



Finance: Spend Authorization and Expense



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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.

R002 Operating Budget Variance for Organization

Organization	<input type="text" value="search"/>
Period	<input type="text" value="All Cost Center Hierarchies"/>
Worktags	<input type="text" value="Division"/>
Ledger Account/Summary	<input type="text" value="All Gifts"/>
	<input type="text" value="Active Cost Centers"/>
	<input type="text" value="Active Cost Centers by Cost Center Hierarchy"/>
	<input type="text" value="All Gift Hierarchies"/>
	<input type="text" value="Active Division Organizations by Division Hierarchy"/>

R134 Grant Summary by Ledger Account

Organization	<input type="text" value=""/>
Period	<input type="text" value="FY 2020 - 04 Oct"/>
Award	<input type="text" value=""/>
Worktags	<input type="text" value=""/>
Ledger Account/Summary	<input type="text" value=""/>
Spend Category as Worktag	<input type="text" value=""/>

- 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.

< R002 Operating Budget Variance for Organization Actions

Organization Cost Center: CC10315 Technology Training and Integration Budget Name FY20 Reporting Budget
 Budget Structure Reporting Budget Structure - Parent Period FY 2020 - 02 Aug

15 items

Budget to Actuals for Cost Center: CC10315 Technology Training and Integration		FY 2020						
Report ran on 08/08/2019 for Period FY 2020 - 02 Aug		Original Budget	Amendments	Revised Budget	Obligation	Commitment	Reserved Journals	Available Budget \$
Personnel Expense		1,807,345.60	0.00	1,807,345.60	0.00	0.00	0.00	1,807,345.60
Non-Position Controlled		594,209.43	0.00	594,209.43	0.00	0.00	0.00	594,209.43
Position Controlled		1,213,136.17	0.00	1,213,136.17	0.00	0.00	0.00	1,213,136.17
Total Personnel Expense		1,807,345.60	0.00	1,807,345.60	0.00	0.00	0.00	1,807,345.60
Non-Personnel Expense		5,916.00	0.00	5,916.00	0.00	0.00	337.50	5,578.50
General Operating		5,536.00	0.00	5,536.00	0.00	0.00	337.50	5,198.50
Materials and Supplies		3,035.00	0.00	3,035.00	0.00	0.00	337.50	2,697.50
Services		2,501.00	0.00	2,501.00	0.00	0.00	0.00	2,501.00
Travel		380.00	0.00	380.00	0.00	0.00	0.00	380.00
Total Non-Personnel Expense		5,916.00	0.00	5,916.00	0.00	0.00	337.50	5,578.50
Total Expense		1,813,261.60	0.00	1,813,261.60	0.00	0.00	337.50	1,812,924.10

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.

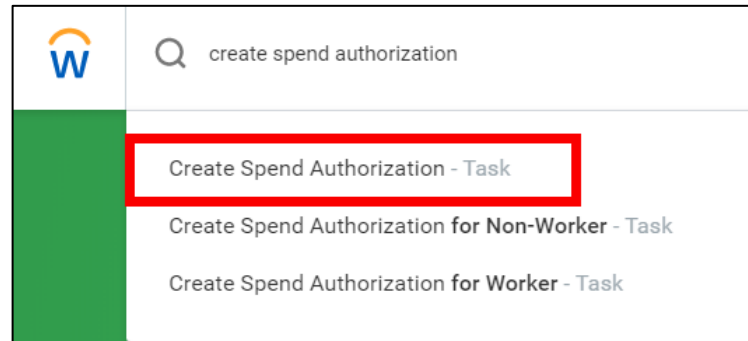
II. 3 Kinds of Spend Authorization Request

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.

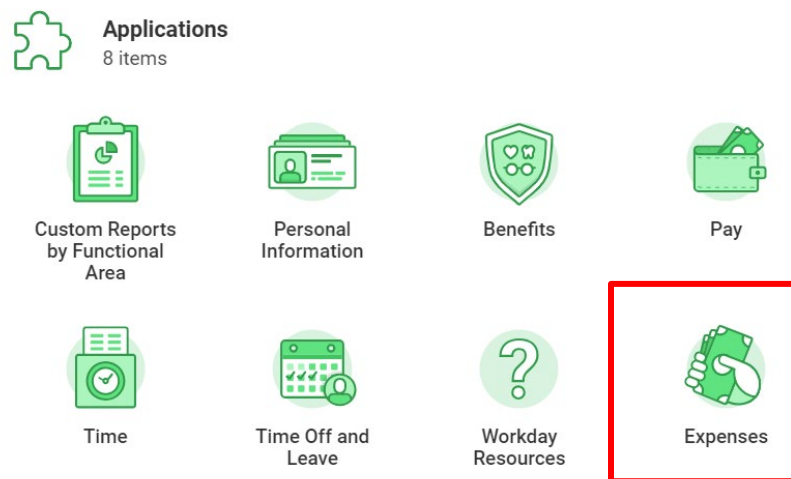
Note – If the student is an employee of the University (student worker), you must process the spend authorization and expense report on behalf of the student worker the same way you do all employees.

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.

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.

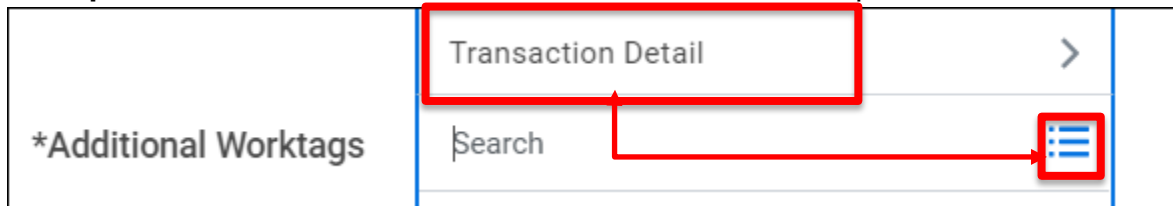
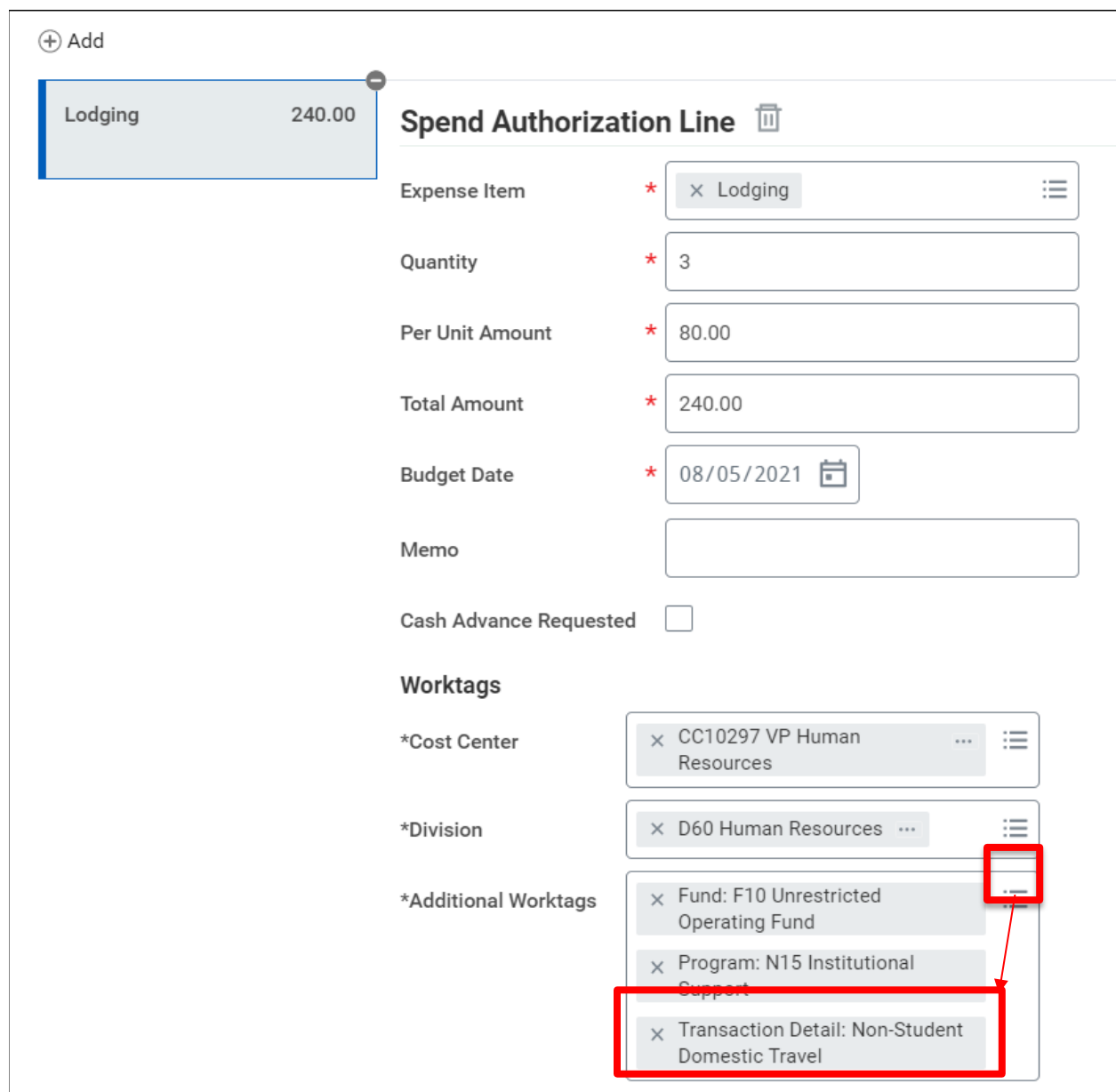
For example, suppose a hotel room expense was split between a cost center and/or gift and/or grant. In that case, the first line of the spend authorization should read "Lodging," The Worktags should reflect the first Cost Center, Grant, Gift, and the amount field should reflect the amount to be encumbered.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

Spend Authorization Line

Expense Item * X Lodging

Quantity * 3

Per Unit Amount * 80.00

Total Amount * 240.00

Budget Date * 08/05/2021

Memo

Cash Advance Requested ☐

Worktags

***Cost Center** X CC10297 VP Human Resources

***Division** X D60 Human Resources

***Additional Worktags**

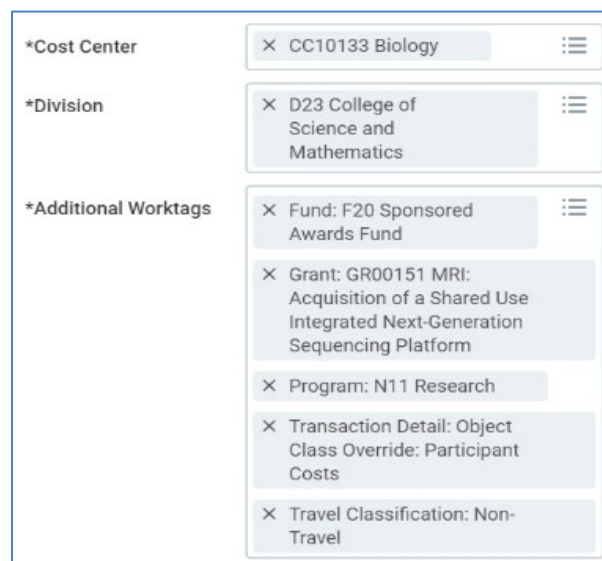
- X Fund: F10 Unrestricted Operating Fund
- X Program: N15 Institutional Support
- X Transaction Detail: Non-Student Domestic Travel

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

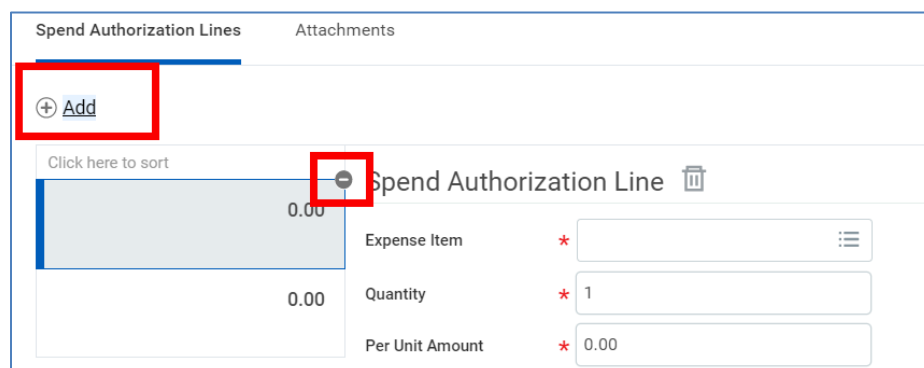
International travel - Justification must be included within the Spend Authorization and will need to be authorized before the trip by the appropriate Vice President.



The screenshot shows the 'Additional Worktags' field with a list of worktags. Each worktag has an 'X' icon to its left, indicating it can be removed. The worktags listed are:

- × CC10133 Biology
- × D23 College of Science and Mathematics
- × Fund: F20 Sponsored Awards Fund
- × Grant: GR00151 MRI: Acquisition of a Shared Use Integrated Next-Generation Sequencing Platform
- × Program: N11 Research
- × Transaction Detail: Object Class Override: Participant Costs
- × Travel Classification: Non-Travel

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.



The screenshot shows the 'Spend Authorization Lines' tab. The 'Add' button (a plus sign in a circle) is highlighted with a red box. Below it, a table of 'Spend Authorization Line' items is shown. The first row is highlighted with a blue box. The 'Minus' button (a minus sign in a circle) is also highlighted with a red box. The table has columns for 'Expense Item', 'Quantity', and 'Per Unit Amount'.

Expense Item	Quantity	Per Unit Amount
	1	0.00

- 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.

Spend Authorization Lines

Attachments

Attachments

Drop files here

or

Select files

- 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.**

You have submitted

Up Next: Olive Tree, Review Budget Check, Due Date 08/06/2021

[View Details](#)

Review

- 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.**

1 minute(s) ago - Due 08/19/2021

Budget Check Status
Fail (No Budget)

Transaction exceeds available budget remaining in the budget pool. Correct any inaccurate worktags or create a Budget Amendment to transfer budget from another budget pool.

For Transaction Spend Authorization: SA-00001093

Request Override ☐

Do not click request override

Budget With Exceptions Transactions

Budget With Exceptions 1 item

Turn off the new tables view ☐

Company	Budget Structure	Year	Control Periods	Budget Check Option	Budget to Date	
Montclair State University	Control Budget Structure - Parent	FY 2022	Annual	Control	<input type="checkbox"/>	View

enter your comment

Submit Send Back Save for Later Cancel

- 3) Review the columns of the Report, and pay special attention to the Budget Amount versus the Current Transaction columns.

Budget Check Exceptions

Budget Structure

Control Budget Structure - Parent

Budget

FY22 Control Budget

Budget to Date

No

Include Reserved Journal Lines

Yes

Evaluation Date Option

Accounting Date

Transaction: Parent Event

Spend Authorization: SA-00001093, Hilal Tabakci on 08/18/2021 for 500.00 USD

1 item

Turn off the new tables view

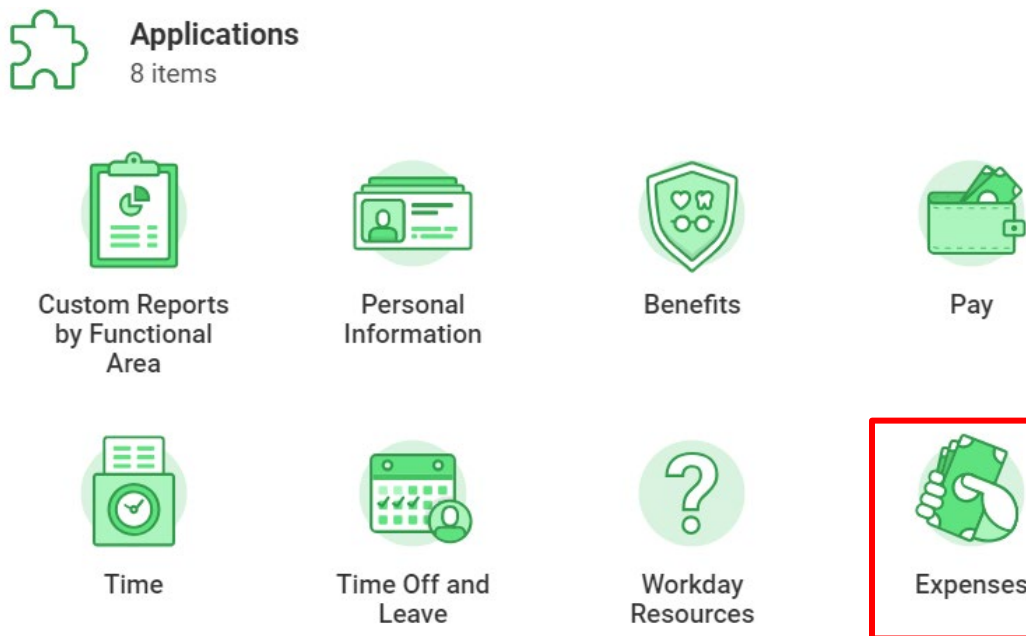
</

- 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.

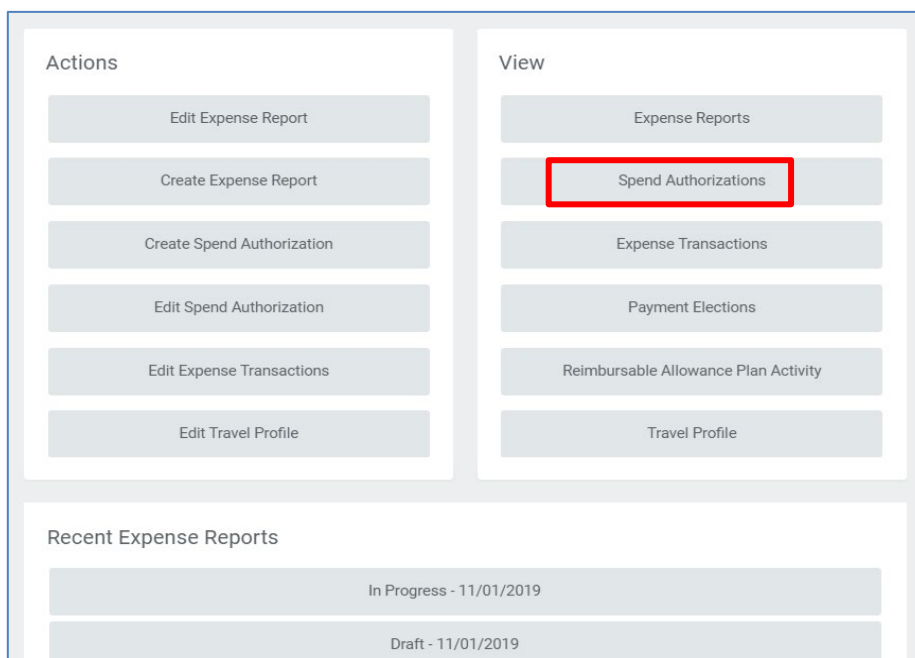
V. Manage Spend Authorizations

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.

My Spend Authorizations											
Cheri Jefferson Actions											
Create Spend Authorization											
My Spend Authorizations 3 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	
Q	SA-00000054	11/04/2019	11/04/2019	Approved	becky test	90.00	100.00	USD	Montclair State University	Expense Report: EXP-00000045	
Q	SA-00000055	11/04/2019	11/04/2019	Draft	demonstration for system reports	100.00	100.00	USD	Montclair State University		Edit Spend Auth...
Q	SA-00000050	10/31/2019	10/31/2019	Approved	10/31 test cash ad	229.00	300.00	USD	Montclair State University	Expense Report: EXP-00000038	

- 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.

The screenshot displays the Workday user interface. At the top, there's a search bar and a notification bell icon. The main section is titled 'Inbox'. On the left, there's a sidebar with 'Actions (5)' highlighted in a red box. Below this, a notification card shows 'Spend Authorization: SA-00000046, Lori Murray on 08/29/2019 for 700.00 USD' and 'Sent Back by Greg Cant 29 second(s) ago'. To the right, the 'Revise Spend Authorization' form for SA-00000046 is open. It includes fields for 'Cash Advance Requested' (0.00 USD), 'Spend Authorization Total' (700.00 USD), 'For' (Employee), and 'Status' (In Progress).

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.

My Spend Authorizations Olive Tree											
Create Spend Authorization											
My Spend Authorizations 1 item											
Spend Authorization	Spend Authorization Number	Start Date	End Date	Spend Authorization Status	Description	Spend Authorization Remaining Balance	Spend Authorization Total	Currency	Company	Related Expense Reports	
Q	SA-00001030	06/05/2021	06/05/2021	In Progress	Climate Change Project	240.00	240.00	USD	Montclair State University		Change Spend Authoriz...

VIII. Check the Status of Approval

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

View Spend Authorization SA-00001030

For **Olive Tree**

Status In Progress

Cash Advance Outstanding Balance 0.00 USD
 Cash Advance Requested 0.00 USD
 Spend Authorization Total 240.00 USD

Budget Check Status Error

Spend Authorization Information

Spend Authorization Details

Company Montclair State University
 Start Date 06/05/2021
 End Date 06/05/2021
 Description Climate Change Project
 Business Purpose Conference
 Currency USD

Reimbursement Payment Type Direct Deposit
 Justification (empty)
 Expense Report(s) (empty)
 Cash Advance Repayments (empty)

Spend Authorization Lines
 Attachments
 Process History
 Balances

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.

W

Q create spend authorization

Create Spend Authorization - Task

Create Spend Authorization for Non-Worker - Task

Create Spend Authorization for Worker - Task

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.

W

Q create spend authorization

Create Spend Authorization - Task

Create Spend Authorization for Non-Worker - Task

Create Spend Authorization for Worker - Task

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.

✓ **Spend Authorization Information**

Payee Type * × External Committee Member


For *


- 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.

Enter **Find Spend Authorization** into the *Search* bar and select **Find Spend Authorization Lines for Organization – Report** from the search results.



 Find Spend Authorization Lines for Organization - Report

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.

Organization search

Reporting Currency * My Organizations

Companies Search for Organization

Expense Report Payee My Organization Hierarchies

Expense Report Created By Business Units

Report Date On or After Business Unit Hierarchy

Report Date On or Before Cost Center

Expense Report Status Cost Center Hierarchy

Payee Payment Status Funds

OK Fund Hierarchy

Click **OK**.

Locate the line for spend authorization with the **Spend Authorization Status** of **In Progress**.

Organization		Cost Center: CC10316 Enterprise Application Service		Spend Start Date On or After		08/19/2019	
Reporting Currency		USD		Spend Start Date On or Before		09/19/2019	

73 items

Spend Authorize Line	Spend Authorization	Spend Date	Expense Item	Line Amount	Currency	Memo	Company	Worktags	Spend Authorization Status
...	Spend Authorization: SA-00000077, Request 10 [C] on 09/19/2019 for 100.00 USD	09/19/2019	Dues/Memberships	100.00	USD		Montclair State University	Cost Center: CC10316 Enterprise Application Service Division: D70 Information Technology Fund: F10 Unrestricted Operating Fund Program: N15 Institutional Support	In Progress

Hover over the **Spend Authorization** field, and click on the **twinkie** for the **Actions** menu. Click **Spend Authorization** and click **Change**.

Find Sp

Organization

Reporting Currency

73 items

Spend Authorize Line

Spend Authorization

...

Spend Auth: 00000077, 09/19/2019 for 100.00 USD

...

Actions

Spend Authorization

Accounting

Business Process

Favorite

View

000077

Change

Budget Check Status

For

Payee Type

Company

Start Date

End Date

In Progress

Pass on 09/19/2019

Request 10 [C]

Contingent Worker

Montclair State University

09/19/2019

09/19/2019

Worktags

Spend Authorization Status

Cost Center: CC10316 Enterprise Application Service

Division: D70 Information Technology

In Progress

Make the necessary changes and click **Submit** to send through the approval flow.

Section 2 - Create Expense Report

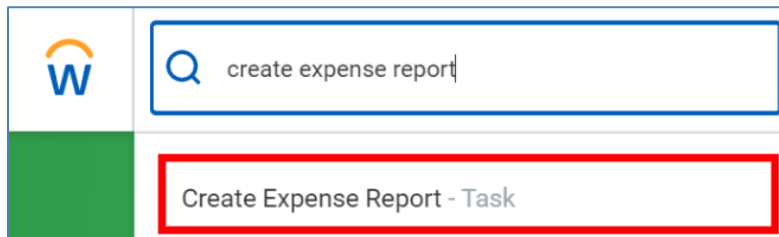


"STOP," if you are creating an expense report for airfare, hotel, car rental, or multi-day per diem and do not have an approved spend authorization, you **MUST** complete the authorization first.

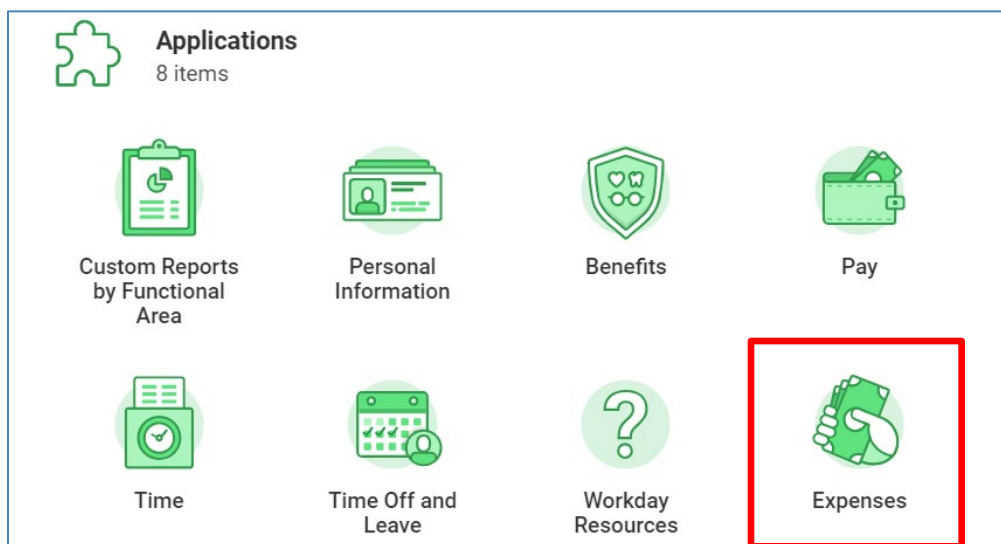
I. There are three different ways to create an Expense Report.

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.

The screenshot displays the 'Expense' screen interface, which is divided into two main columns: 'Actions' and 'View'. Below these columns is a section titled 'Recent Expense Reports'.

Actions Column:

- Edit Expense Report (1)
- Create Expense Report** (highlighted with a red box)
- Create Spend Authorization
- Edit Spend Authorization (1)
- Edit Expense Transactions
- Edit Travel Profile

View Column:

- Expense Reports
- Spend Authorizations
- Expense Transactions (3)** (highlighted with a red box)
- Payment Elections
- Reimbursable Allowance Plan Activity
- Travel Profile

Recent Expense Reports:

- Draft - 02/19/2020

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.

Create Expense Report

▼ **Expense Report Information**

Expense Report For * Employee: Olive Tree

Creation Options

* ☒ Create New Expense Report

☐ Copy Previous Expense Report :≡

☐ Create New Expense Report from Spend Authorization :≡

Memo

- 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.

Creation Options

☐ Create New Expense Report

☐ Copy Previous Expense Report :≡

☒ Create New Expense Report from Spend Authorization

search :≡

☐ 11/01/2019 Attend Higher Ed Seminar 905.00 USD

Memo

- 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.

☒ Create New Expense Report from Spend Authorization

× 12/02/2019 Higher Education Learning Seminar 956.00 USD :≡

Final Expense Report for Spend Authorization ☐

- 6) If **Create New Expense Report** was selected, complete the following fields:

Expense Report Information

Expense Report For * Employee: Jennifer Steuber

Creation Options

☒ Create New Expense Report

☐ Copy Previous Expense Report

☐ Create New Expense Report from Spend Authorization

Memo

- **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

The screenshot shows a web-based expense report form for Montclair State University. The form includes the following fields and values:

- Company:** Montclair State University
- Expense Report Date:** 01 / 29 / 2020
- Business Purpose:** Conference
- Spend Classification:** Employee/Non-Worker Domestic Travel
- Cost Center:** CC10315 Technology Training and Integration
- Division:** D70 Information Technology
- Additional Worktags:** Fund: F10 Unrestricted Operating Fund, Program: N10 Instruction, Transaction Detail: Non-Student Domestic Travel

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

The screenshot shows two buttons: an orange **OK** button and a grey **Cancel** button. The **OK** button is highlighted with a red rectangular border.

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.

The image shows a web form titled "Expense Lines" with tabs for "Header", "Attachments", and "Expense Lines". The "Expense Lines" tab is active. In the main content area, there is an orange "Add" button highlighted with a red rectangle. Below it is a dropdown menu with two options: "Quick Expenses" (in a blue box) and "New Expense" (in a white box). At the bottom of the form, there are three buttons: "Submit" (orange), "Save for Later" (light blue), and "Close" (light blue).

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.

The image shows a web form titled "Create Expense Report" with a subtitle "EXP-00000307 Higher Education Learning Seminar" and an "Actions" button. Below the title bar, there are tabs for "Header", "Attachments", and "Expense Lines". The "Expense Lines" tab is active. In the main content area, there is an orange "Add" button highlighted with a red rectangle.

The screenshot shows the 'Expense Line' form. At the top left, an orange 'Add' button is highlighted with a red rectangle. Below it, a list shows '1 item'. The main form area includes a 'Drop files here' section with a 'Select files' button. To the right, the 'Itemization' section shows 'Remaining Amount to Itemize' as '0.00/0.00 USD' and an 'Add' button. The form fields include: Date (04/16/2021), Expense Item (empty), Total Amount (0.00), Currency (USD), Memo (empty), *Spend Classification (Non-Travel), and *Cost Center (CC10316 Enterprise Application Service). At the bottom are buttons for 'Submit', 'Save for Later', and 'Close'.

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.

This screenshot shows the 'Expense Line' form with more details. The 'Expense Item' is 'Lodging' with a quantity of 3 and a per unit amount of 75.00, resulting in a total amount of 225.00. The 'Spend Classification' is 'Non-Travel' and the 'Cost Center' is 'CC10249 VP Facilities'. The 'Division' is 'D40 University Facilities'. On the right, the 'Itemization' section shows 'Remaining Amount to Itemize' as '225.00/225.00 USD' and an 'Add' button highlighted with a red rectangle. The 'Instructions' section at the top right provides a link to GSA rates. The 'Item Details' section includes fields for Hotel, Arrival Date, Departure Date, Destination, and Country. At the bottom are buttons for 'Submit', 'Save for Later', and 'Close'.

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.

Remaining	200.00/400.00 USD	Hotel	* × Adams Mark
Date	* 08/05/2021	Arrival Date	* 08/16/2021
Expense Item	* × Lodging	Departure Date	* 08/19/2021
Quantity	* 1	Destination	× Gainesville, Florida, United States of America
Per Unit Amount	* 200.00	Country	* × United States of America
Total Amount	* 200.00		
Memo			
*Spend Classification	× Non-Travel		
*Cost Center	× CC10297 VP Human Resources		
*Division	× D60 Human Resources		
*Additional Worktags	× Fund: F10 Unrestricted		

Add

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

Remaining	0.00/400.00 USD	Hotel	* × Adams Mark
Date	* 08/05/2021	Arrival Date	* 08/16/2021
Expense Item	* × Lodging	Departure Date	* 08/19/2021
Quantity	* 1	Destination	× Gainesville, Florida, United States of America
Per Unit Amount	200.00	Country	* × United States of America
Total Amount	* 200.00		
Memo			

Done

11) Complete the following fields for **Expense Lines**:

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

- **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 screenshot shows the 'Expense Line' form. On the left, the 'Expense Item' field is set to 'Domestic Meals (Multi-day Per Diem)' and is highlighted with a red box. Below it, the 'Arrival Date' and 'Departure Date' fields are also highlighted with red boxes. The 'Arrival Date' is set to '11 / 01 / 2019'. The 'Departure Date' is set to 'MM / DD / YYYY'. The 'Destination' field is set to 'Los Angeles, California, United States of America'. On the right, the 'Instructions' section provides guidance on obtaining per diem rates and selecting the correct eligibility. The 'Item Details' section prompts the user to enter a departure and arrival date to generate a travel journal.

The system displays additional fields to be completed.

- 3) Complete the **Destination** field.

The screenshot shows the 'Expense Line' form with the 'Destination' field set to 'Los Angeles, California, United States of America' and highlighted with a red box. The 'Travel Journal' section is visible, showing a table with the following data:

Date	Amount
Fri, Nov 1, 2019	66.00 USD
Sat, Nov 2, 2019	66.00 USD

- 4) In the *Travel Journal* section, click the **View Details** button to open up additional fields to be completed.

*Division (empty)

*Additional Worktags (empty)

Available Spend Authorization Lines

×

Domestic Meals (Multi-day Per Diem) - 231.00 USD

:

Item Details

Arrival Date

★ 11/01/2019

Departure Date

★ 11/04/2019

Destination

★

×

Los Angeles, California, United States of America

:

Travel Journal

Total Amount

264.00 USD

View Details

4 items

Fri, Nov 1, 2019

66.00 USD

Sat, Nov 2, 2019

66.00 USD

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.

Date

★ 11/01/2019

Memo

Total Amount

66.00

*Spend Classification

×

Employee/Non-Worker Domestic Travel

:

*Cost Center

×

CC10278 VP Finance and Treasurer

:

*Division

×

D53 Finance and Treasury

:

*Additional Worktags

×

Fund: F10 Unrestricted Operating Fund

:

×

Program: N15 Institutional Support

:

×

Transaction Detail: Non-Student Domestic Travel

:

Departure Date

★ 11 / 04 / 2019

Arrival Date

★ 11 / 01 / 2019

Destination

★

×

Los Angeles, California, United States of America

:

Eligibility

★

Breakfast provided?

☐

Lunch provided?

☐

Dinner provided?

☐

Personal Expense

☐

Done

Date

★ 11/02/2019

Memo

Total Amount

66.00

*Spend Classification

×

Employee/Non-Worker Domestic Travel

:

*Cost Center

×

CC10278 VP Finance and Treasurer

:

*Division

×

D53 Finance and Treasury

:

*Additional Worktags

×

Fund: F10 Unrestricted Operating Fund

:

×

Program: N15 Institutional Support

:

×

Transaction Detail: Non-Student Domestic Travel

:

Departure Date

★ 11 / 04 / 2019

Arrival Date

★ 11 / 01 / 2019

Destination

★

×

Los Angeles, California, United States of America

:

- 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.

Program: NZU Auxiliary Operating Expenditures

Credit Card Transactions

Select All ☐

6 items


Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account
<input checked="" type="checkbox"/>	Q	01/03/2020		EXPEDIA 7509478020302	EXPEDIA 7509478020302	1.60	USD	Bank of America - Travel Card
<input type="checkbox"/>	Q	01/03/2020		FRONTIER AI	FRONTIER AI	93.40	USD	Bank of America - Travel Card
<input type="checkbox"/>	Q	01/03/2020		DELTA AIR	DELTA AIR	189.80	USD	Bank of America - Travel Card
<input type="checkbox"/>	Q	01/04/2020		MARRIOTT ATLANTA MARQU	MARRIOTT ATLANTA MARQU	703.55	USD	Bank of America - Travel Card
<input type="checkbox"/>	Q	01/09/2020		OMNI SAN DIEGO FRONT D	OMNI SAN DIEGO FRONT D	303.22	USD	Bank of America - Travel Card
<input type="checkbox"/>	Q	01/30/2020		DELTA AIR	DELTA AIR	398.00	USD	Bank of America - Travel Card

OK
Cancel

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.

Quick Expenses (1) Credit Card Transactions								
Quick Expenses (1) 1 item								
Quick Expense	Attachments	Transaction Status	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency
	1	New	12/11/2019				0.00	USD

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.**

View Event Expense Report: EXP-00004919, Hilal Tabakci on 08/18/2021

For [Expense Report: EXP-00004919](#)

Overall Process [Expense Report: EXP-00004919, Hilal Tabakci on 08/18/2021 for](#)

Overall Status In Progress

Due Date 08/25/2021

Calendars In Use Consecutive Days (No Calendars Selected)

My Actions [Details](#) [Process](#)

You have submitted

Up Next: Hilal Tabakci, Review Budget Check, Due Date 08/19/2021

[View Details](#)

[Review](#)

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.

Review Budget Check Check Budget (Financial) for Expense Report

Budget Check Status
Fail (Insufficient Budget)

Transaction exceeds available budget remaining in the budget pool. Correct any inaccurate worktags or create a Budget Amendment to transfer budget from another budget pool.

For Transaction Expense Report: EXP-00004919, Hilal Tabakci on 08/18/2021 for \$100,000.00

Request Override ☐

Budget With Exceptions Transactions

Budget With Exceptions 1 item

Company	Budget Structure	Year	Control Periods	Budget Check Option	Budget to Date	
Montclair State University	Control Budget Structure - Parent	FY 2022	Annual	Control	<input type="checkbox"/>	View

Submit Send Back Save for Later Cancel

7) Review the columns of the Report, and pay special attention to the Budget Amount versus the Current Transaction columns.

Budget Check Exceptions

Budget Structure Control Budget Structure - Parent

Budget FY22 Control Budget

Budget to Date No

Include Reserved Journal Lines Yes

Evaluation Date Option Accounting Date

Transaction: Parent Event Expense Report: EXP-00004919, Hilal Tabakci on 08/18/2021 for \$100,000.00

1 item

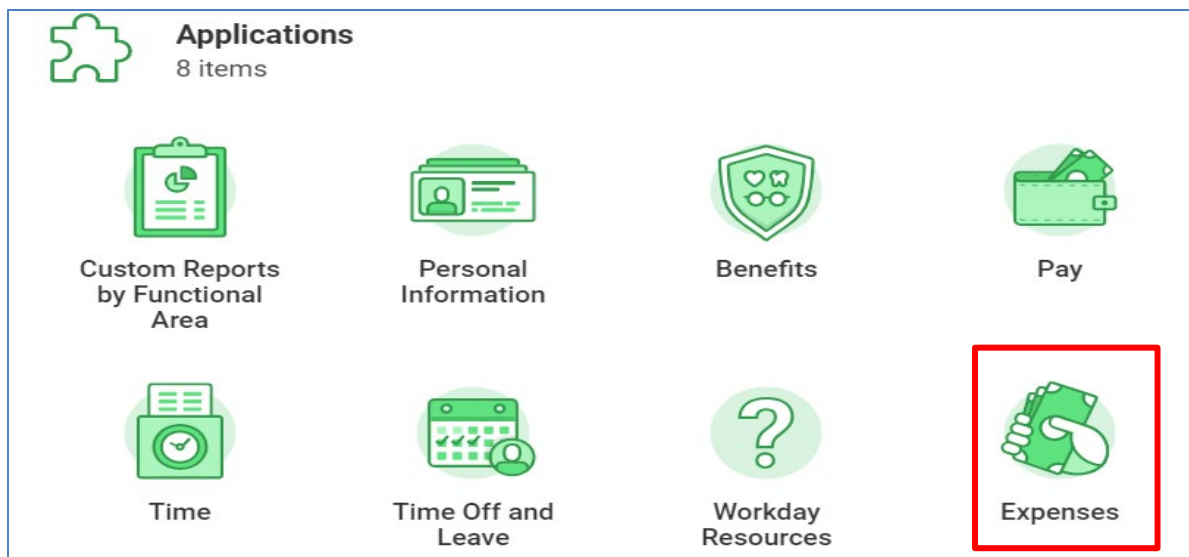
Company	Ledger Account/Summary	Dimensions on Journal Lines	Budget Structure Dimensions Subject to Budget Check	Budget Amount	Spend	Current Transaction	Available Budget	Line-Level Status
Montclair State University	60565:Incentives	D21 College of Education and Human Services F12 Self Supporting Fund Gift Card Hilal Tabakci More (3)	D21 College of Education and Human Services F12 Self Supporting Fund N12 Public Service	95,273.00	46,556.78	100,000.00	(51,283.78)	Fail (Insufficient Budget)

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.

Expense Report	Expense Report Number	Expense Report Date	Status	Memo	Total Amount	Reimbursement Amo	Worker Paid	Personal Amount	Currency	Company	
Q	EXP-00002618	09/08/2020	Draft		0.00	0.00		0.00	USD	Montclair State University	Edit Expense Report
Q	EXP-00002615	09/01/2020	Approved		10.00	10.00		0.00	USD	Montclair State University	Change Expense ...
Q	EXP-00002612	08/27/2020	Approved	Test	30.00	30.00		0.00	USD	Montclair State University	Change Expense ...
Q	EXP-00002614	08/27/2020	Waiting on Cost Center Manager	test2	25.00	25.00		0.00	USD	Montclair State University	Change Expense ...

- 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.

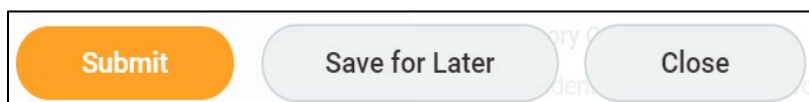
Additionally,

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.

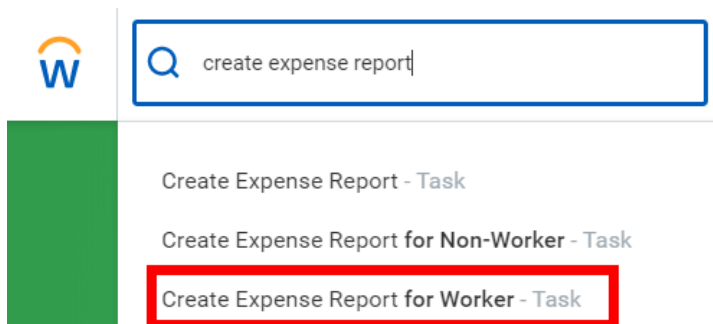


- 1) To locate the Expense Report in Draft status, click the **Expenses** application icon in the applications section of your Home Page.
- 2) Select **View > Expense Reports** and select the appropriate Expense Report.

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.



- 2) Enter and select the name of the employee/worker.

Create Expense Report for Worker

Pay To *

- 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.

W

Create Expense Report - Task

Create Expense Report for Non-Worker - Task

Create Expense Report for Worker - Task

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

Create Expense Report for Non-Worker

Payee Type *

Pay To *

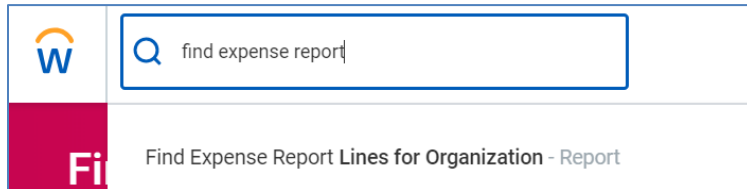
Note – If the non-worker does not display in the system, the Initiator can get the External Committee Member's Expense form from <https://www.montclair.edu/finance-and-treasury/forms/> and fill out the form to have the individual created in the system.

- 3) Continue from [Step 2 of Create Expense Report](#) in previous section.

IX. Edit "On Behalf Of" Expense Report

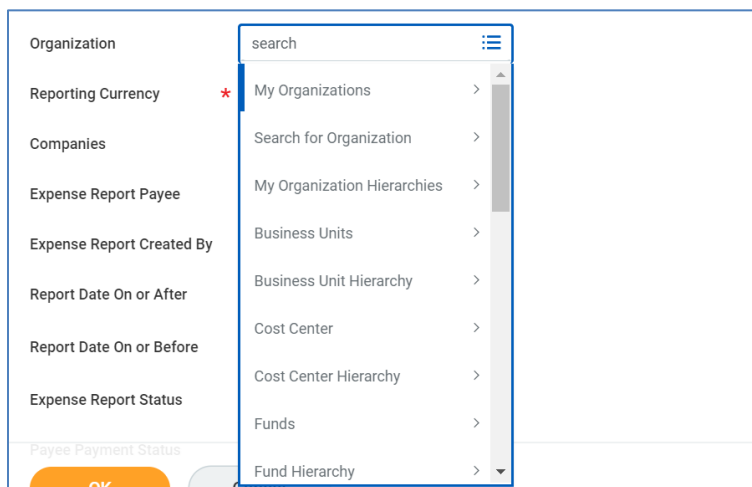
Changes can be made to an expense report up until it has been approved.

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



The screenshot shows a search bar with the text "find expense report" entered. Below the search bar, the results list "Find Expense Report Lines for Organization - Report" is highlighted.

- 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.



The screenshot shows the "Organization" field with a dropdown menu open. The menu lists several options: "My Organizations", "Search for Organization", "My Organization Hierarchies", "Business Units", "Business Unit Hierarchy", "Cost Center", "Cost Center Hierarchy", "Funds", and "Fund Hierarchy". The "My Organizations" option is selected.

- 3) Click **OK**.

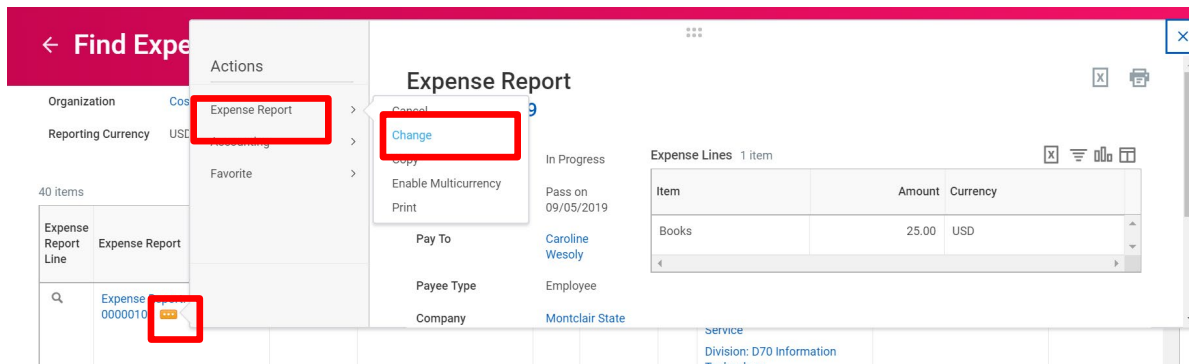
- 4) Locate the line for expense report with the **Expense Report Status** of **In Progress**.

Organization	Cost Center: CC10316 Enterprise Application Service	Report Date On or After	08/19/2019
Reporting Currency	USD	Report Date On or Before	09/19/2019

Expense Report Line	Expense Report	Expense Report Line Date	Expense Item	Line Amount	Currency	Memo	Worktags	Company	Expense Report Status
Q	Expense Report: EXP-00000109	09/05/2019	Books	25.00	USD	Cost Center: CC10316 Enterprise Application Service Division: D70 Information Technology Fund: F10 Unrestricted Operating Fund Program: N15 Institutional Support Travel Classification: Non-Travel		Montclair State University	In Progress
Q	Expense Report: EXP-	08/08/2019	Z-DO NOT USE - Travel	0.00	USD	Cost Center: CC10316		Montclair State	Draft

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

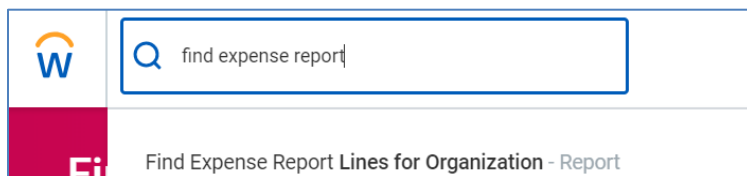
6) Click **Expense Report** and select **Change** from the drop-down menu.



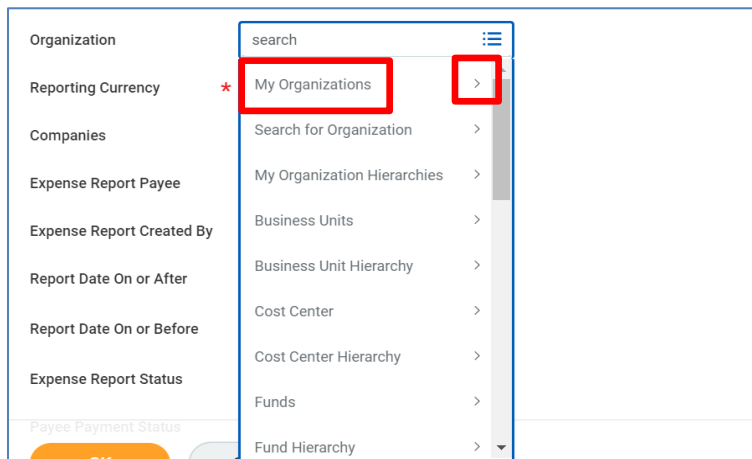
7) Make any changes and click **Submit** to send the expense report through the approval workflow.

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.

Find Expense Report Lines for Organization

Organization

Reporting Currency

Companies

Expense Report Payee

Expense Report Created By

Report Date On or After

Report Date On or Before

Expense Report Status

Budget Check Status

Payee Payment Status

4) Click **OK**.

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

Find Expense Report Lines for Organization

> Details

5 Items

Expense Report Line	Expense Report	Expense Report Line Date	Expense Item	Line Amount	Currency	Memo	Worktags	Company	Expense Report Status
<input type="button" value="Q"/>	<input type="button" value="Expense Report: EXP-00001308"/>	03/05/2020	Subscriptions	450.00	USD	Annual Membership	Cost Center: CC10323 VP of Student Development Division: D80 Student Development and Campus Life Fund: F10 Unrestricted Operating Fund Program: N14 Student Services Spend Classification: Non-Travel	Montclair State University	Draft
<input type="button" value="Q"/>	<input type="button" value="Expense Report: EXP-00001310"/>	03/05/2020	Lodging	151.31	USD	Hotel payment for Deborah Aguilar candidate for VP for Enrollment Management position	Cost Center: CC10323 VP of Student Development Division: D80 Student Development and Campus Life Fund: F10 Unrestricted	Montclair State University	Draft

6) From the Related Actions menu, hover over **Expense Report** and select **Cancel or Change** to take action.

Expense Report

Expense Lines: 1 item

Item	Amount	Currency
Subscriptions	450.00	USD

Payee Type: Employee
Company: Montclair State University
Currency: USD
Date: 03/05/2020

Division: D80 Student Development and Campus Life
Fund: F10 Unrestricted Operating Fund
Program: N14 Student

The system asks for confirmation regarding the cancelation of the expense report.

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

Cancel Expense Report?

EXP-00001308 Annual Membership

Pay To: Employee: Karen Pennington
Status: Draft
Personal: 0.00 USD
Prior Balance Applied: 0.00 USD
Cash Advance Applied: 0.00 USD
Reimbursement: 450.00 USD
Total: 450.00 USD

Expense Lines

1 item

Thu, Mar 5

Expense Line	Amount
Subscriptions Annual Membership	450.00 USD

Item Details

Date: 03/05/2020
Expense Item: Subscriptions
Quantity: 1
Per Unit Amount: 450.00
Total Amount: 450.00
Currency: USD

Merchant: (empty)
Receipt Included: No

OK Cancel

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

Expense Item Chart				
Expense Item	Expense Item categorized by Spend Category	Budget Pool	Expense Item Group	Instructional Text
Admission Fees-Non Travel	SC0168 Admission Fees/Tickets	Budget Pool - General Operating Broadway, Six Flags and Museum tix ... etc	Other Expenses	Used for Admission fees for parks, museums, etc. Not to be used for training events or conferences.
Admission Fees-Travel	SC0243 Travel	Budget Pool - Travel	Travel	
Airfare	SC0289 Airfare	Budget Pool - Travel	Travel	Please refer to the linked policy of the Fly America Act for Federal Grant related Airline travel
Airfare Class Upgrade Fee	SC0289 Airfare	Budget Pool - Travel	Travel	
Baggage Fees	SC0289 Airfare	Budget Pool - Travel	Travel	
Books	SC0127 Books	Budget Pool - General Operating	Other Expenses	
Car Rental	SC0290 Car Rental	Budget Pool - Travel	Travel	
Catering-off Campus	SC0003 Off campus Catering Services	Budget Pool - General Operating	Other Expenses	Must include list of attendees.
Catering-on Campus	SC0002 Catering Food Services	Budget Pool - General Operating	Other Expenses	
Change Ticket Fee	SC0289 Airfare	Budget Pool - Travel	Travel	
Coop Teacher Payment	SC0166 Stipends	Budget Pool - Financial Aid	Other Expenses	
Corp Credit Card Personal Expense	SC0243 Travel	Budget Pool - Travel	Other Expenses Travel	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.

Expense Item	Expense Item categorized by Spend Category	Budget Pool	Expense Item Group	Instructional Text
Domestic Meals (Multi-day Per Diem)	SC0292 Meals	Budget Pool - Travel	Travel	Consult the Federal GSA website https://www.gsa.gov 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 "half days" and will be reimbursed at 75%. If meals are provided, "not eligible" must be selected. Please Note that the Travel Journal is not available on the Spend Authorization
Dues/Memberships	SC0123 Memberships/Dues (No Req usage)	Budget Pool - General Operating	Other Expenses	
Employee Tuition Reimbursement	SC0481 Professional Training & Development		Other Expenses	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.
Food Supplies	SC0171 Food Supplies	Budget Pool - General Operating	Other Expenses	
Gift Card	SC0070 Incentives	Budget Pool - General Operating	Other Expenses	Not to be dispersed to employees
Grant Research Supplies	SC0172 Office Supplies	Budget Pool - General Operating For both University's on-line office supply contract (punch-out) and non-catalog requests.	Other Expenses	For Grant use only

Expense Item	Expense Item categorized by Spend Category	Budget Pool	Expense Item Group	Instructional Text
Group Meals	SC0292 Meals	Budget Pool - Travel	Other Expenses Travel	Groups Meals above GSA rates will require additional approvals
Group Meals-Non-Travel	SC0003 Off-campus Catering Services	Budget Pool - General Operating	Other Expenses	Groups Meals above GSA rates will require additional approvals All attendees must be listed. Team sports can attach a roster.
Hotel-Business Center	SC0291 Lodging	Budget Pool - Travel	Travel	
Incentives	SC0070 Incentives	Budget Pool - General Operating	Other Expenses	Used for research incentives.
Incidentals	SC0243 Travel	Budget Pool - Travel	Travel	Only to be used for 5.00/travel incidentals when not using Multiday per diem.
Int'l Visa Fee Non-Travel	SC0263 International Visa Processing	Budget Pool - General Operating	Other Expenses	
Int'l Visa Fee-Travel	SC0243 Travel	Budget Pool - Travel	Travel	
International Meals	SC0292 Meals	Budget Pool - Travel	Travel	Consult the Federal GSA website https://aoprals.state.gov/content.asp?content_id=184&menu_id=78 to obtain the per diem meals rates for your destination. Please provide the Travel location in the memo.
Internet Service	SC0247 Utilities - Cable/ Internet & Satellite Services	Budget Pool - Utilities	Other Expenses	
Internet Service-Travel	SC0243 Travel	Budget Pool - Travel	Travel	To be used for internet service while traveling.
Lab supplies	SC0146 Laboratory Supplies	Budget Pool - General Operating	Other Expenses	Please add the name of the Merchant used to purchase the item.
Laundry	SC0243 Travel	Budget Pool - Travel	Travel	
Lodging	SC0291 Lodging	Budget Pool - Travel	Travel	Check GSA rates at https://www.gsa.gov/travel/plan-book/per-diem-rates If your hotel is not listed, please choose Other.

Expense Item	Expense Item categorized by Spend Category	Budget Pool	Expense Item Group	Instructional Text
Marketing Copying/Printing	SC0118 Print Marketing Items	Budget Pool - Advertising and Marketing	Other Expenses	
Mileage	SC0243 Travel	Budget Pool - Travel	Travel	
Mileage (New Jersey Grant Travel)	SC0243 Travel	Budget Pool - Travel	Travel	For New Jersey Grant Travel only
Mileage- O/S Conversion	SC999C Cash Conversion		Travel	
Non-Marketing Copying/Printing	SC0181 Print (Non Marketing) Items	Budget Pool - General Operating Printed paper materials for use by MSU internally such as lab notes, manuals, etc.	Other Expenses	
Non Per Diem Meals-Breakfast	SC0292 Meals	Budget Pool - Travel	Other Expenses Travel	To be used in lieu of Per Diem, when actual cost of meal is desired. Please note: Reimbursement may not be more than the GSA rate for destination location. http://gsa.gov/travel/plan-book/per-diem-rates
Non Per Diem Meals-Dinner	SC0292 Meals	Budget Pool - Travel	Other Expenses Travel	To be used in lieu of Per Diem, when actual cost of the meal is desired. Please note: Reimbursement may not be more than the GSA rate for the destination location. https://gsa.gov/travel/plan-book/per-diem-rates
Non Per Diem Meals-Lunch	SC0292 Meals	Budget Pool - Travel	Other Expenses Travel	To be used in lieu of Per Diem, when actual cost of meal is desired. Please note: Reimbursement may not be more than the GSA rate for destination location. https://gsa.gov/travel/plan-book/per-diem-rates
Non Travel-Registration/Training Fee	SC0030 Registrations	Budget Pool - General Operating	Other Expenses	

Expense Item	Expense Item categorized by Spend Category	Budget Pool	Expense Item Group	Instructional Text
Office Supplies	SC0172 Office Supplies	Budget Pool - General Operating For both University's on-line office supply contract (punch-out) and non-catalog requests.	Other Expenses	
Other Transportation	SC0290 Car Rental	Budget Pool - Travel	Travel	
Outside CONUS (Multi-day)	SC0292 Meals	Budget Pool - Travel	Other Expenses Travel	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.
Participant Cost-Grants	SC0261 Participant Costs		Other Expenses Travel	This expense item is for Grant use only.
Per Diem - Breakfast	SC0292 Meals	Budget Pool - Travel	Travel	
Per Diem - Dinner	SC0292 Meals	Budget Pool - Travel	Travel	
Per Diem - Lunch	SC0292 Meals	Budget Pool - Travel	Travel	
Postage	SC0262 Shipping & Freight/Bulk Mail	Budget Pool - General Operating	Other Expenses	
Real Estate Repair & Maintenance	SC0079 Equipment Repair & Maintenance Services	Budget Pool - General Operating		
Rental Car Fuel	SC0290 Car Rental	Budget Pool - Travel	Travel	
Room & Tax	SC0291 Lodging	Budget Pool - Travel		
Shipping & Freight	SC0262 Shipping & Freight/Bulk Mail	Budget Pool - General Operating	Other Expenses	

Expense Item	Expense Item categorized by Spend Category	Budget Pool	Expense Item Group	Instructional Text
Space Rental	SC0139 Space Rental	Budget Pool - General Operating	Other Expenses	
Subscriptions	SC0170 Subscriptions - Non- Software (No req usage)	Budget Pool - General Operating	Other Expenses	
Telephone Reimbursement	SC0242 IT - Networking & Telecommuni cation Services	Budget Pool - General Operating	Travel	
Theater Production Supplies & Costumes	SC0183 Theater Production Costumes	Budget Pool - General Operating	Other Expenses	
Tolls/Parking	SC0243 Travel	Budget Pool - Travel	Travel	
Travel Registration/Tra ining Fee	SC0488 Registration - Travel		Travel	
Univ. Development Business Meals	SC0292 Meals	Budget Pool - Travel	Travel	For Univ. Development Use Only
Vehicle Towing Services	SC0258 Vehicle Towing Services	Budget Pool - General Operating	Travel	