FINANCE:
Expense Reimbursements
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
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

Driver Worktags
- Cost Center
- Division
- Fund
- Program
- Expense Items
- Project
- Gift
- Grant
- Spend Category
- Revenue Category

Drivers Related & Optional

Optional Worktags
- Location
- Activity
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.*
Applications
8 items

Custom Reports by Functional Area
Personal Information
Benefits
Pay

Time
Time Off and Leave
Workday Resources
Expenses
# Expenses Application Overview

## Actions

- Create Expense Report
- Create Spend Authorization
- Edit Expense Report
- Edit Spend Authorization
- Edit Expense Transactions
- Edit Travel Profile

## View

- Expense Reports
- Spend Authorizations
- Expense Transactions
- Payment Elections
- Reimbursable Allowance Plan Activity
- Travel Profile

## Recent

<table>
<thead>
<tr>
<th>Date</th>
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<td>09/02/2019</td>
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• Capture receipts via the Workday Mobile app.
• Receipts are affixed to your sign on.
• Easily select and attach to your expense report line items.
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
★ 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