Contents

Section 1: Spend Authorization Request ................................................................. 2
  I.  Check Budget ....................................................................................................... 2
  II. 3 Kinds of Spend Authorization Request .......................................................... 3
  III. Create Spend Authorization Request ............................................................... 4
  IV.  Review Budget Check ........................................................................................ 9
  V.  Manage Spend Authorizations ......................................................................... 10
  VI.  Approval Process ............................................................................................. 12
  VII. Save for Later/ Draft ....................................................................................... 12
  VIII. Check the Status of Approval ................................................................. 13
  IX.  Create Spend Authorization Request on behalf of another Employee (FOR WORKER) .................................................................................................................. 13
  X.  Create Spend Authorization Request on behalf of an External Committee Member (FOR NON-WORKER) ................................................................................................................. 14
  XI. Edit "On Behalf Of" Spend Authorization ............................................................. 15

Section 2 - Create Expense Report ..................................................................... 17
  I.  There are three different ways to create an Expense Report ............................ 17
  II. Credit Card Transactions/Quick Expenses ....................................................... 28
  III. Review Budget Check .................................................................................... 29
  IV. Manage Expense Reports/Check Status .......................................................... 30
  V. Approval Process ............................................................................................. 32
  VI. Save for Later .................................................................................................. 34
  VII. Create Expense Report on behalf of an employee (FOR WORKER) ............... 34
  VIII. Create Expense Report for an External Committee Member (FOR NON-WORKER) .......................................................................................................................... 35
  IX. Edit "On Behalf Of" Expense Report ................................................................. 36
  X. System Drafts ................................................................................................... 37

Section 3 -Definitions ......................................................................................... 39

Section 4 – Expense Item Chart .......................................................................... 40
Section 1: Spend Authorization Request

The Spend Authorization Request is used to grant permission for a future overnight business travel expense. These authorizations are initiated by employees on behalf of themselves or others, as indicated. **Spend Authorization is ONLY required for**

- an airfare
- hotel or
- car rental business expense or
- requesting a multi-day per diem or
- cash advance (is only available for multi-day per diem meals)

Once approved, the spend authorization will encumber the amount of the request against the Cost Center's budget.

Please see the [detailed spend item chart](#) that can be selected for travel and other expenses.

I. **Check Budget**

The first step in creating a Spend Authorization is to check the available budget. For cost center and gift transactions, run the R002 Report. If the transaction is for a grant, then run the R134 Report.

- In the **Search** field, enter **R002** to find and run the **Budget Report**.
- In the **Search** field, enter **R134** to find and run the **Grant Summary by Ledger Account** report.

1) In the **Organization** field of the R002, select the **Prompt** icon and search for the organization you wish to view. To view a list of all Cost Centers or Gifts to which you have access, select **Active Cost Centers** or **All Gifts**.
2) In the **Organization** field of the R134, select the **Prompt** icon and search for the project you wish to view.
3) Click the **OK** button.
The R002 Budget Variance Report.

Review the appropriate Parent level Available Budget column to ensure that money is available for the proposed purchase.

If there is not enough budget in the correct parent account, a budget amendment will need to be completed and approved. Please go to the Workday Finance Job Aid website to access the Budget Amendment Reference Guide.

Once confirmed that there is enough budget to proceed, begin to create the Spend Authorization.

II. 3 Kinds of Spend Authorization Request

1. Spend Authorization for Self – can be initiated by all employees for their spend authorization.

2. Spend Authorization for Worker - The Cost Center Finance Specialist role can initiate this business process for the worker.

3. Spend Authorization for Non-Worker - The Cost Center Finance Specialist role can initiate this business process for Non-Worker (students, external candidates, or other non-workers). To do so, the non-worker needs to exist in Workday. Therefore the External Committee Member Expense Form must be completed by the cost center manager and emailed to travel@montclair.edu before starting the process.

Note – If the student is an employee of the University (student worker), you must process the spend authorization and expense report on behalf of the student worker the same way you do all employees.
III. Create Spend Authorization Request

1) Enter Create Spend Authorization into the Search bar and select it from the search results.

OR, click on Expenses from homepage Applications and select the Expenses application. Then click on Create Spend Authorization under Actions.

2) From the Create Spend Authorization screen, go to the Spend Authorization Information section and enter the following:

- **Company**: This field defaults to Montclair State University.
- **Start Date**: Select the start date of the trip.
- **End Date**: Select the end date of the trip.
- **Description**: Enter the title of the request (name of the event, etc.).
- **Business Purpose**: Select the item associated with the purpose of the travel by typing the name of the Classification (i.e., conference). This is a required field.
3) In the *Spend Authorization Details* section, enter the following:

- **Reimbursement Payment Type**: Will default to *direct deposit* in the same place where the employee paycheck gets deposited. *Do not change the default on this field.*
- **Justification**: Enter additional information as required by the employee's department, if any. International travel requires an explanation and will route to the appropriate Vice President for approval before the trip.

4) Below is *Spend Authorization Information* from the *Spend Authorization Lines* tab to create a line for each expense.
5) Complete the following fields:

- **Expense Item**: Enter the name of the expense item or service. This field is searchable by typing the name of the item.
- **Quantity**: Total number of items or services.
- **Per Unit Amount**: The dollar amount per item/service.
- **Total Amount**: Total dollar amount for each item/service.
- **Memo**: Enter additional information to those processing the Spend Authorization. This field is optional.
- **Cash Advance Requested**: Check this box if a cash advance is being requested. Cash advances can ONLY be requested for per diem meal expenses. **Note** – Travel cardholders should always request a cash advance as the travel card **CANNOT** be used for per diem travel meals.
- **Cost Center**: Identifies which cost center will pay for the item/service. This field defaults with the employee's Cost Center. If different worktags need to be used, click the X in the corresponding area to remove the default cost center, division, and the additional worktags and search for the appropriate worktag via the **prompt** icon. **Note** – if these fields are changed on the first line, all lines added in afterward will reflect the new information.

To **split a line item** in a spend authorization, the requester must add a separate line for the same expense item and indicate the amount assigned to each specific cost center, gift, or grant.

For example, suppose a hotel room expense was split between a cost center and/or gift and/or grant. In that case, the first line of the spend authorization should read "Lodging," The Worktags should reflect the first Cost Center, Grant, Gift, and the amount field should reflect the amount to be encumbered. The following line(s) should reflect the next cost center/gift/grant that will encumber a portion, or remainder, of the overall expense.

**NOTE** – Confirm that the entire amount of each expense line has been accounted for when splitting the lines.

- **Division**: Identifies the division that will pay for the item/service.
- **Additional Worktags**: Identifies what Fund and Program the item/service is being charged to. This field defaults in with the worktags associated with the employee's Cost Center.

**Transaction Detail code is required in additional worktags. There are six selections.**

1. Non-Student Domestic Travel
2. Non-Student International Travel
3. Student Domestic Travel
4. Student International Travel

5. Object Class Override: Other Operating - *(Grant use only)* This is used to override to the specific budget category for Grants.

6. Object Class Override: Participant Costs - *(Grant use only)* Travel expense can be driven to the Participant Cost budget of a grant, rather than the Travel budget, by using the Participant Cost override.

To add the transaction detail worktag, go to the Additional Worktags field, select the Prompt icon, search for the transaction detail, and then the particular code.
IMPORTANT: If a Grant, Gift, or Project is being used, delete all default worktags (cost center, etc.) by clicking the X in the corresponding field to remove the default and select the appropriate driver worktag in the Additional Worktags field. The remaining fields default based on the selection.

**Note** – For expenses related to **Grants** that involve travel, the following worktags, located under the *Additional Worktags* field, must be completed:

- **Spend Classification** – should be used to indicate if Domestic or International travel

**International travel** - Justification must be included within the Spend Authorization and will need to be authorized before the trip by the appropriate Vice President.

Under the **Spend Authorization** tab, select the **Add** icon to add additional lines. To delete a line, click the **Minus** button associated with the line.

6) Click the **Attachments** tab to add documentation. Attachments are required and **must** include the conference/meeting details, including meals that will be provided, along with documented reasons if lodging is above the GSA rate and any other backup required by the Cost Center.
7) Click the **Submit** button to process this request through the approval flow.

8) If the Spend Authorization is for another cost center that you do not have access to, you will not be able to view the workflow or the status once submitted.

### IV. Review Budget Check

If the system finds an issue with the budget versus your request, a "Review Budget Check" action and Review button displays on the screen, once the request is submitted. An item will also be sent to your Inbox, Actions tab. **NOTE: This request will NOT be sent to the approver for review if there is an issue with the budget.**

1) Click the **Review** button to drill into the request to find the issue.

   In the upper right corner, the budget status displays.

2) Click the **View** button on the line to see the specific details of the request. **Please NEVER select the Request Override button.**
3) Review the columns of the Report, and pay special attention to the Budget Amount versus the Current Transaction columns.

4) Based on the information provided, decide if a Budget amendment needs to be completed or if the request should be edited to adjust the Worktags.

V. Manage Spend Authorizations

Employees can locate, view, and edit their Spend Authorizations and Expense Reports by clicking on the Expenses application icon and selecting the appropriate action in the Expenses Dashboard.
Note – For those spend authorizations and expense reports which were submitted by someone else on behalf of an employee or non-worker, the Initiator must locate the document through the Spend Authorization Lines for Organization – Report (see the Edit Spend Authorization section below.)

1) Under the View section on the right of the dashboard, select Spend Authorization.

2) On the My Spend Authorization screen, click the Edit Spend Authorization button to the far right on the report line of the non-approved spend authorization to be edited. Note – You can also click the twinkie at the magnifying glass of the spend
authorization and select **Spend Authorization > Edit** to make changes to this document.

3) Make the necessary changes and click **Submit** to send the spend authorization through the approval flow.

**VI. Approval Process**

If a spend authorization is created by an individual on behalf of another employee, the spend authorization will be routed to the targeted employee for review and approval before moving to the standard approval flow.

The approvers will receive a notification in their Workday Inbox. The approval flow is as follows:

- Cost Center Manager or Grant Manager (PI), Gift Manager
- Special Approver (if required) – Grants Accounting, Project Manager, or Vice President.

**Note** – The approver can send the request back to the requester. If the approver sends the request back, the requester receives a notification in their Workday Inbox. Once the changes are made, the requester must resubmit the request.

**VII. Save for Later/ Draft**

1) Click the **Save for Later** button to save your request and return to it later.
2) To locate the Spend Authorization in Draft status, click the Expenses application icon in the applications section of your Home Page.

3) Select View Spend Authorizations and click on Change Spend Authorization on the right side.

VIII. Check the Status of Approval
Status can be found on the top left side of your Spend Authorization.

IX. Create Spend Authorization Request on behalf of another Employee (FOR WORKER)
The Cost Center Finance Specialist role can initiate this business process.

1) Enter Create Spend Authorization for Worker into the Search bar and select it from the search results.
2) Enter and select the name of the MSU employee.

   Spend Authorization Information

   For

   3) The person entering this Spend Authorization for worker may not be able to follow the approval workflow unless they have access to that particular Cost center.

   4) Continue from Step 2 of Create Spend Authorization Request in the previous section.

X. Create Spend Authorization Request on behalf of an External Committee Member (FOR NON-WORKER)

   The Cost Center Finance Specialist role can initiate this business process.

   1) Enter Create Spend Authorization for Non-Worker into the Search bar and select it from the search results.

   2) Enter and select the name of the non-worker/external committee member.

   Note – If the non-worker does not display in the system, the Initiator must contact Accounts Payable in order to have the individual created in the system.
3) Continue from Step 2 of Create Spend Authorization Request in the previous section.

XI. Edit "On Behalf Of" Spend Authorization

Changes can be made to a spend authorization up until it has been approved.


In the Organization field, select the Prompt icon and My Organizations to view a list of those cost centers associated with you and select the appropriate cost center.

Click OK.

Locate the line for spend authorization with the Spend Authorization Status of In Progress.
Hover over the **Spend Authorization** field, and click on the **twinkie** for the **Actions** menu.

Click **Spend Authorization** and click **Change**.

Make the necessary changes and click **Submit** to send through the approval flow.
Section 2 - Create Expense Report

"STOP," if you are creating an expense report for airfare, hotel, car rental, or multi-day per diem and do not have an approved spend authorization, you MUST complete the authorization first.

I. There are three different ways to create an Expense Report.

1. Employee as Self

2. Expense on behalf of Worker - The person entering this Spend Authorization for worker may not be able to follow the approval workflow unless they have access to that particular Cost center.

3. Expense for Non-Worker (External Committee Member)

1a. Enter **Create Expense Report** into the **Search** bar and select it from the search results.

OR, from the homepage **Applications** section.

2) Select the **Expenses** application and from the Expenses dashboard, click on the **Create Expense Report** option under Actions.
Note - Those end-users with a travel card will now see a number in parenthesis next to Expense Transactions under the View column. This number indicates the number of unexpensed travel card transactions. An expense report should be created and submitted to include these transactions, including any credits.

3) From the Expense screen, select one of the following options:

- **Create New Expense Report**: This allows you to create a new Expense report when a Spend Authorization is not required (If this is not an overnight travel or cash advance-related expense).

- **Copy Previous Expense Report**: This allows you to copy an expense report you have submitted previously in order to bring in similar data. For example, this can be used for recurring trips that have the exact location and mileage.

- **Create New Expense Report from Spend Authorization**: This allows you to create a new expense report based on an APPROVED spend authorization. Refer to [Create Spend Authorization](#) section 1 for more information on how to complete this process.
4) If the expense relates to overnight travel or a cash advance, select Create New Expense Report from Spend Authorization and select the Spend Authorization associated with this expense report from the list.

**Note** – The Spend Authorization must be approved prior to linking it to your expense report.

5) If this is the last expense report for this authorization, check the Final Expense Report for Authorization box. This releases any excess encumbrance that may be associated with this request. If not, it will not be removed until Accounts Payable does a mass close.

6) If Create New Expense Report was selected, complete the following fields:
● **Company:** This field defaults to Montclair State University.

● **Expense Report Date:** Enter today's date.

● **Business Purpose:** Select the item associated with the business purpose of the expense. This field is searchable by typing the name of the item (i.e., conference) and is required.

● **Spend Classification:** Click into the field and select Spend Classification to enter the appropriate travel justification. If this is not a travel-related expense, select *Non-Travel*.

● **Cost Center:** Identifies which cost center will pay for the item/service. This field defaults to the employee's Cost Center. If different worktags need to be indicated, click the X in the corresponding field to remove the default and search for the appropriate worktag via the prompt icon.

● **Division:** Identifies the division that will pay for the item/service.

● **Additional Worktags:** Identifies what Fund and Program the item/service is being charged to. This field defaults in with the worktags associated to the employee's Cost Center.

**IMPORTANT:** If a Grant, Gift, or Project is being used, delete all default worktags (cost center, etc.) and select the appropriate driver worktag in the Additional Worktags field. The remaining fields default based on the selection.

Object Class Override: Other Operating - (Grant use only) This is used to override to the specific budget category for Grants.

Object Class Override: Participant Costs - (Grant use only) Travel expense can be driven to the Participant Cost budget of a grant, rather than the Travel budget, by using the Participant Cost override.
**Note** – For expenses that involve travel, where the Transaction Detail worktag is missing, please add the appropriate transaction detail code under the Additional Worktags field.

- **Transaction Detail code is required in additional worktags. There are six selections.**
  1. Non-Student Domestic Travel
  2. Non-Student International Travel
  3. Student Domestic Travel
  4. Student International Travel
  5. Object Class Override: Other Operating - *(Grant use only)*
  6. Object Class Override: Participant Costs - *(Grant use only)* Travel

7) Click **OK**, then **Add** to add an Expense line.

**Note:** If there are unallocated receipts in the Quick Expenses tab, the requester must select if the new line will be created from the Quick Expense (uploaded receipt) or as a brand new expense item.
Enter a separate line for each expense. For example, Lodging/hotel should be one line, airfare would be another, and finally, per diem is a separate line as well.

**Note** – If there are no expense lines entered, the Report will not be allowed to be submitted for approval.
If you need to charge multiple cost centers for one expense item. To **split a line item** in an expense report, the requester must itemize the line and indicate the amount to be assigned for each specific cost center, gift, or grant.

For example, if a hotel room expense were to be split between a cost center and/or gift and/or grant, the first line of the expense report should read "Lodging," and the Worktags should reflect the first Cost Center, Grant, Gift, and the amount field should reflect the amount to be encumbered.

The next line(s) should reflect the next cost center/gift/grant that will encumber a portion, or remainder, of the overall expense.
11) Complete the following fields for Expense Lines:

- **Date**: Defaults to today's date. **Enter the date of the expense.**

**Note** – Confirm that the entire amount of each expense line has been accounted for when splitting the lines.
● **Expense Item**: Select the Classification of the expense, i.e., hotel. **Note**: If you have a New Jersey State Grant, select **Mileage (New Jersey Grant Travel)** as the expense item.

● **Item Details/Itemization**: Based on the Expense Item selected, related fields appear. Complete each of the fields displayed for each line.

● **Total Amount**: Total amount of the expense for the line.

● **Worktags** – This data will default in, based on the user. If these fields are changed on the first line, then all lines added in afterward will reflect the new information. **Note**: To split an expense between various Cost Centers, Grants, etc., add individual line items into the expense report with the corresponding worktags and appropriate cost.

12) Click the Select Files button to attach documentation associated with each line item within the Attachments from File section. **Note**: A receipt is required for any expense line items greater than $10.00. Do NOT add attachments onto the Attachment tab.

**NON PER DIEM MEALS**

If you are requesting reimbursement for meals and do not want to use the standard GSA rates:

1) Select Non Per Diem Breakfast, Lunch, or Dinner from the **Expense Line** field.

2) Enter the ACTUAL cost of the expense into the **Per Unit Amount** field. Receipts for meals expenses over $10.00 are required and need to be attached. The actual expense cost for a non per diem meal must be LESS than the standard GSA rate.

**MULTI-DAY PER DIEM MEALS**
Note – For MULTI-DAY PER DIEM expenses, reimbursements will be prorated for available meals based on the first and last day of travel.

1) Within the line item, select **Domestic Meals (Multi-Day Per Diem)** from the **Expense Item** field.

2) On the right side of the screen, enter your **Arrival Date** and **Departure Date** in the corresponding fields.

The system displays additional fields to be completed.

3) Complete the **Destination** field.

4) In the **Travel Journal** section, click the **View Details** button to open up additional fields to be completed.
Each day of travel is listed on the screen.

- For each day, complete the **Eligibility** field by clicking the **prompt** icon and selecting one of the following options:

  **Full day** – Indicates 100% reimbursement for those meals not provided.

  **Half-day** – Prorates the reimbursement to 75% for those meals not provided. This should be selected for the first and last days of travel.

  **Not Eligible** – Used when all of the meals for the day were included in the travel event.

- Once the **Eligibility** field has been completed, indicate which meals, if any, were provided for each day in the travel event by selecting the corresponding meal items.
5) When all days have been completed, click the **Done** button to return to the expense report.

6) When you are back in the Expense Report, continue to add lines to the expense report as needed.

7) Click **Submit** to begin the approval process.

II. **Credit Card Transactions/Quick Expenses**

MSU Travel Card transactions and any receipts which have been uploaded through the mobile app (Quick Expenses) are located on the initial screen (on the bottom of the page), underneath the worktag fields, within the Expense Report function.

To allocate a charged item to an expense report, in the Credit Card Transactions section:

1) Click the **checkbox** of the corresponding expense(s) on the first page.

2) Click the **OK** button.

3) The selected expenses come in as expense line items within your Report.

<table>
<thead>
<tr>
<th>Include?</th>
<th>Transaction Date</th>
<th>Expense Item</th>
<th>Merchant</th>
<th>Charge Description/Memo</th>
<th>Amount</th>
<th>Currency</th>
<th>Corporate Credit Card Billing Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>01/03/2020</td>
<td>EXPEDIA</td>
<td>EXPEDIA 750147823253223</td>
<td>1.60</td>
<td>USD</td>
<td>Bank of America - Travel Card</td>
<td></td>
</tr>
<tr>
<td></td>
<td>01/03/2020</td>
<td>FRONTIER Ai</td>
<td>FRONTIER Ai</td>
<td>93.40</td>
<td>USD</td>
<td>Bank of America - Travel Card</td>
<td></td>
</tr>
<tr>
<td></td>
<td>01/03/2020</td>
<td>DELTA AIR</td>
<td>DELTA AIR</td>
<td>189.60</td>
<td>USD</td>
<td>Bank of America - Travel Card</td>
<td></td>
</tr>
<tr>
<td></td>
<td>01/04/2020</td>
<td>MARRIOTT ATLANTA MARQU</td>
<td>MARRIOTT ATLANTA MARQU</td>
<td>705.55</td>
<td>USD</td>
<td>Bank of America - Travel Card</td>
<td></td>
</tr>
<tr>
<td></td>
<td>01/09/2020</td>
<td>OMNI SAN DIEGO FRONT D</td>
<td>OMNI SAN DIEGO FRONT D</td>
<td>303.22</td>
<td>USD</td>
<td>Bank of America - Travel Card</td>
<td></td>
</tr>
<tr>
<td></td>
<td>01/30/2020</td>
<td>DELTA AIR</td>
<td>DELTA AIR</td>
<td>396.00</td>
<td>USD</td>
<td>Bank of America - Travel Card</td>
<td></td>
</tr>
</tbody>
</table>

To allocate an uploaded receipt to an expense report, in the Quick Expenses section:

1) Click on the **magnifying glass** to view the preview of the uploaded receipt and to select it to be included in the expense report.

2) Click the **OK** button.
3) The selected receipts will be brought into your expense report.

III. Review Budget Check

If the system finds an issue with the budget versus your request, a "Review Budget Check" action and Review button displays on the screen once the request is submitted. An item will also be sent to your Inbox, Actions tab. **NOTE: This request will NOT be sent to the approver for review if there is an issue with the budget.**

5) Click the **Review** button to drill into the request in order to find the issue.

In the upper left corner, the budget status displays.

6) Click the **View** button on the line to see the specific details of the request.
7) Review the columns of the Report, and pay special attention to the Budget Amount versus the Current Transaction columns.

8) Based on the information provided, decide if a Budget amendment needs to be completed or if the request should be edited to adjust the Worktags. Never select the override option on the Budget Check error page. Please check with your Finance Specialist or, for Grants, speak to your Award Contract Specialist.

IV. Manage Expense Reports/Check Status

Employees can locate, view, and edit their Spend Authorizations and Expense Reports by clicking on the Expenses application icon and selecting the appropriate action in the Expenses Dashboard.

Note – For those spend authorizations and expense reports which were submitted by someone else on behalf of a non-worker, the Initiator must locate the document through the Find Expense Report Lines for Organization – Report (see the Edit Expense Report section below.)
4) Under the View section on the right of the dashboard, select Expense Reports.

5) On the My Expense Reports screen, click the prompt icon in the Expense Report Status and select the status(es) to search. In progress, the status will provide the detailed name of the role that is awaiting action, such as Manager, Employee as Self, etc.

6) The Report Dates default from the current date to sixty (60) days back. If needed, these dates can be changed by clicking on the corresponding calendar icon and selecting the appropriate date.

7) Click the OK button.
The *My Expense Reports* screen updates and displays all of the expense reports associated with the user.

1) Select the appropriate line from the Report and go to the far right to select the associated action button of Change or Edit, based on the document's current status. **Note** – You can also click the twinkie at the magnifying glass of the expense report and select *Expense Report > Edit* or *Change* to make changes to this document.

2) Make the necessary changes and click **Submit** to send the expense report through the approval flow.

## V. Approval Process

If an expense report is created by an individual on behalf of another employee, the spend authorization will be routed to the targeted employee for review and approval before moving to the standard approval flow.

The approvers will receive a notification in their Workday Inbox and should click on it to review and process the request. The approval flow is as follows:

- Cost Center Manager, Grant Manager (PI), or Gift Manager
- Special Approver (if required) – Grants Accounting, Project Manager, etc.
Note – The approver can approve or send the request back to the Initiator. If the approver sends the request back, the Initiator receives a notification in their Workday Inbox of the requested changes. Once the changes are made, the Initiator must resubmit the request.

1) If you want to review the spend authorization that has been associated with the expense report from within the approval request, click the **Header** tab.

2) A hyperlink will be in the **Spend Authorization field**, if a spend authorization was associated with the expense report.

3) Click the **hyperlink** in the Spend Authorization field to open the request in view mode.

When the request has been approved and processed, the requester will get a notification indicating that their expense report has been paid.
Additionally,

1. If the employee received a **cash advance** and the expense report has less than the cash advance amount for employee paid expense or
2. If they use a corporate travel card and mark the credit card transaction as a **personal charge on the travel card**, they will receive a notification once Accounts Payable has approved the expense report.

The employee must print the notification(s) and bring it to the Cashier’s office along with payment to indicate that this is employee repayment to the University, no later than thirty (30) days from the date of notification. If personal payment is not remitted within this time period, the travel card will be suspended.

### VI. Save for Later

1) Click the **Save for Later** button to save your request and return to it later.

![Submit Save for Later Close buttons](image)

1) To locate the Expense Report in Draft status, click the **Expenses** application icon in the applications section of your Home Page.

2) Select **View > Expense Reports** and select the appropriate Expense Report.

### VII. Create Expense Report on behalf of an employee (FOR WORKER)

The Cost Center Finance Specialist role can initiate this business process.

1) Enter **Create Expense Report for Worker** into the **Search** bar and select it from the search results.

![Create Expense Report for Worker](image)

2) Enter and select the name of the employee/worker.
3) Continue from Step 2 of Create Expense Report in previous section.

VIII. Create Expense Report for an External Committee Member (FOR NON-WORKER)

The Cost Center Finance Specialist role can initiate this business process.

1) Enter Create Expense Report for Non-Worker into the Search bar and select it from the search results.

2) Enter and select the name of the non-worker/external committee member.

Note – If the non-worker does not display in the system, the Initiator can get the External Committee Member’s Expense form from https://www.montclair.edu/finance-and-treasury/forms/ and fill out the form to have the individual created in the system.

3) Continue from Step 2 of Create Expense Report in previous section.
IX. Edit "On Behalf Of" Expense Report

Changes can be made to an expense report up until it has been approved.

1) Enter **Find Expense Report** into the **Search** bar and select **Find Expense Report Lines for Organization – Report** from the search results.

2) In the **Organization** field, select the **Prompt** icon and **My Organizations** to view a list of those cost centers associated with you and select the appropriate cost center.

3) Click **OK**.

4) Locate the line for expense report with the **Expense Report Status** of **In Progress**.

5) Hover over the expense report field, and click on the **twinkie** for the **Actions** menu.
6) Click **Expense Report** and select **Change** from the drop-down menu.

7) Make any changes and click **Submit** to send the expense report through the approval workflow.

X. System Drafts

1) Enter **Find Expense Report** into the **Search** bar and select **Find Expense Report Lines for Organization – Report** from the search results.

2) In the **Organization** field, select the **Prompt** icon and **My Organizations** to view a list of those cost centers associated with you and select the appropriate cost center.

3) On the **Expense Report Status** field, click the prompt icon and select **Draft** from the list of statuses available.
4) Click OK.

5) Hover over the expense report field, and click on the **twinkie** to display the **Actions** menu.

6) From the Related Actions menu, hover over **Expense Report** and select **Cancel or Change** to take action.
The system asks for confirmation regarding the cancelation of the expense report.

7) Click the OK button to confirm to cancel the draft.

The system displays a confirmation that the draft has been canceled.

**Section 3 -Definitions**

1. Cash Advance – Payment made to employee traveler before the business trip takes place.
2. Participant Cost Override - travel expense can be driven to the Participant Cost budget of a grant, rather than the Travel budget, by using the Participant Cost override.
3. **GSA rate** - Per diem rates set by *General Services Administration* (GSA) - A business can reimburse its employees for travel-related expenses without creating taxable income by paying them the appropriate per diem rate. These rates differ according to how expensive the travel destination is.
## Section 4 – Expense Item Chart

<table>
<thead>
<tr>
<th>Expense Item</th>
<th>Expense Item categorized by Spend Category</th>
<th>Budget Pool</th>
<th>Expense Item Group</th>
<th>Instructional Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Fees-Non Travel</td>
<td>SC0168 Admission Fees/Tickets</td>
<td>Budget Pool - General Operating Broadway, Six Flags and Museum tix etc</td>
<td>Other Expenses</td>
<td>Used for Admission fees for parks, museums, etc. Not to be used for training events or conferences.</td>
</tr>
<tr>
<td>Admission Fees-Travel</td>
<td>SC0243 Travel</td>
<td>Budget Pool - Travel</td>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Airfare</td>
<td>SC0289 Airfare</td>
<td>Budget Pool - Travel</td>
<td>Travel</td>
<td>Please refer to the linked policy of the Fly America Act for Federal Grant related Airline travel</td>
</tr>
<tr>
<td>Airfare Class Upgrade Fee</td>
<td>SC0289 Airfare</td>
<td>Budget Pool - Travel</td>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Baggage Fees</td>
<td>SC0289 Airfare</td>
<td>Budget Pool - Travel</td>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td>SC0127 Books</td>
<td>Budget Pool - General Operating</td>
<td>Other Expenses</td>
<td></td>
</tr>
<tr>
<td>Car Rental</td>
<td>SC0290 Car Rental</td>
<td>Budget Pool - Travel</td>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Catering-off Campus</td>
<td>SC0003 Off campus Catering Services</td>
<td>Budget Pool - General Operating</td>
<td>Other Expenses</td>
<td>Must include list of attendees.</td>
</tr>
<tr>
<td>Catering-on Campus</td>
<td>SC0002 Catering Food Services</td>
<td>Budget Pool - General Operating</td>
<td>Other Expenses</td>
<td></td>
</tr>
<tr>
<td>Change Ticket Fee</td>
<td>SC0289 Airfare</td>
<td>Budget Pool - Travel</td>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Coop Teacher Payment</td>
<td>SC0166 Stipends</td>
<td>Budget Pool - Financial Aid</td>
<td>Other Expenses</td>
<td></td>
</tr>
<tr>
<td>Corp Credit Card Personal Expense</td>
<td>SC0243 Travel</td>
<td>Budget Pool - Travel</td>
<td>Other Expenses</td>
<td>Only use this item when MSU Corporate credit card was used for personal expense. This will create a personal liability to MSU that requires a return of funds to the University by the employee.</td>
</tr>
<tr>
<td>Expense Item</td>
<td>Expense Item categorized by Spend Category</td>
<td>Budget Pool</td>
<td>Expense Item Group</td>
<td>Instructional Text</td>
</tr>
<tr>
<td>------------------------------</td>
<td>--------------------------------------------</td>
<td>---------------------------------------</td>
<td>--------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Domestic Meals (Multi-day Per Diem)</td>
<td>SC0292 Meals</td>
<td>Budget Pool - Travel</td>
<td>Travel</td>
<td>Consult the Federal GSA website <a href="https://www.gsa.gov">https://www.gsa.gov</a> to obtain the per diem meals rates for your destination. Calculate total amount for trip and enter here. Expense Report Instructions - Please select the correct eligibility (required) within the Travel Journal. First and last day of travel must be listed as &quot;half days&quot; and will be reimbursed at 75%. If meals are provided, &quot;not eligible&quot; must be selected. Please Note that the Travel Journal is not available on the Spend Authorization.</td>
</tr>
<tr>
<td>Dues/Memberships</td>
<td>SC0123 Memberships/Dues (No Req usage)</td>
<td>Budget Pool - General Operating</td>
<td>Other Expenses</td>
<td>Employee Tuition Reimbursement Expense Item can only be used with Cost Center CC10307. Please remove all of the costing information (Cost Center, Division, and the Additional Worktags such as Fund, Program, etc.) and add CC10307 to Cost Center field. Once the Cost Center is added, the other correct worktags (Division and the Additional Worktags) will automatically populate. The employee submitting the expense report must attach proof of payment (receipt) and their grade point average (GPA) for each course. For Spend Classification, please select Non-travel. Please do not itemize - add a new expense line for each course.</td>
</tr>
<tr>
<td>Employee Tuition Reimbursement</td>
<td>SC0481 Professional Training &amp; Development</td>
<td>Other Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Supplies</td>
<td>SC0171 Food Supplies</td>
<td>Budget Pool - General Operating</td>
<td>Other Expenses</td>
<td></td>
</tr>
<tr>
<td>Gift Card</td>
<td>SC0070 Incentives</td>
<td>Budget Pool - General Operating</td>
<td>Other Expenses</td>
<td>Not to be dispersed to employees</td>
</tr>
<tr>
<td>Grant Research Supplies</td>
<td>SC0172 Office Supplies</td>
<td>Budget Pool - General Operating</td>
<td>Other Expenses</td>
<td>For Grant use only</td>
</tr>
<tr>
<td>Expense Item</td>
<td>Expense Item categorized by Spend Category</td>
<td>Budget Pool</td>
<td>Expense Item Group</td>
<td>Instructional Text</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------------------------------</td>
<td>---------------------------</td>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Group Meals</td>
<td>SC0292 Meals</td>
<td>Budget Pool - Travel</td>
<td>Other Expenses</td>
<td>Groups Meals above GSA rates will require additional approvals</td>
</tr>
<tr>
<td></td>
<td>SC0003 Off-campus Catering Services</td>
<td>Budget Pool - General Operating</td>
<td>Other Expenses</td>
<td>Groups Meals above GSA rates will require additional approvals</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All attendees must be listed. Team sports can attach a roster.</td>
</tr>
<tr>
<td>Hotel-Business Center</td>
<td>SC0291 Lodging</td>
<td>Budget Pool - Travel</td>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Incentives</td>
<td>SC0070 Incentives</td>
<td>Budget Pool - General Operating</td>
<td>Other Expenses</td>
<td>Used for research incentives.</td>
</tr>
<tr>
<td>Incidental</td>
<td>SC0243 Travel</td>
<td>Budget Pool - Travel</td>
<td>Travel</td>
<td>Only to be used for 5.00/travel incidentals when not using Multiday per diem.</td>
</tr>
<tr>
<td>Int'l Visa Fee</td>
<td>SC0263 International Visa Processing</td>
<td>Budget Pool - General Operating</td>
<td>Other Expenses</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Int'l Visa Fee</td>
<td>SC0243 Travel</td>
<td>Budget Pool - Travel</td>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>International Meals</td>
<td>SC0292 Meals</td>
<td>Budget Pool - Travel</td>
<td>Travel</td>
<td>Consult the Federal GSA website <a href="https://aoprrls.state.gov/content.asp?content_id=184&amp;menu_id=78">https://aoprrls.state.gov/content.asp?content_id=184&amp;menu_id=78</a> to obtain the per diem meals rates for your destination. Please provide the Travel location in the memo.</td>
</tr>
<tr>
<td>Internet Service</td>
<td>SC0247 Utilities - Cable/Internet &amp; Satellite Services</td>
<td>Budget Pool - Utilities</td>
<td>Other Expenses</td>
<td></td>
</tr>
<tr>
<td>Internet Service-Travel</td>
<td>SC0243 Travel</td>
<td>Budget Pool - Travel</td>
<td>Travel</td>
<td>To be used for internet service while traveling.</td>
</tr>
<tr>
<td>Lab supplies</td>
<td>SC0146 Laboratory Supplies</td>
<td>Budget Pool - General Operating</td>
<td>Other Expenses</td>
<td>Please add the name of the Merchant used to purchase the item.</td>
</tr>
<tr>
<td>Laundry</td>
<td>SC0243 Travel</td>
<td>Budget Pool - Travel</td>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>If your hotel is not listed, please choose Other.</td>
</tr>
<tr>
<td>Expense Item</td>
<td>Expense Item categorized by Spend Category</td>
<td>Budget Pool</td>
<td>Expense Item Group</td>
<td>Instructional Text</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>--------------------------------------------</td>
<td>------------------------------</td>
<td>-------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Marketing Copying/Printing</td>
<td>SC0118 Print Marketing Items</td>
<td>Budget Pool - Advertising</td>
<td>Other Expenses</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>and Marketing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td>SC0243 Travel</td>
<td>Budget Pool - Travel</td>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Mileage (New Jersey Grant Travel)</td>
<td>SC0243 Travel</td>
<td>Budget Pool - Travel</td>
<td>Travel</td>
<td>For New Jersey Grant Travel only</td>
</tr>
<tr>
<td>Mileage- O/S Conversion</td>
<td>SC999C Cash Conversion</td>
<td>Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Marketing Copying/Printing</td>
<td>SC0181 Print (Non Marketing) Items</td>
<td>Budget Pool - General</td>
<td>Other Expenses</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Operating Printed paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>materials for use by MSU</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>internally such as lab notes,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>manuals, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non Per Diem Meals-Breakfast</td>
<td>SC0292 Meals</td>
<td>Budget Pool - Travel</td>
<td>Other Expenses</td>
<td>To be used in lieu of Per Diem, when actual cost of meal is desired. Please note:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Travel</td>
<td>Reimbursement may not be more than the GSA rate for destination location.</td>
</tr>
<tr>
<td>Non Per Diem Meals-Dinner</td>
<td>SC0292 Meals</td>
<td>Budget Pool - Travel</td>
<td>Other Expenses</td>
<td>To be used in lieu of Per Diem, when actual cost of the meal is desired. Please</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Travel</td>
<td>note: Reimbursement may not be more than the GSA rate for the destination location.</td>
</tr>
<tr>
<td>Non Per Diem Meals-Lunch</td>
<td>SC0292 Meals</td>
<td>Budget Pool - Travel</td>
<td>Other Expenses</td>
<td>To be used in lieu of Per Diem, when actual cost of meal is desired. Please note:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Travel</td>
<td>Reimbursement may not be more than the GSA rate for destination location.</td>
</tr>
<tr>
<td>Non Travel-Registration/Training Fee</td>
<td>SC0030 Registrations</td>
<td>Budget Pool - General</td>
<td>Other Expenses</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Operating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expense Item</td>
<td>Expense Item categorized by Spend Category</td>
<td>Budget Pool</td>
<td>Expense Item Group</td>
<td>Instructional Text</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------------------------------</td>
<td>-------------------------------------------------</td>
<td>--------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>SC0172 Office Supplies</td>
<td>Budget Pool - General Operating</td>
<td>Other Expenses</td>
<td>For both University's online office supply contract (punch-out) and non-catalog requests.</td>
</tr>
<tr>
<td>Other Transportation</td>
<td>SC0290 Car Rental</td>
<td>Budget Pool - Travel</td>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Outside CONUS (Multi-day)</td>
<td>SC0292 Meals</td>
<td>Budget Pool - Travel</td>
<td>Other Expenses</td>
<td>Please enter Per Diem Rates for Alaska, Hawaii, and U.S. Territories set by the Department of Defense. Please attach the applicable documentation for Per Diem rate.</td>
</tr>
<tr>
<td>Participant Cost-Grants</td>
<td>SC0261 Participant Costs</td>
<td>Budget Pool - Travel</td>
<td>Other Expenses</td>
<td>This expense item is for Grant use only.</td>
</tr>
<tr>
<td>Per Diem - Breakfast</td>
<td>SC0292 Meals</td>
<td>Budget Pool - Travel</td>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Per Diem - Dinner</td>
<td>SC0292 Meals</td>
<td>Budget Pool - Travel</td>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Per Diem - Lunch</td>
<td>SC0292 Meals</td>
<td>Budget Pool - Travel</td>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td>SC0262 Shipping &amp; Freight/Bulk Mail</td>
<td>Budget Pool - General Operating</td>
<td>Other Expenses</td>
<td></td>
</tr>
<tr>
<td>Real Estate Repair &amp; Maintenance</td>
<td>SC0079 Equipment Repair &amp; Maintenance Services</td>
<td>Budget Pool - General Operating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Car Fuel</td>
<td>SC0290 Car Rental</td>
<td>Budget Pool - Travel</td>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Room &amp; Tax</td>
<td>SC0291 Lodging</td>
<td>Budget Pool - Travel</td>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Shipping &amp; Freight</td>
<td>SC0262 Shipping &amp; Freight/Bulk Mail</td>
<td>Budget Pool - General Operating</td>
<td>Other Expenses</td>
<td></td>
</tr>
<tr>
<td>Expense Item</td>
<td>Expense Item categorized by Spend Category</td>
<td>Budget Pool</td>
<td>Expense Item Group</td>
<td>Instructional Text</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------------------------------------</td>
<td>-------------</td>
<td>--------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Space Rental</td>
<td>SC0139 Space Rental</td>
<td>Budget Pool - General Operating</td>
<td>Other Expenses</td>
<td></td>
</tr>
<tr>
<td>Subscriptions</td>
<td>SC0170 Subscriptions - Non-Software (No req usage)</td>
<td>Budget Pool - General Operating</td>
<td>Other Expenses</td>
<td></td>
</tr>
<tr>
<td>Telephone Reimbursement</td>
<td>SC0242 IT - Networking &amp; Telecommunication Services</td>
<td>Budget Pool - General Operating</td>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Theater Production Supplies &amp; Costumes</td>
<td>SC0183 Theater Production Costumes</td>
<td>Budget Pool - General Operating</td>
<td>Other Expenses</td>
<td></td>
</tr>
<tr>
<td>Tolls/Parking</td>
<td>SC0243 Travel</td>
<td>Budget Pool - Travel</td>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Travel Registration/Training Fee</td>
<td>SC0488 Registration - Travel</td>
<td></td>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Univ. Development Business Meals</td>
<td>SC0292 Meals</td>
<td>Budget Pool - Travel</td>
<td>Travel</td>
<td>For Univ. Development Use Only</td>
</tr>
<tr>
<td>Vehicle Towing Services</td>
<td>SC0258 Vehicle Towing Services</td>
<td>Budget Pool - General Operating</td>
<td>Travel</td>
<td></td>
</tr>
</tbody>
</table>