



Spend Authorizations

What is a Spend Authorization?

Spend Authorizations are a means for earmarking funding from an organization's budget for travel-related expenses, and for providing an estimate of the final expenses for travel.

When are Spend Authorizations a requirement?

Anytime someone is traveling in support of their institution.

I have scheduled travel; when do I need to create a Spend Authorization?

You can create your Spend Authorization as soon as you know travel-related details. Please note that Spend Authorizations must be created prior to travel.

I'm not sure which airline I'll be using yet; can I submit my Spend Authorization anyway?

Yes; however, you should select an airline that you expect or intend to use.

Do I need to create separate Spend Authorizations for conference registration fee, transportations, parking? With paper submission, we only need to put everything on one form?

No, just one is all you need to create. You can put all your lines on that Spend Authorization.

Is a Spend Authorization required for all mileage, whether it's for in-state, out-of-state or day travel?

Yes, all mileage is considered travel, regardless of whether it is in-state, out-of-state, or for day travel. A spend authorization is required for any travel-related expenses.

Is a Spend Authorization required for athletic team travel?

Yes.

Is it possible to create Spend Authorizations for others' travel?

If possible, users should create their own Spend Authorizations. However, users with the Expense Data Entry Specialist security role can create a Spend Authorization for others' travel via the Create Spend Authorization for Worker task.

What if I am creating travel for about 20 students for conference travel? What happens for the spend authorization and expense report?

You will need to create a single Spend Authorization to cover all students traveling for the conference.

What if a Student Worker needs to be reimbursed?

Student Workers must be created as a contingent worker in order to be reimbursed.

What payment method should be associated with a Spend Authorization?

Diners Club cards.

What about Procurement cards? Can they be used for travel expenses?

No; P-cards are intended for use in procurement and purchase orders. In Workday, P-card charges do not generate an Expense Report entry.



Can I create a Spend Authorization for my travel when it is going on another employee's Diners Club card?

Yes.

If I don't have a Diners Club card or appropriate credit card, does someone with a Diners Club card book the travel? Or am I expected to be reimbursed?

Yes, you can have someone who owns a Diners Club card book your travel.

If each person is required to put their spend authorization into the system, does that mean we should request enough Diners Club cards for each employee that travels to conferences?

Please refer to your individual institution's policy.

Expense Reports

What is an Expense Report?

An Expense Report is a final tally of all costs associated with travel expenses.

Can you add more than one receipt to an Expense Report?

Yes.

Does an Expense Report have to link directly to a single Spend Authorization?

No; an Expense Report can be linked to multiple Spend Authorizations, and multiple Expense Reports can be linked to a single Spend Authorization.

How can I see card charges associated with travel expenses?

Charges will display on your Expense Report. When you go to create a Spend Authorization or an Expense Report, you will see that there is a credit card charge that you can choose and expense from there.

If someone else booked the travel on a credit card but I created the Spend Authorization, who creates the Expense Report? Can I transfer the Spend Authorization over to me?

Yes; credit card transactions can be assigned in Workday by the cardholder.

When I created my Spend Authorization, I wasn't sure what my final expenses were going to be – and the Expense Report total is a different number than the Spend Authorization. Do these totals need to be identical?

No; Spend Authorizations are intended to be estimates in order to help your organization budget for planned travel costs. Expense Reports are intended to provide an accurate final accounting of expenses incurred during travel.

An approver will review charges as part of a budget check, and will make a determination based on provided documentation whether to approve or send back the Expense Report for revision.

What is the "enable tax" checkbox for on an Expense Report?

This is a feature used for requesting tax reimbursement.

What about per diems or meals during travel?

For per diems, dates/times are used to determine eligibility, For meals during travel, that is state mandated.

Do I need to do a Spend Authorization/Expense Report if I have receipts for meals per diem?



Expenses Frequently Asked Questions

A Spend Authorization is required for all travel-related expenses. You do not need receipts if you receive a per diem; however, the conference itinerary needs to be attached to determine the appropriate per diem amount.

If I have mileage, how do I know when to begin counting mileage and when do I deduct my commuting mileage?

Commute mileage is deducted after total mileage is calculated automatically in Workday based on your starting and ending destination points.

My manager or a colleague paid for a transaction on their credit card that was for me, but I created the spend authorization. How do I get the charge reassigned to me?

Work with your business office or submit a ticket to the help desk. The transaction(s) will be reassigned to you, allowing you to complete the expense report using your spend authorization.