



FINANCE:
Expense Reimbursements



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Benefits of using Workday for Expenses:

- Mobile functionality to upload receipts - online or mobile device
- Allows visibility into status of approvals
- Online travel authorization feeds directly into expense report
- Per diems auto populate the rate based on domestic location
- Acts as a central repository for all expense reimbursements

The following roles within the system are related to the Spend Authorization and Expense Report processes:

- Employee as Self

When performing on behalf of someone else:

- Cost Center Finance Specialist



OBJECTIVES



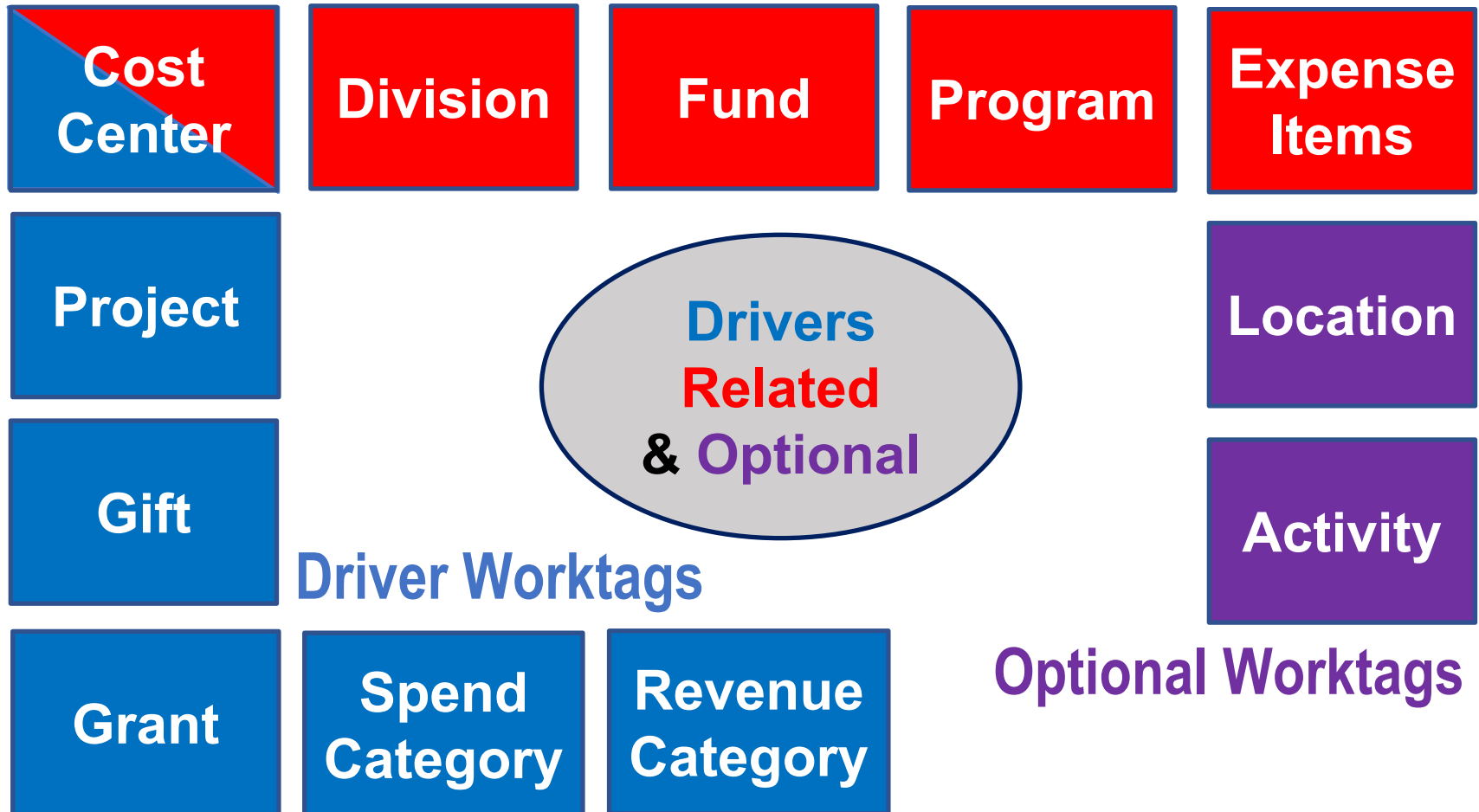
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By the end of this class, you will be able to create, edit, and check the status of:

- Spend Authorization
- Expense Report

...within the **MSU Workday** system

Related Worktags



What is a **Spend Authorization**?

A request for employee reimbursement for work related travel and per diem meal cash advances, created and approved prior to the event occurring.

Note: Refer to the MSU policies and procedures for detailed rules and requirements on travel and reimbursement.

What is an **Expense Report**?

An employee reimbursement for work related travel, training and/or expenses.

Note: Refer to the MSU policies and procedures for detailed rules and requirements on travel and reimbursement.

EXPENSES APPLICATION OVERVIEW



Applications

8 items



Custom Reports
by Functional
Area



Personal
Information



Benefits



Pay



Time



Time Off and
Leave



Workday
Resources



Expenses

EXPENSES APPLICATION OVERVIEW



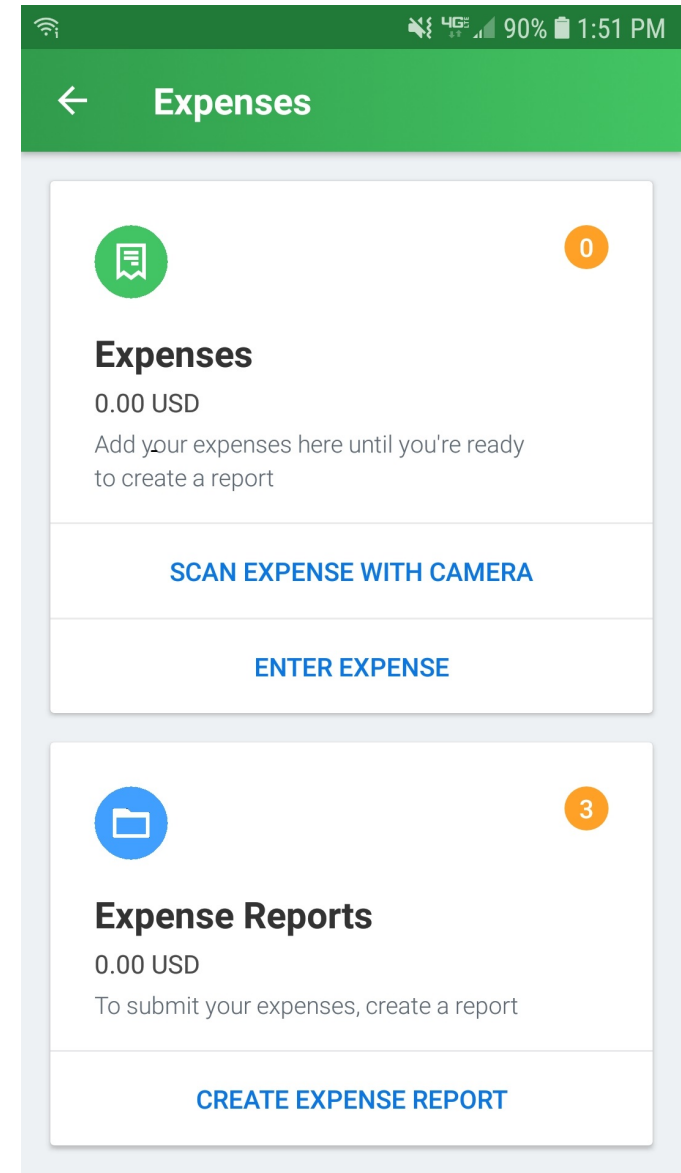
Actions	View
Create Expense Report	Expense Reports
Create Spend Authorization	Spend Authorizations
Edit Expense Report	Expense Transactions
Edit Spend Authorization	Payment Elections
Edit Expense Transactions	Reimbursable Allowance Plan Activity
Edit Travel Profile	Travel Profile

Recent
09/02/2019
09/02/2019
09/02/2019
08/29/2019
08/29/2019 - ATD Conference

EXPENSES MOBILE APPLICATION



- Capture receipts via the Workday Mobile app.
- Receipts are affixed to your sign on.
- Easily select and attach to your expense report line items.





RELATED COMMANDS



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CREATE SPEND AUTHORIZATION


Begins the process of initiating a request for spend authorization for yourself or others

FIND SPEND AUTHORIZATION LINES FOR ORGANIZATION – lists all spend authorizations for the Cost Center(s) for which you have access

CREATE EXPENSE REPORT

Initiates the process of creating a new expense report for yourself or others

FIND EXPENSE REPORT LINES FOR ORGANIZATION – lists all expense reports for the Cost Center(s) for which you have access



WHAT'S NEXT?



- ★ **Financials and Performance Management** launch January 2020.
- ★ Keep up with the latest news and access training documentation on the Workday 2020 web page
- ★ For additional project questions, contact us at workday2020@montclair.edu
- ★ Need additional help? Contact the IT Service Desk at x 7971 option 2

OPEN LABS



WHAT?

- Bring Workday Finance questions/work
- Receive one-on-one help from Finance

WHEN?

- Begin the week of Go-Live
- Schedule is on the MSU Workday 2020 website
- Pick a day/time to work with a Finance Team Member

WHERE?

- University Hall