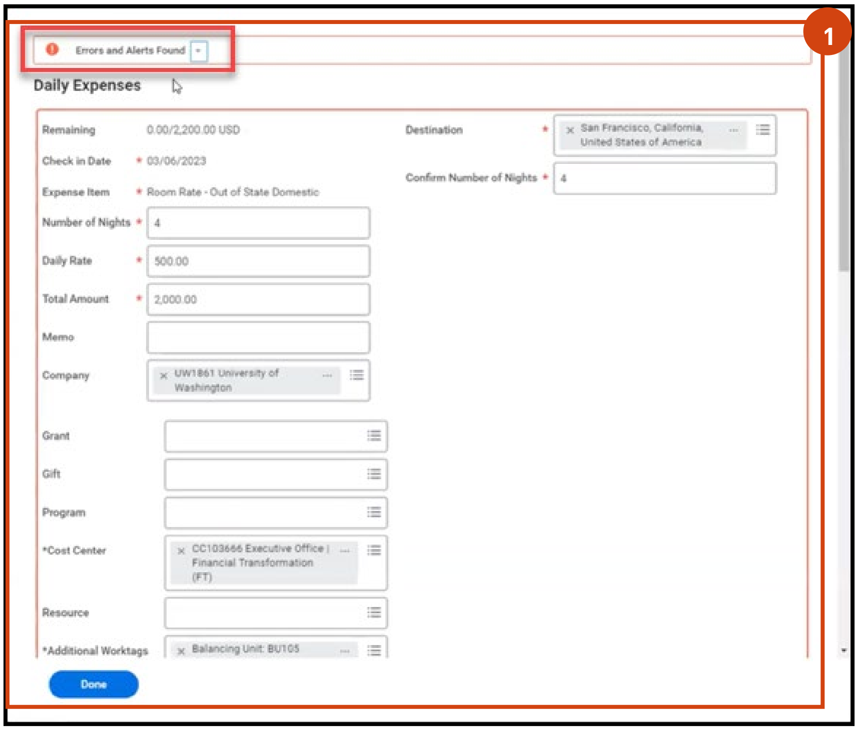
9. When you have completed steps 7-10 for each day of travel, click **Done**



Add a Per Diem Overage Exception

If your hotel room rate exceeded the per diem maximum for that city, please read the following steps very carefully.

1. When you enter a hotel room rate that exceeds the per diem maximum for that city, an error message will appear in the **Daily Expenses** window

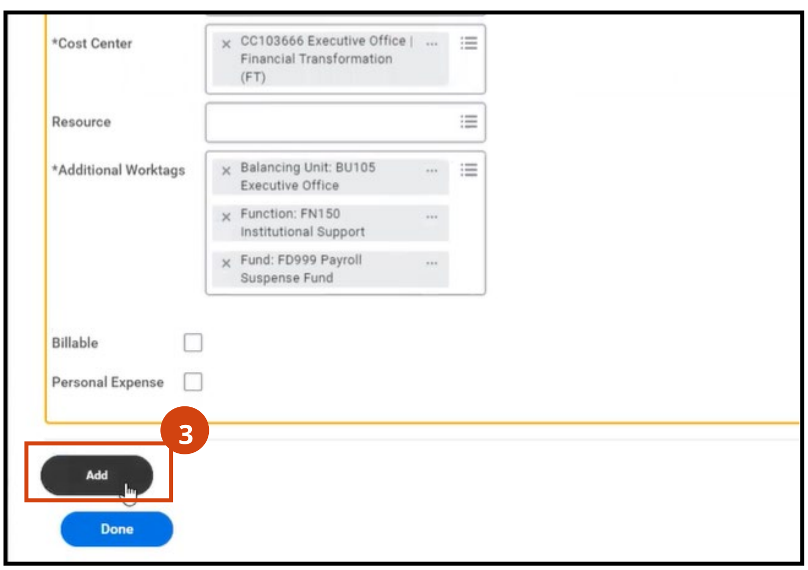


2. Expand the error message. The error message specifies how much you exceeded the per diem for that city. In this example, the error message reads: *“**Page Error:** Enter an amount for Room Rate - Out of State Domestic on 05/15/2023 that's less than or equal to **334.00 USD** Per Unit of "Confirm Number of Nights". Maximum Amount Exceeded by **82.00 USD**. These expense reports include expenses for 05/15/2023: ER-0000000269”*

The first dollar amount in the error message specifies the maximum daily amount allowed for the location. The second dollar amount is how much you have exceeded the maximum daily amount.

3. To fix this error, first update the **Daily Rate** to the maximum amount allowed by the location, i.e., the first dollar amount in the error message. In this example, it is $334

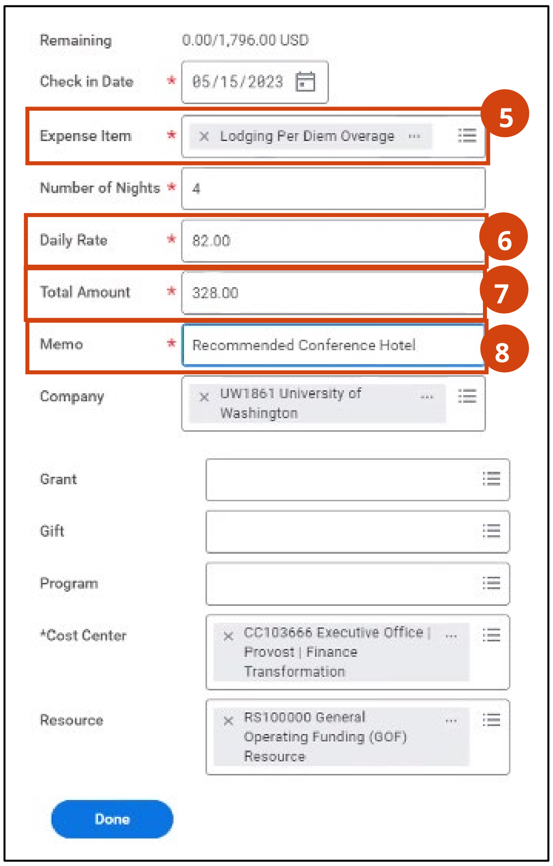
4. Click **Add** at the bottom of the page to add a new line item to account for the overage amount, i.e., the second dollar amount



5. In the **Expense Item** field for the new line item, select *Lodging Per Diem Overage*

6. In the **Daily Rate** field, enter the amount that was exceeded, i.e., the second dollar amount in the error message. In this example, it is $82

7. Update the **Number of Nights** and then enter the amount by which per diem was exceeded (the second number in the error message) in the **Daily Rate** field. In the example, it is $82 daily overage across 4 days, for a total of $328



8. Be sure to add a memo that explains the reason for the overage. Exceptions to per diem for the hotel would be:

    - Hotel is the official conference location, a recommended hotel by the conference, or within 5 miles of the conference location. <u>Documentation is required in this instance</u>.

    - Comparative Advantage (lower cost overall). <u>Documentation is required in this instance</u>.

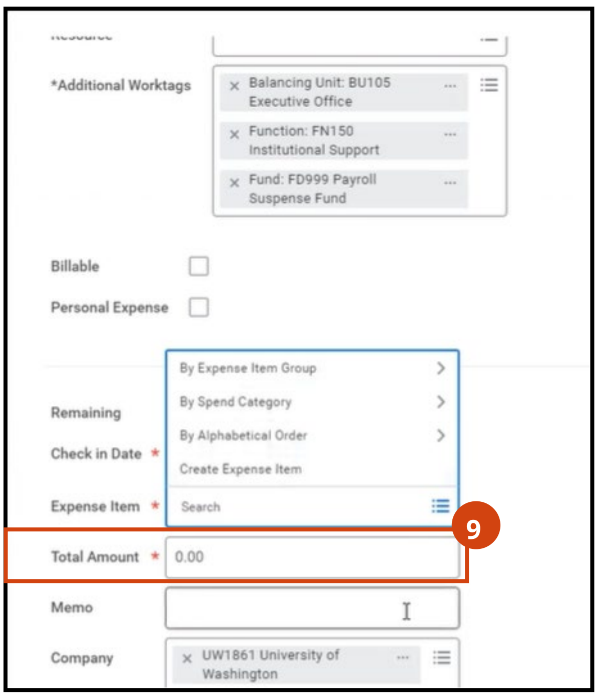
- Suite required. UW business need documented and approved by administrator is required in this instance.

- Special Event or Disaster. Documentation is required in this instance.

- ADA or Safety Health. Documentation is required in this instance.

Note: *Please refer to https://finance.uw.edu/travel/perdiem for guidance when these situations do occur and the appropriate documentation that is needed.*

9. If there are additional expenses directly associated with lodging that is resulting in an overage (an example would be laundry), an additional expense item can be added, and descriptions can be added in the **Memo** field



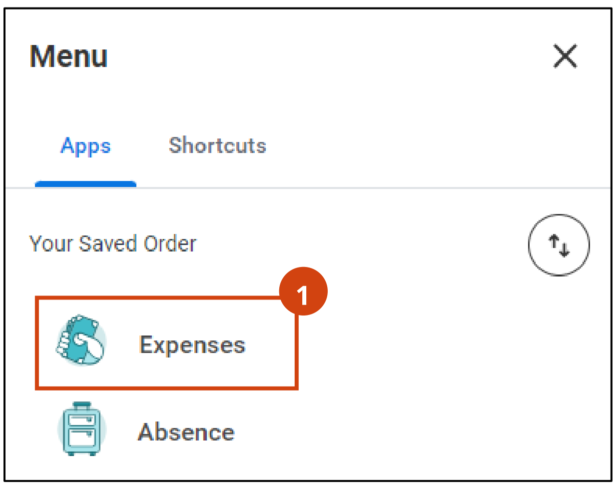
Create an Expense Report for Non-Travel-Related Expenses

> A non-travel-related expense is an expense that an individual incurred on the behalf of the university.
> Check with your local units for additional information on spending your personal funds on behalf of the university.

Steps:

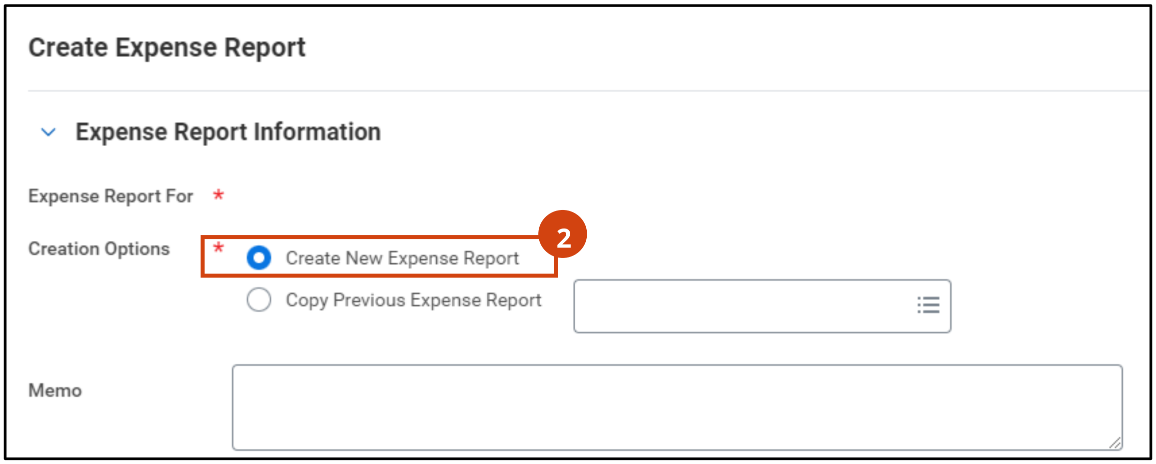
1. Select the **Expenses App** from the Workday home page from the Menu on the top left of the screen, and then select **Create Expense Report**

   Note: *If you are an Expense Data Entry Specialist who is creating an expense report on behalf of another, enter "**Create Expense Report for Worker**" in the search bar.*



2. In the Creation Options field, select **Create New Expense Report**

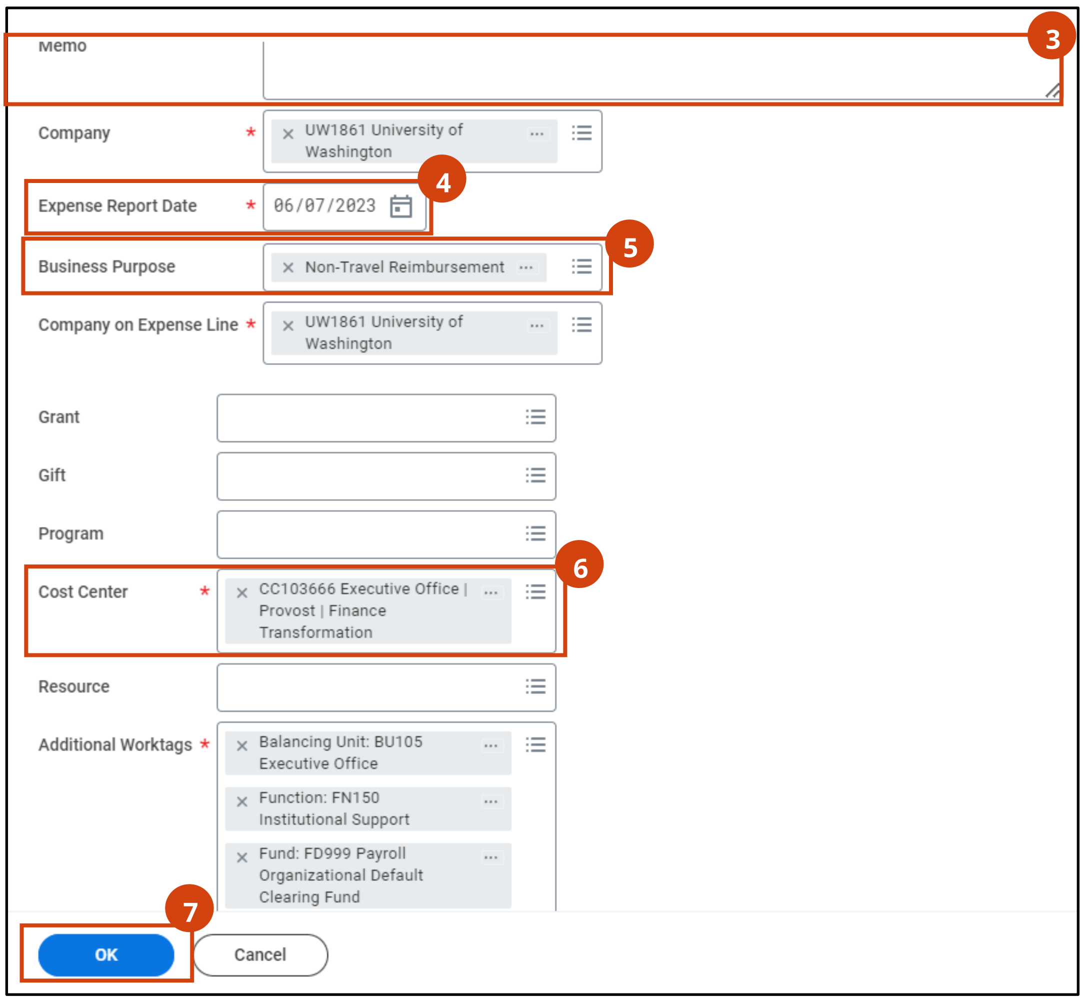
Note: *If you are creating an expense report on behalf of another worker, enter the worker's name in the* ***Expense Report For*** *field*



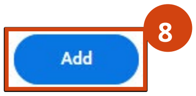
3. Enter a business reason for the expense report in the **Memo** field – this will become the Title of the Expense Report; verify with unit/department for naming best practices
4. Enter the **Expense Report Date**. It defaults with the date the report was created but can be edited
5. Select **Non-Travel Reimbursement** in the **Business Purpose** field

   Note: *The **Company on Expense Line** field must always match the **Company** field (which will always default to UW1861)*

6. Fill the **Cost Center** field.
7. Click **OK**



8. Select **Add** to add an expense line



__Note:__ The information you add to the Expense Line is dynamic and adjusts based on the Expense Item type.

9. Select the **Expense Date** of the expense

10. Select the **Expense Item** and select **Expense Item by Group**

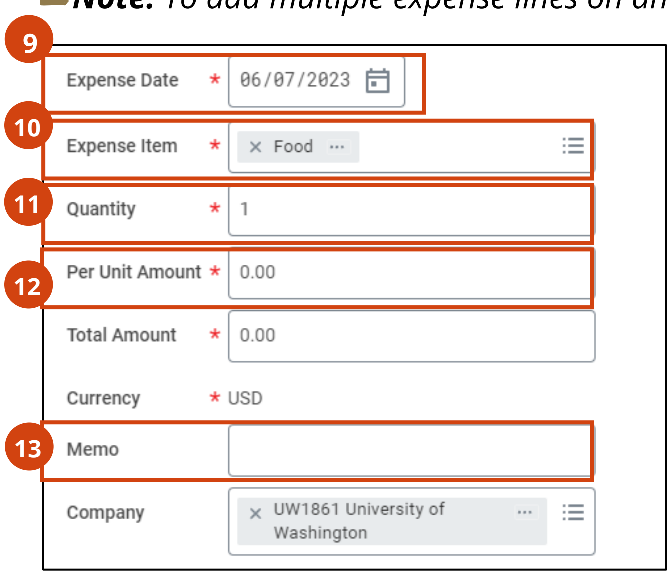
__Note:__ Do not select By Spend Category or By Alphabetical Order and select one of the Non-Travel options.

11. Enter the **Quantity** of the item if applicable (defaults to 1)

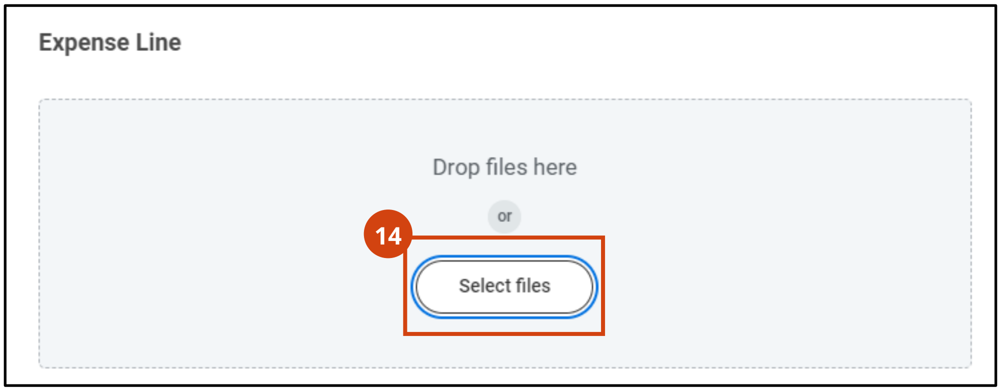
12. Enter the dollar amount in the **Per Unit Amount** field

13. Add **Memo** that includes details of the expense

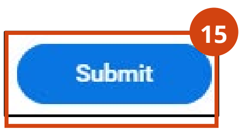
__Note:__ To add multiple expense lines on an expense report, start at step 8.



14. Add the receipt of the expense by selecting **Select files** or dragging and dropping the file to the field



15. Click **Submit**



16. Click **Done**

Additional Steps After You Submit Your Expense Report

Refer to EXP-J-04 How to Run and Analyze Expense Reports job aid for viewing and managing expense reports.

Monitor Approval Status

Keep track of the approval status of your expense report in Workday. You may receive notifications or be able to check the status within the system. This will help you stay updated on the progress and any potential actions required from you.

Resolve Rejected or Returned Reports (if applicable)

If your per diem expense report is rejected or returned for revisions, make the necessary adjustments as specified by the approver. Edit the report, add any additional information, or make corrections as needed, and resubmit for approval.