
Finance: Spend Authorization and Expense
workday.
MONTCLAIR STATE
UNIVERSITY

Contents

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 <u>ONLY</u> 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)**

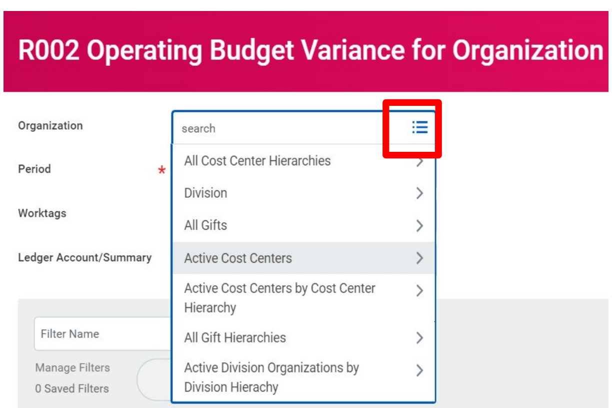
Once approved, the spend authorization will encumber the amount of the request against the Cost Center's budget.

Please see the detailed spend item chart that can be selected for travel and other expenses.

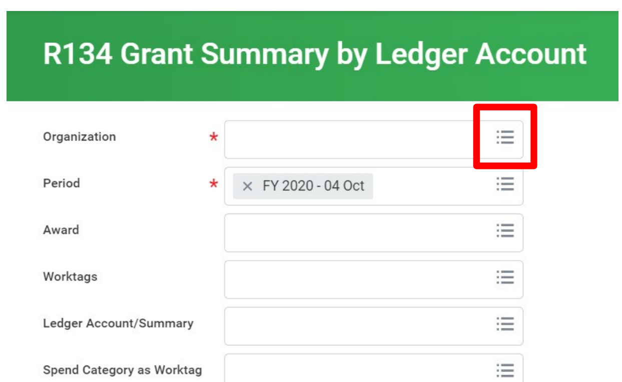
I. Check Budget

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.

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 $	Available Budget %
Personnel Expense	1,807,345.60	0.00	1,807,345.60	0.00	0.00	0.00	1,807,345.60	100.0%
Non-Position Controlled	594,209.43	0.00	594,209.43	0.00	0.00	0.00	594,209.43	100.0%
Position Controlled	1,213,136.17	0.00	1,213,136.17	0.00	0.00	0.00	1,213,136.17	100.0%
Total Personnel Expense	*1,807,345.60*	*0.00*	*1,807,345.60*	*0.00*	*0.00*	*0.00*	*1,807,345.60*	*100.0%*
Non-Personnel Expense	5,916.00	0.00	5,916.00	0.00	0.00	337.50	5,578.50	94.3%
General Operating	5,536.00	0.00	5,536.00	0.00	0.00	337.50	5,198.50	93.9%
Materials and Supplies	3,035.00	0.00	3,035.00	0.00	0.00	337.50	2,697.50	88.9%
Services	2,501.00	0.00	2,501.00	0.00	0.00	0.00	2,501.00	100.0%
Travel	380.00	0.00	380.00	0.00	0.00	0.00	380.00	100.0%
Total Non-Personnel Expense	*5,916.00*	*0.00*	*5,916.00*	*0.00*	*0.00*	*337.50*	*5,578.50*	*94.3%*
Total Expense	*1,813,261.60*	*0.00*	*1,813,261.60*	*0.00*	*0.00*	*337.50*	*1,812,924.10*	*100.0%*

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.

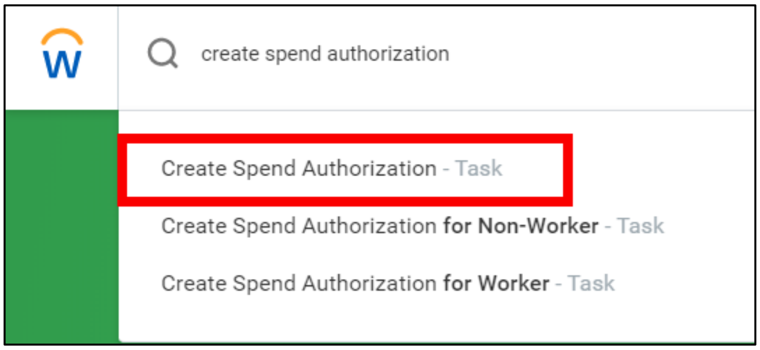
II. 3 Kinds of Spend Authorization Request

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.

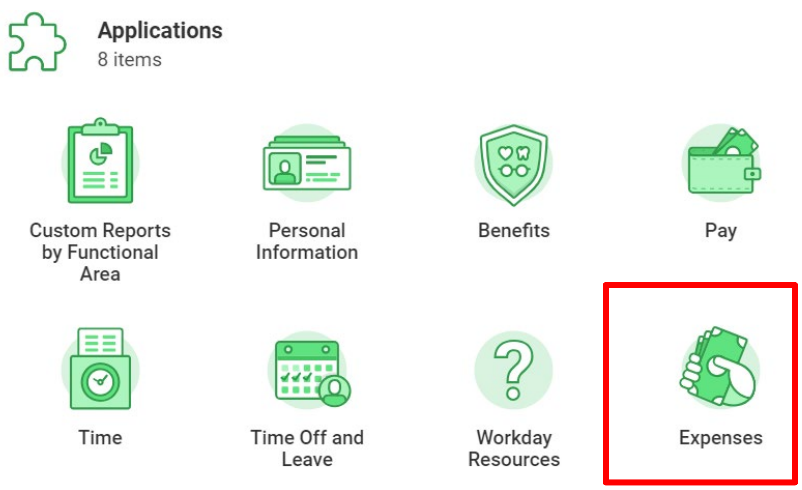
Note – If the student is an employee of the University (student worker), you must process the spend authorization and expense report on behalf of the student worker the same way you do all employees.

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**.

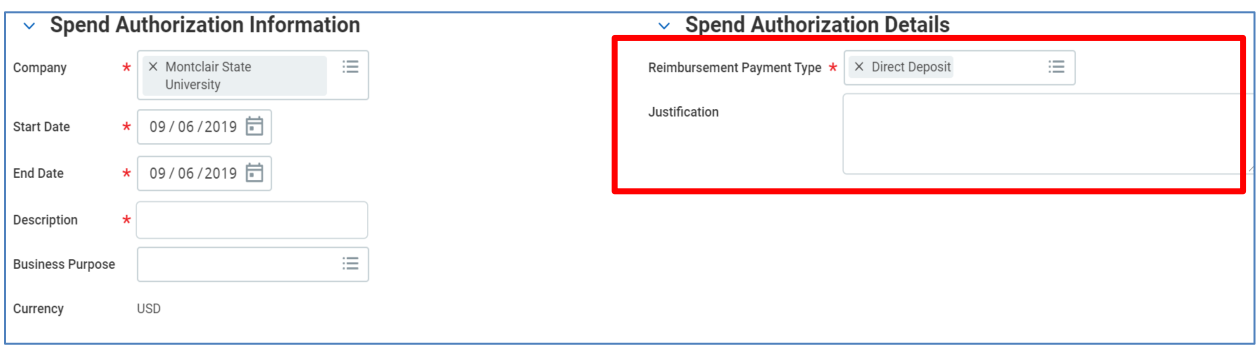


2) From the *Create Spend Authorization* screen, go to the *Spend Authorization Information* section and enter the following:

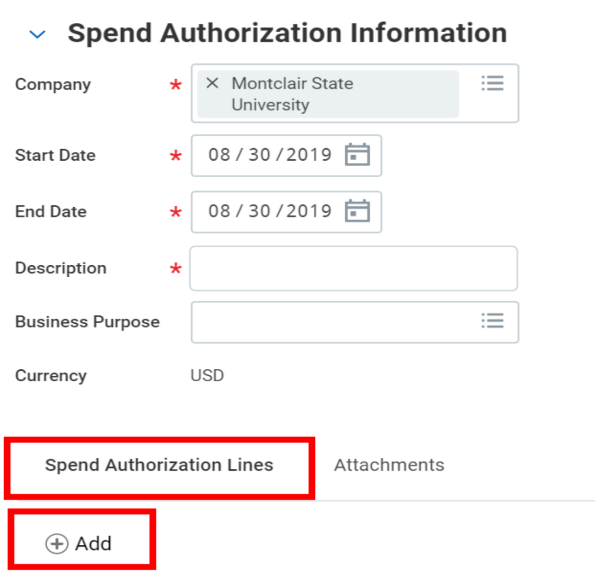
- **Company:** This field defaults to Montclair State University.
- **Start Date:** Select the start date of the trip.
- **End Date:** Select the end date of the trip**.**
- **Description:** Enter the title of the request (name of the event, etc.).
- **Business Purpose:** Select the item associated with 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.

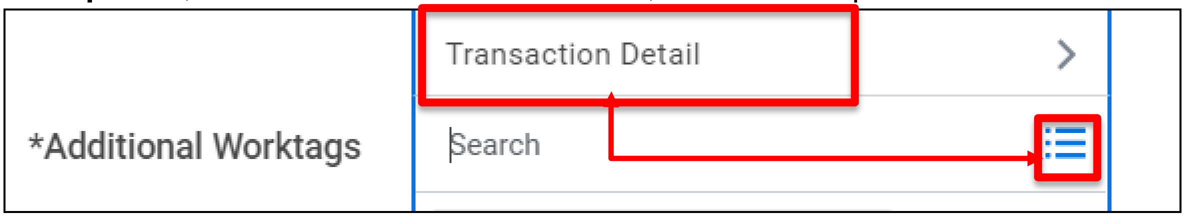
  To ***split a line item*** in a spend authorization, the requester must add a separate line for the same expense item and indicate the amount assigned to each specific cost center, gift, or grant.

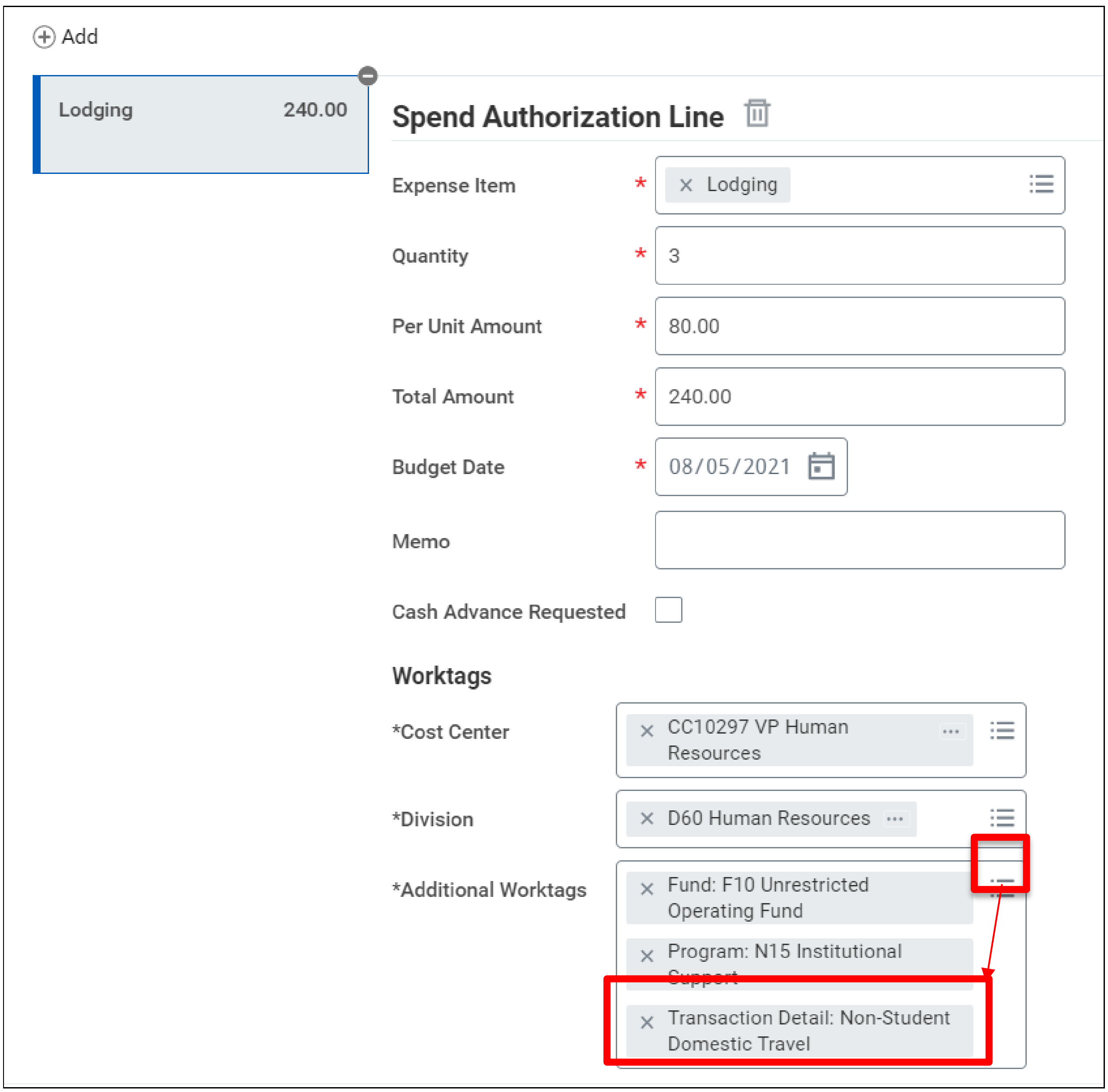
  For example, suppose a hotel room expense was split between a cost center and/or gift and/or grant. In that case, the first line of the spend authorization should read "Lodging," The Worktags should reflect the first Cost Center, Grant, Gift, and the amount field should reflect the amount to be encumbered.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



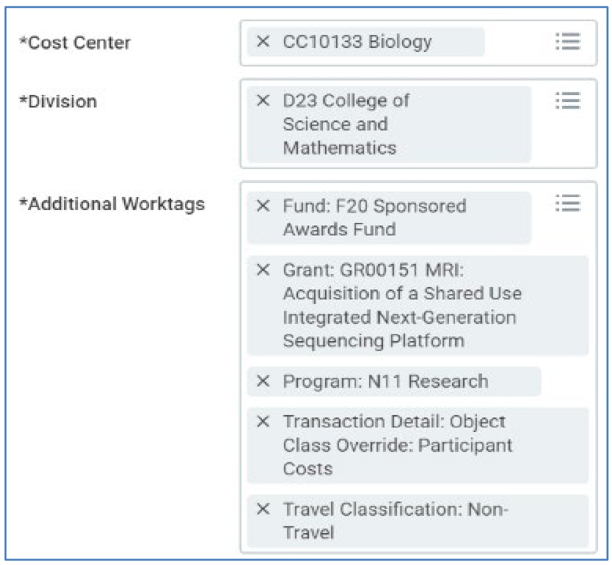


IMPORTANT: If a Grant, Gift, or Project is being used, delete all default worktags (cost center, etc.) by clicking the **X** in the corresponding field to remove the default and select the appropriate driver worktag in the Additional Worktags field. The remaining fields default based on the selection.

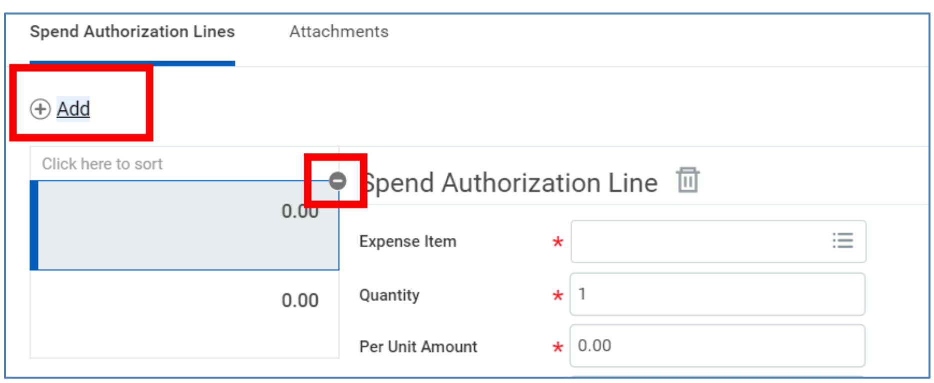
Note – For expenses related to **Grants** that involve travel, the following worktags, located under the *Additional Worktags* field, must be completed:

- 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.



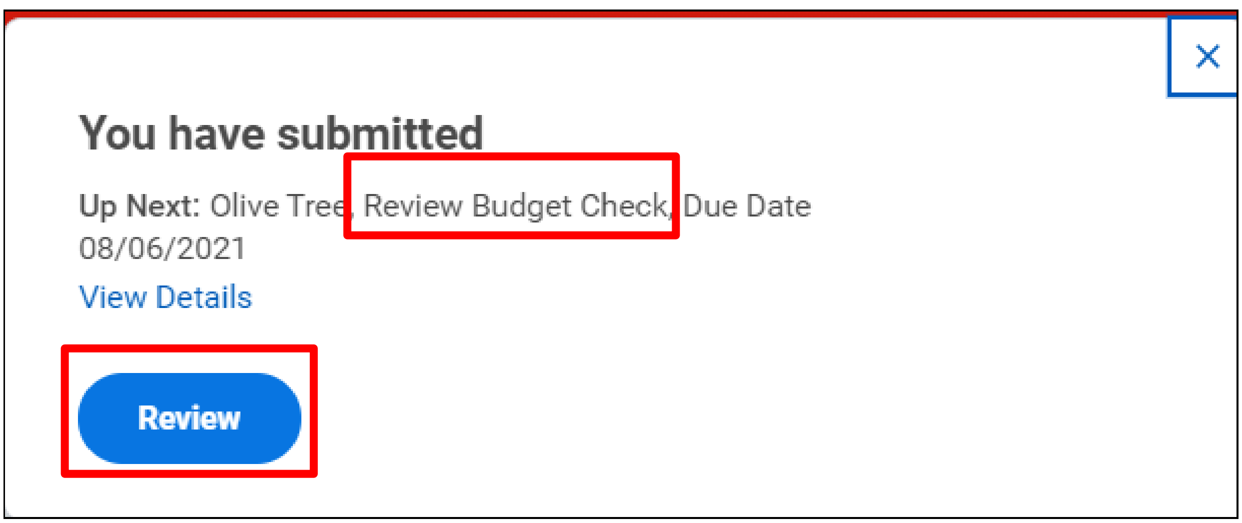
6) Click the **Attachments** tab to add documentation. Attachments are required and **must** include the conference/meeting details, including meals that will be provided, along with documented reasons if lodging is above the GSA rate and any other backup required by the Cost Center.

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

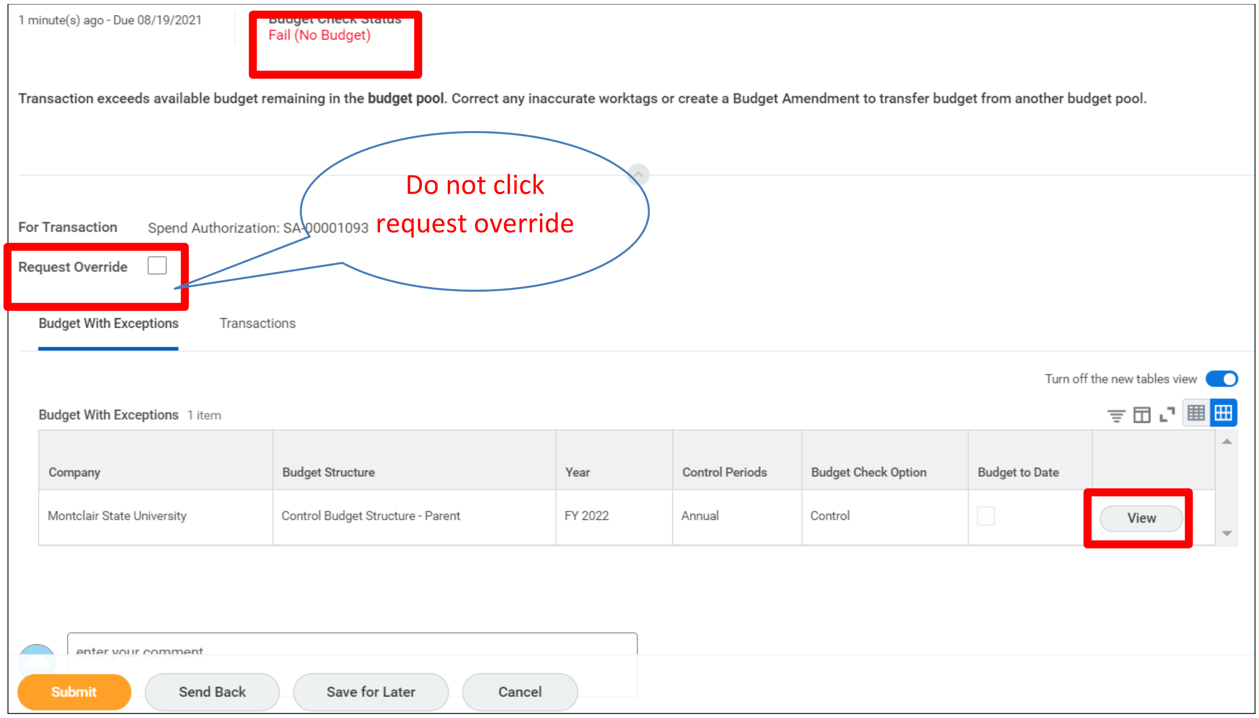
If the system finds an issue with the budget versus your request, a "Review Budget Check" action and Review button displays on the screen, once the request is submitted. An item will also be sent to your Inbox, Actions tab. **NOTE: This request will NOT be sent to the approver for review if there is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



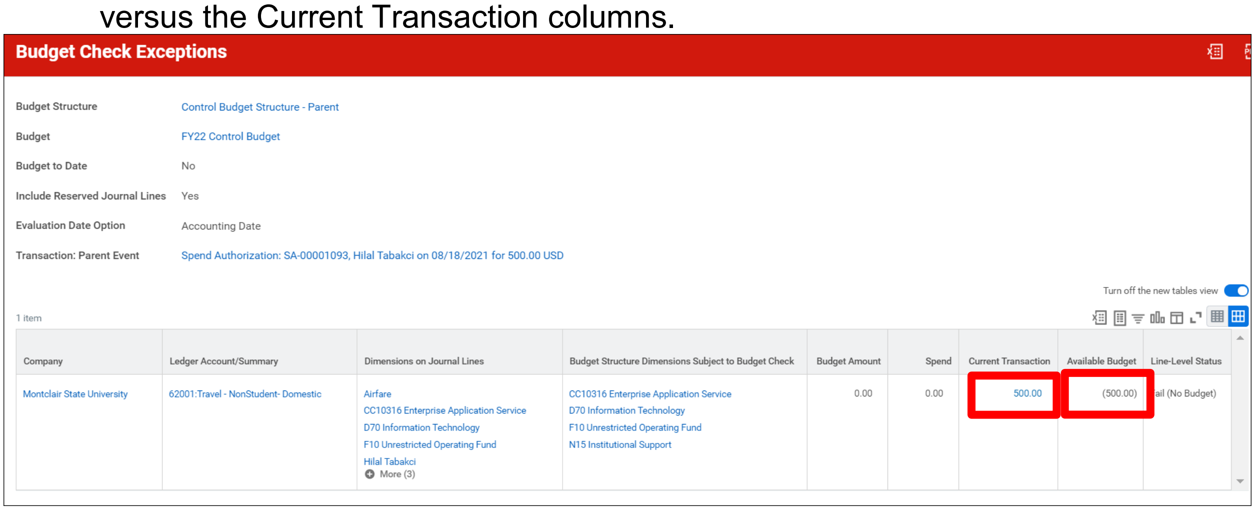
1) Click the **Review** button to drill into the request to find the issue.

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.

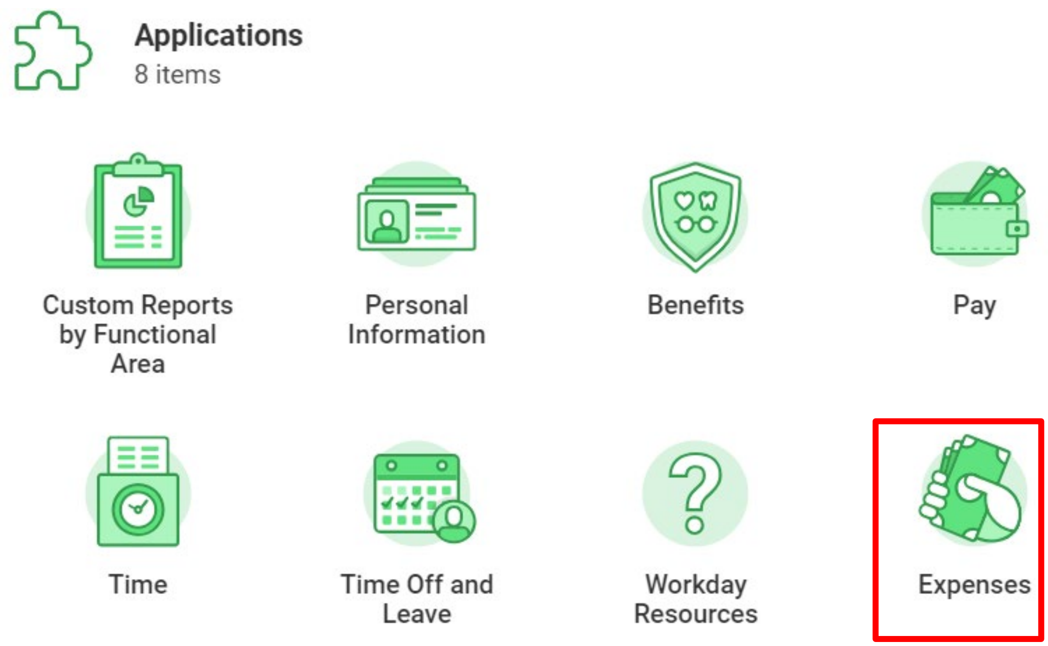


4) Based on the information provided, decide if a Budget amendment needs to be completed or if the request should be edited to adjust the Worktags.

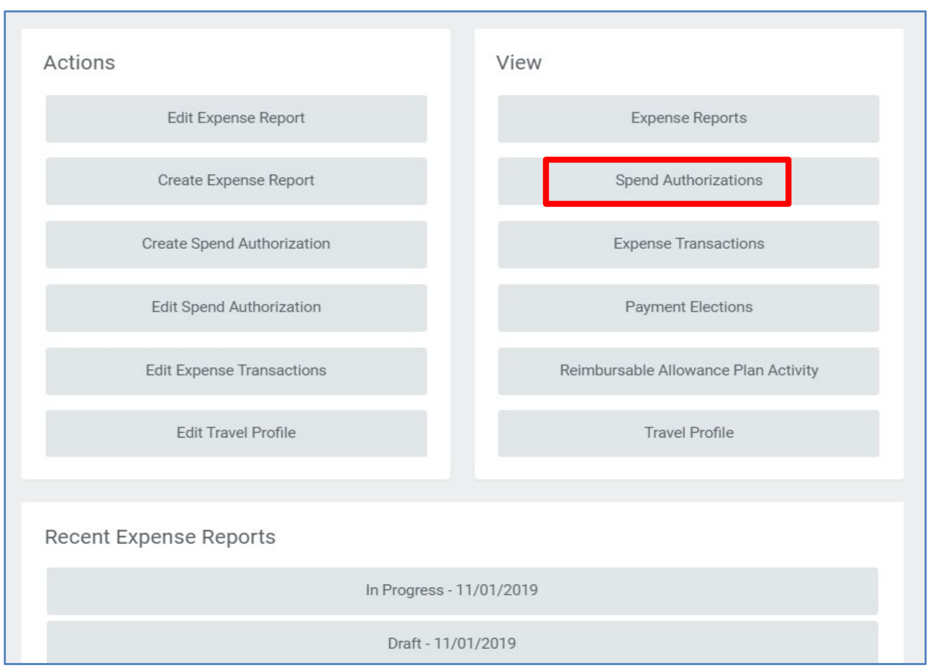
V. Manage Spend Authorizations

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.)

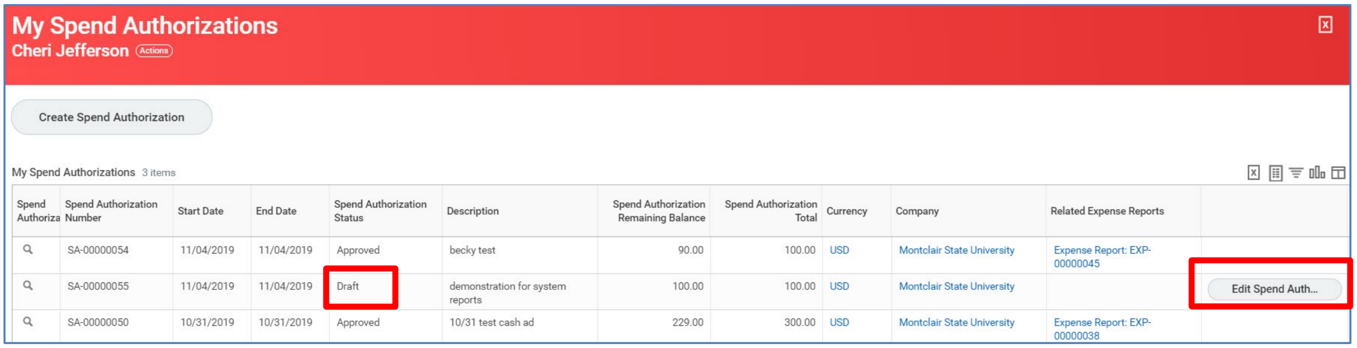


1) Under the *View* section on the right of the dashboard, select **Spend Authorization**.



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.

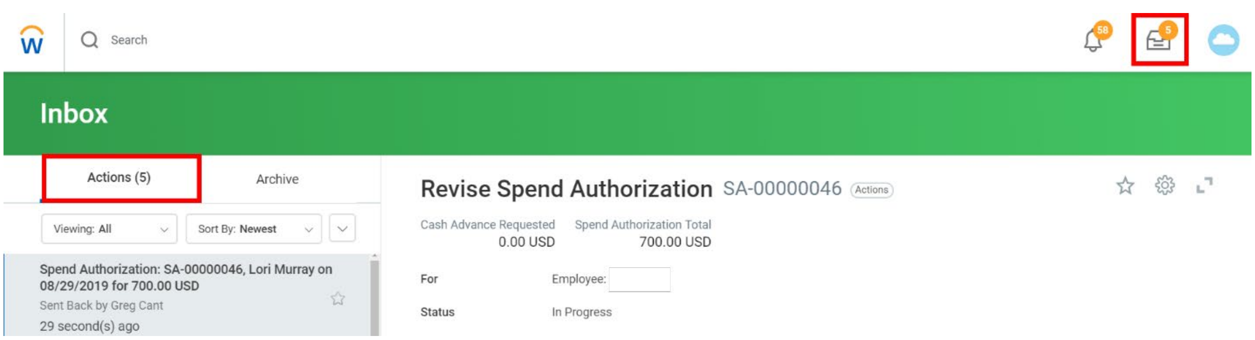
VI. Approval Process

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.

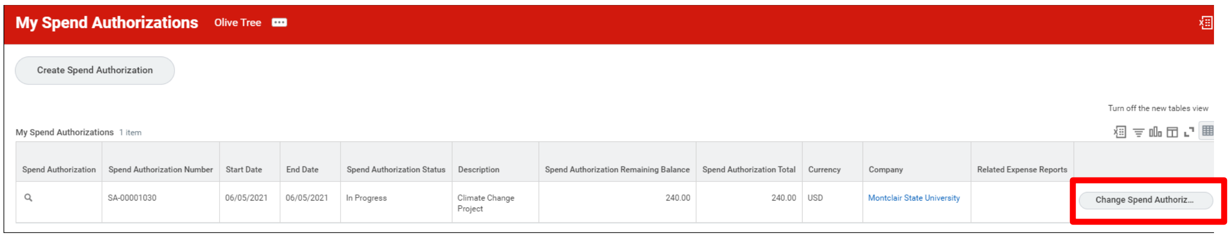


VII. Save for Later/ Draft

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

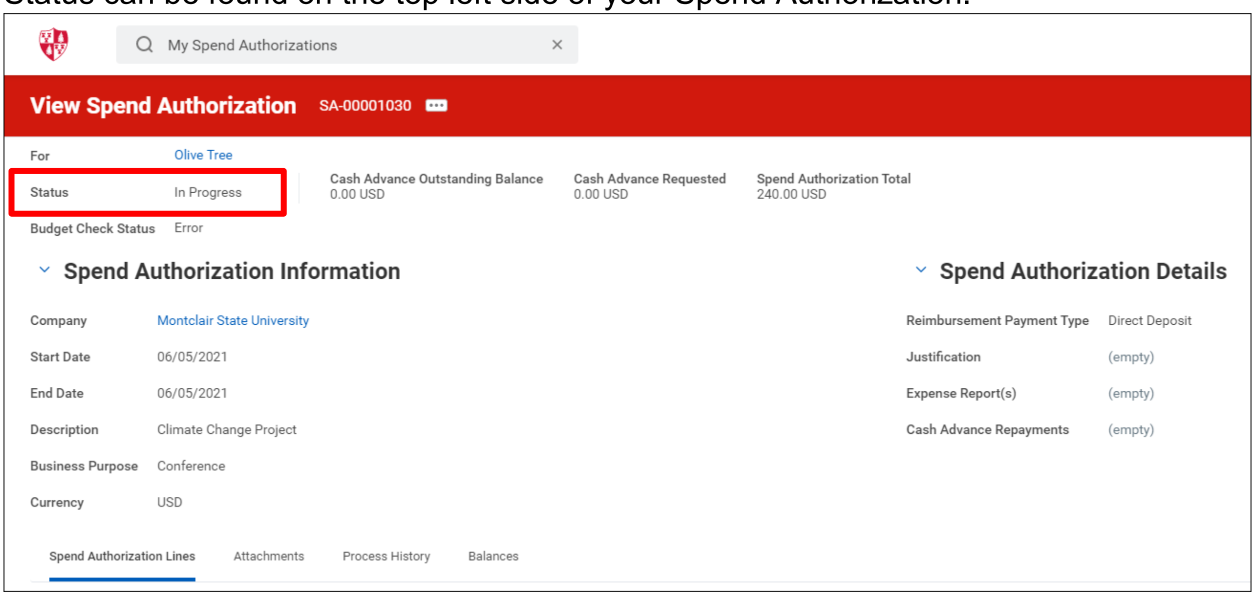
2) To locate the Spend Authorization in Draft status, click the Expenses application icon in the applications section of your Home Page.

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



VIII. Check the Status of Approval

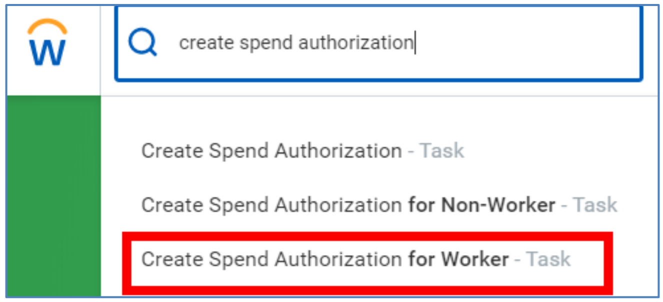
Status can be found on the top left side of your Spend Authorization.



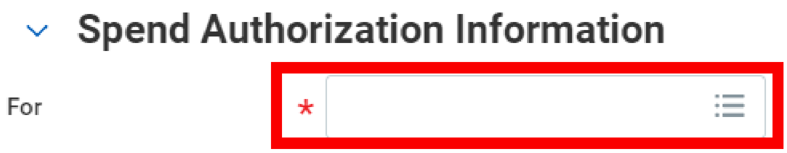
IX. Create Spend Authorization Request on behalf of another Employee (FOR WORKER)

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.

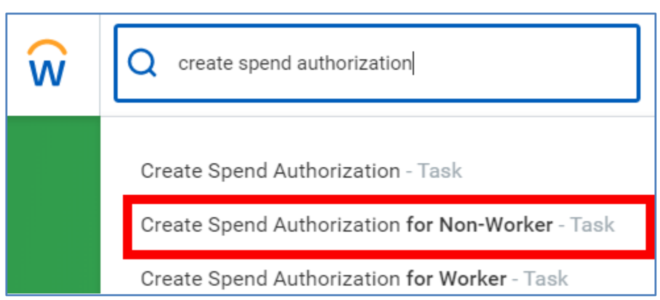


3) The person entering this Spend Authorization for worker may not be able to follow the approval workflow unless they have access to that particular Cost center.
4) Continue from **Step 2** of **Create Spend Authorization Request** in the previous section.

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

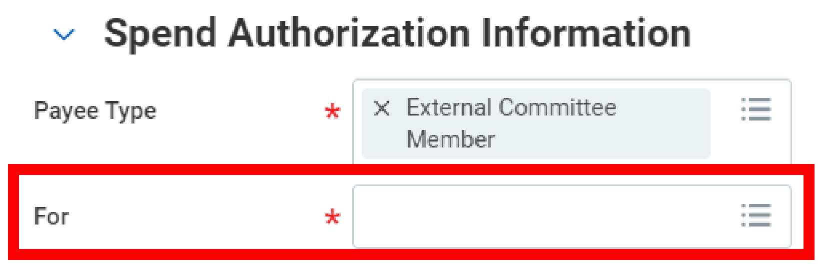
The Cost Center Finance Specialist role can initiate this business process.

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.

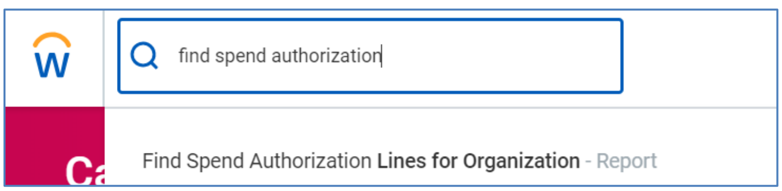


3) Continue from **Step 2** of **Create Spend Authorization Request** in the previous section.

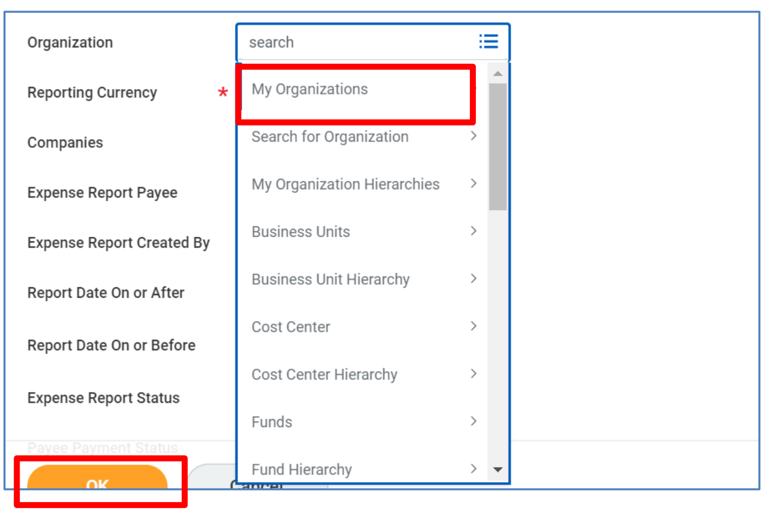
XI. Edit "On Behalf Of" Spend Authorization

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

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

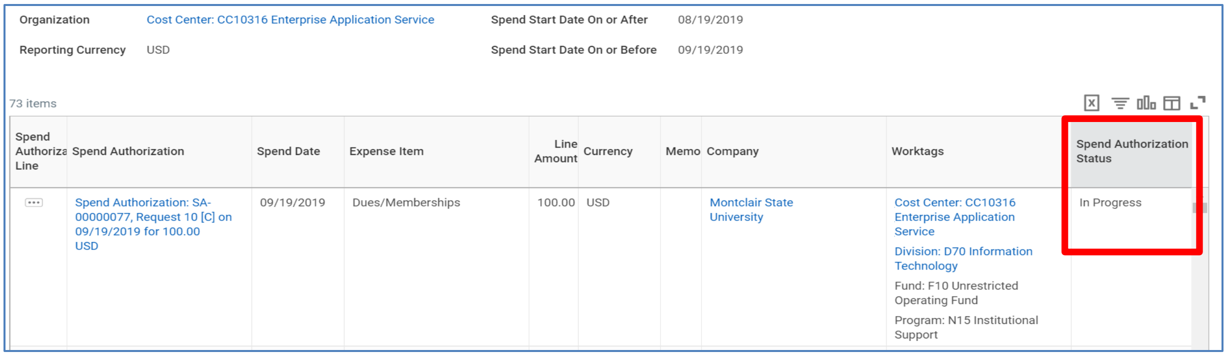


In the **Organization** field, select the **Prompt** icon and **My Organizations** to view a list of those cost centers associated with you and select the appropriate cost center.



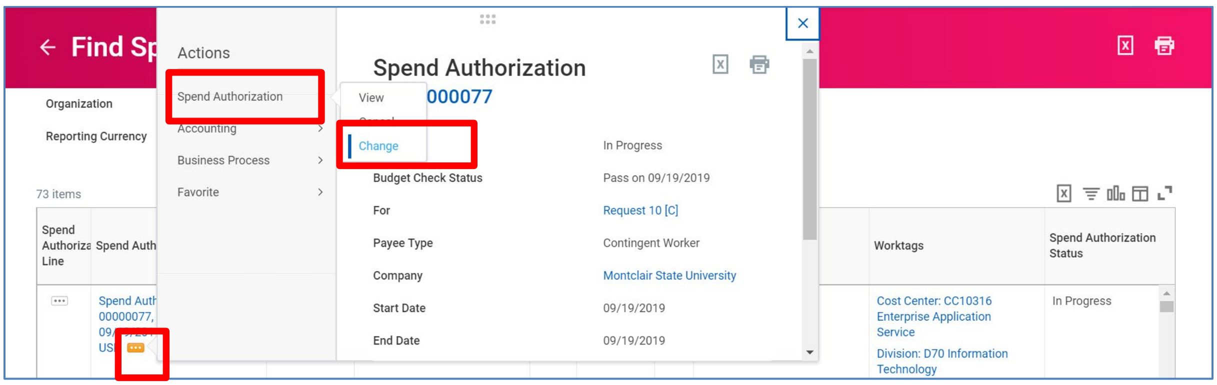
Click **OK**.

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.

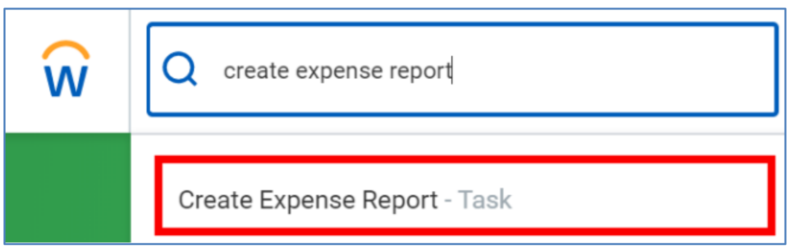
I. There are three different ways to create an Expense Report.

1. Employee as Self

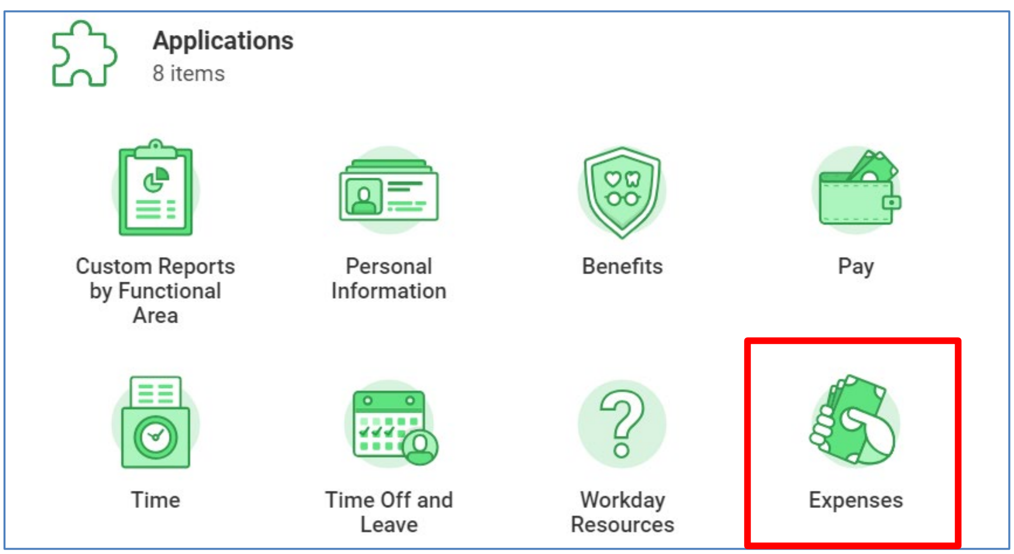
2. Expense on behalf of Worker - The person entering this Spend Authorization for worker may not be able to follow the approval workflow unless they have access to that particular Cost center.

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

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

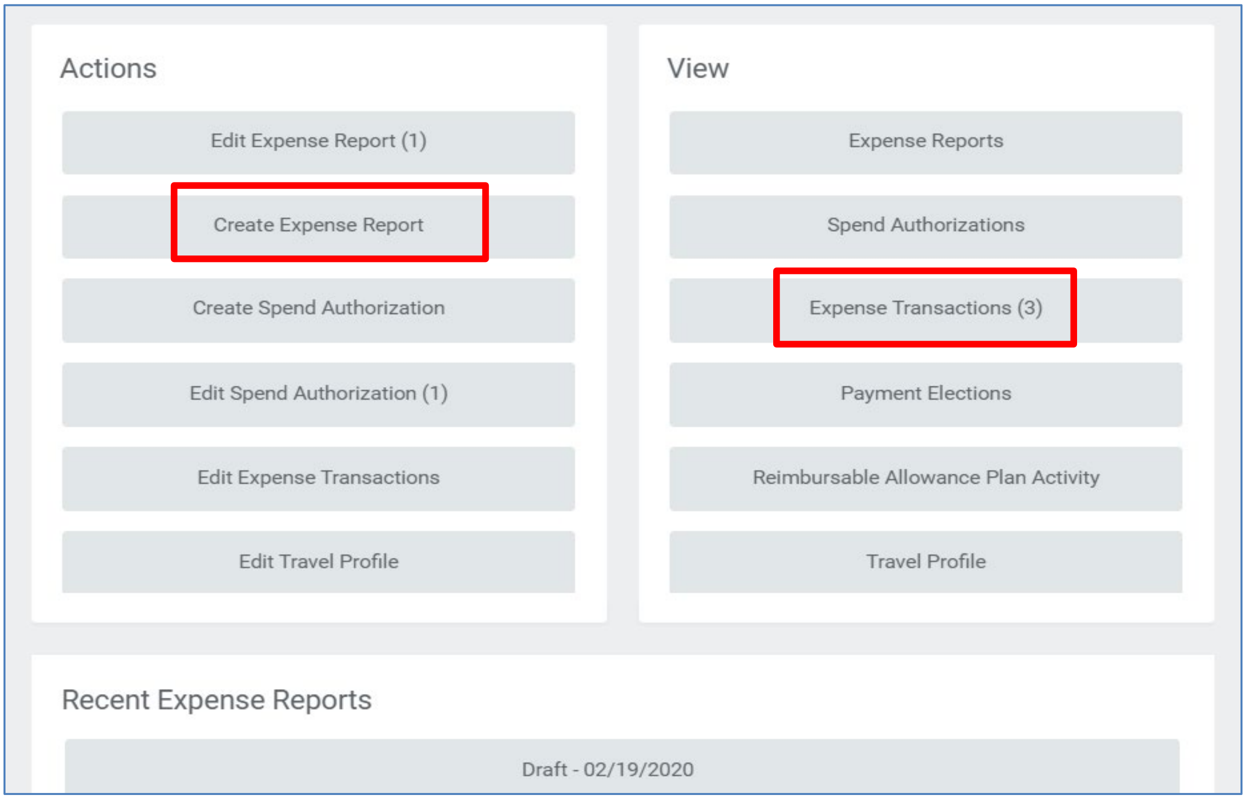


OR, from the homepage *Applications* section.



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.

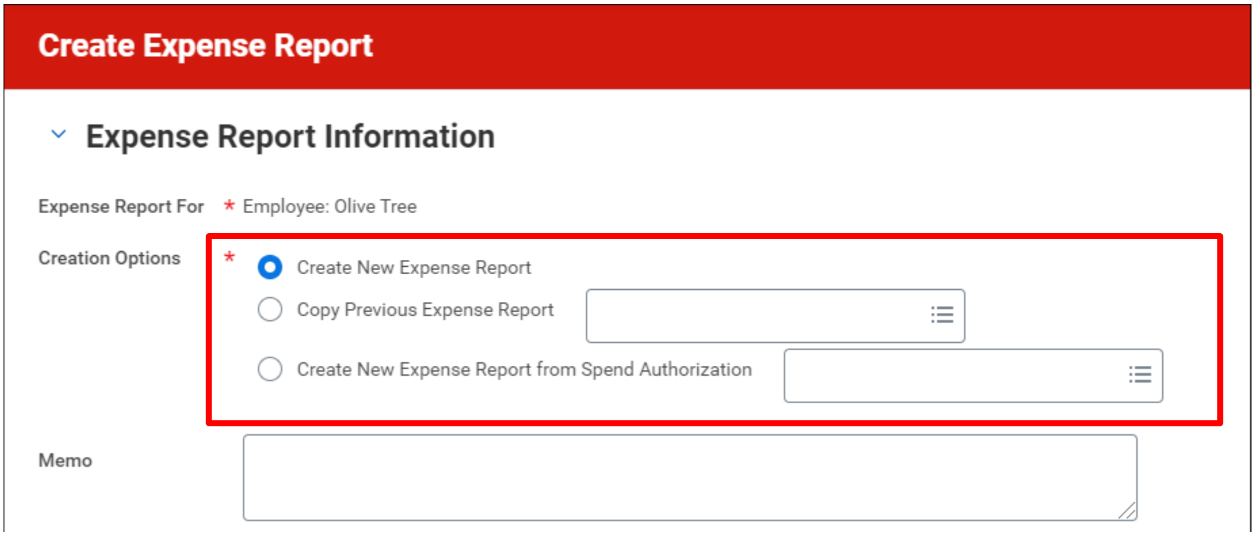


3) From the **Expense** screen, select one of the following options:

- **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).

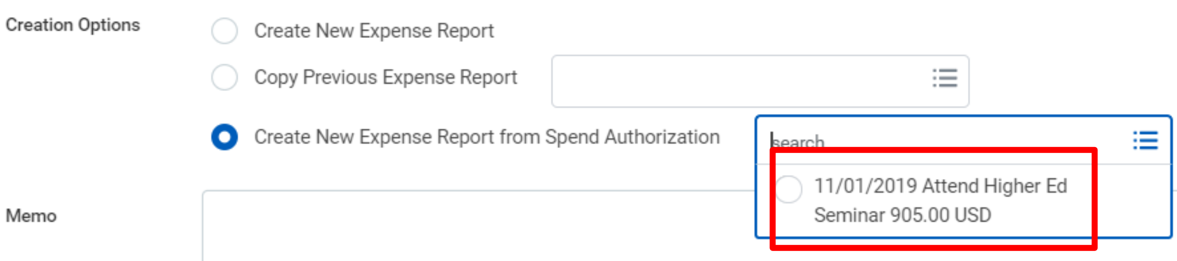
- **Copy Previous Expense Report:** This allows you to copy an expense report you have submitted previously in order to bring in similar data. For example, this can be used for recurring trips that have the exact location and mileage.

- **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.

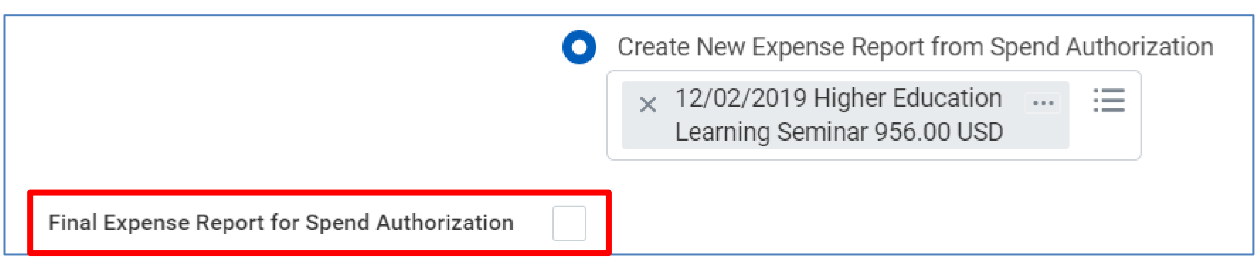


4) If the expense relates to overnight travel or a cash advance, select **Create New Expense Report from Spend Authorization** and select the **Spend Authorization** associated with this expense report from the list.

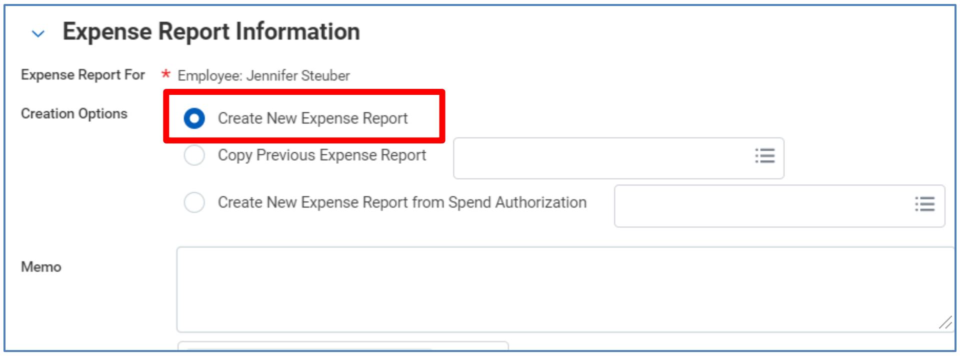
Note – The **Spend Authorization** must be ***approved*** prior to linking it to your expense report.



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:



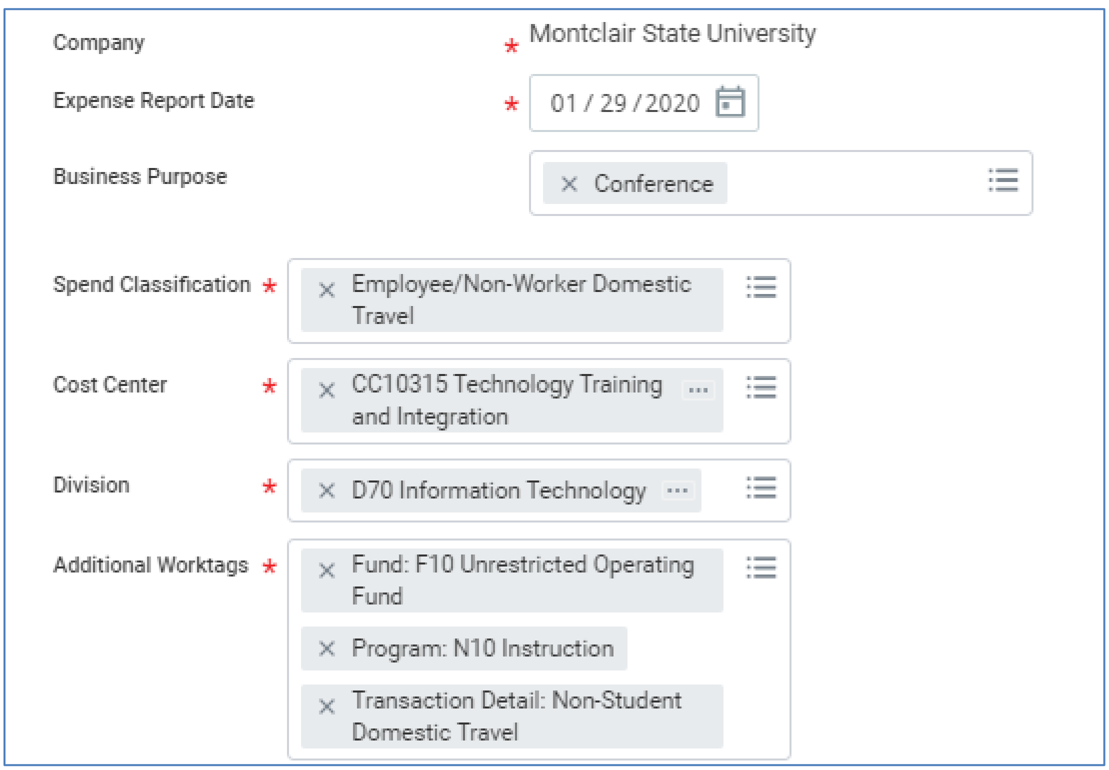
- **Company**: This field defaults to Montclair State University.
- **Expense Report Date**: Enter today's date.
- **Business Purpose**: Select the item associated with the business purpose of the expense. This field is searchable by typing the name of the item (i.e., conference) and is required.
- **Spend 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.

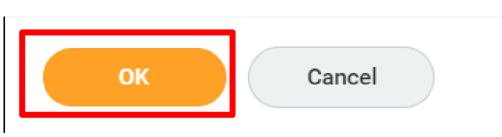
Object Class Override: Participant Costs - (Grant use only) Travel expense can be driven to the Participant Cost budget of a grant, rather than the Travel budget, by using the Participant Cost override.

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.

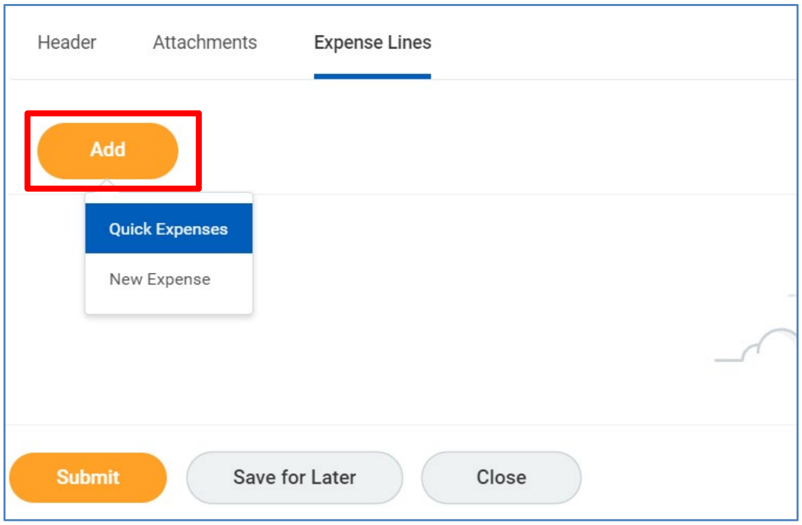
- ***Transaction Detail code is required** in additional worktags. There are six selections.*
    1. Non-Student Domestic Travel
    2. Non-Student International Travel
    3. Student Domestic Travel
    4. Student International Travel
    5. Object Class Override: Other Operating - *(Grant use only)*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



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

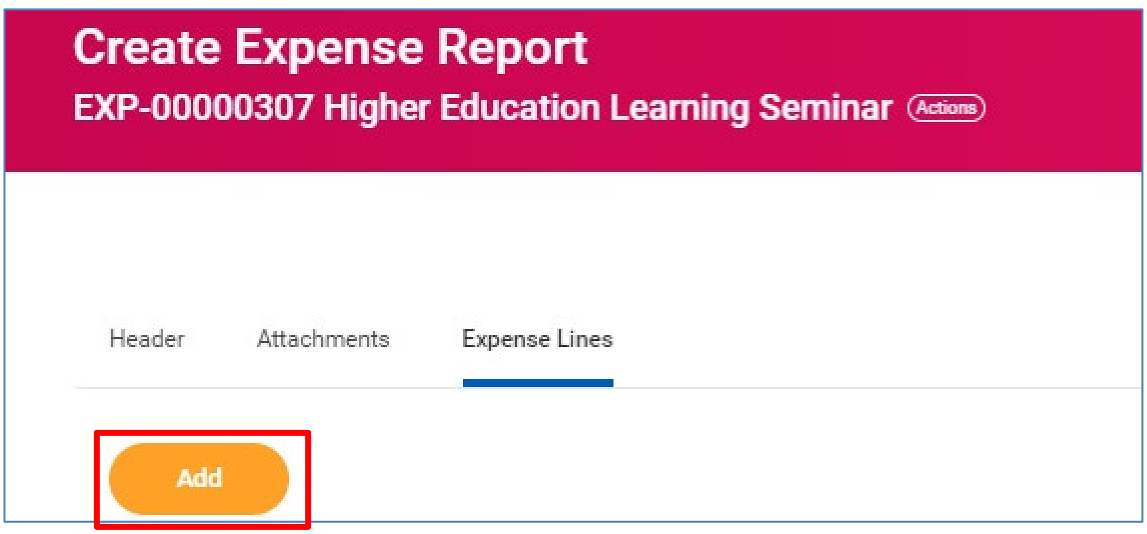


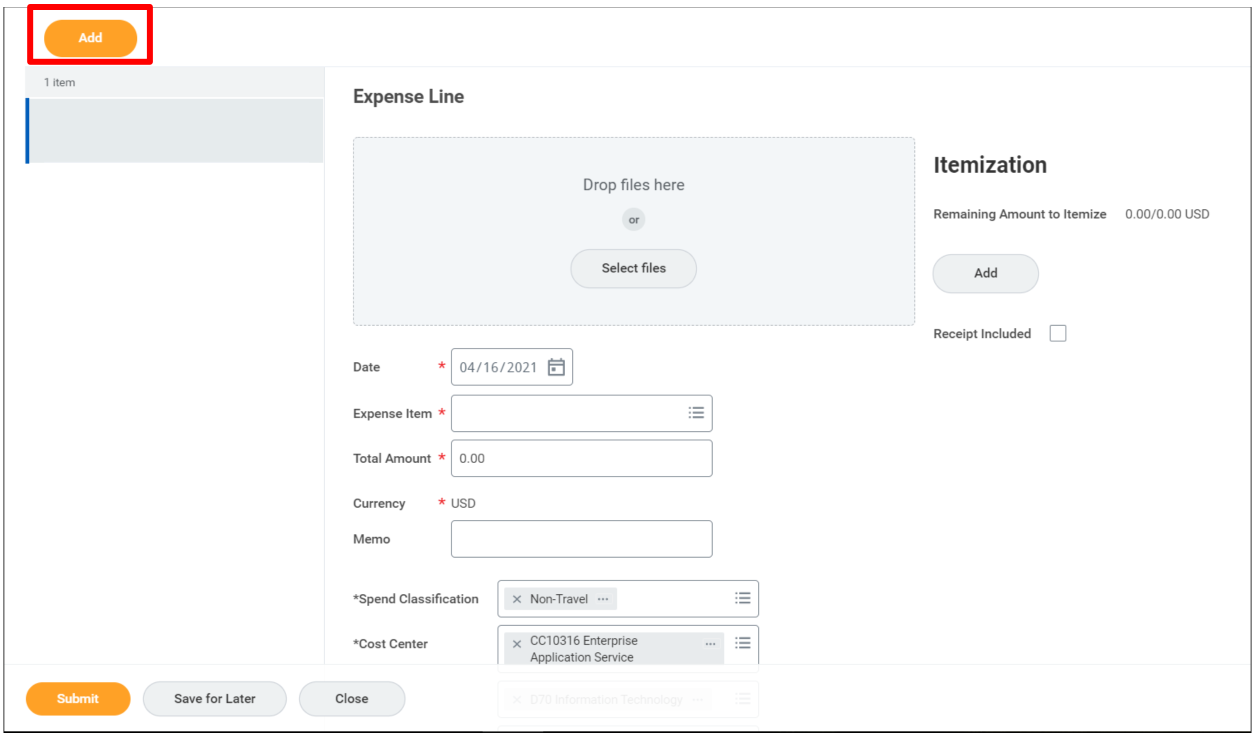
Note: If there are unallocated receipts in the Quick Expenses tab, the requester must select if the new line will be created from the Quick Expense (uploaded receipt) or as a brand new expense item.



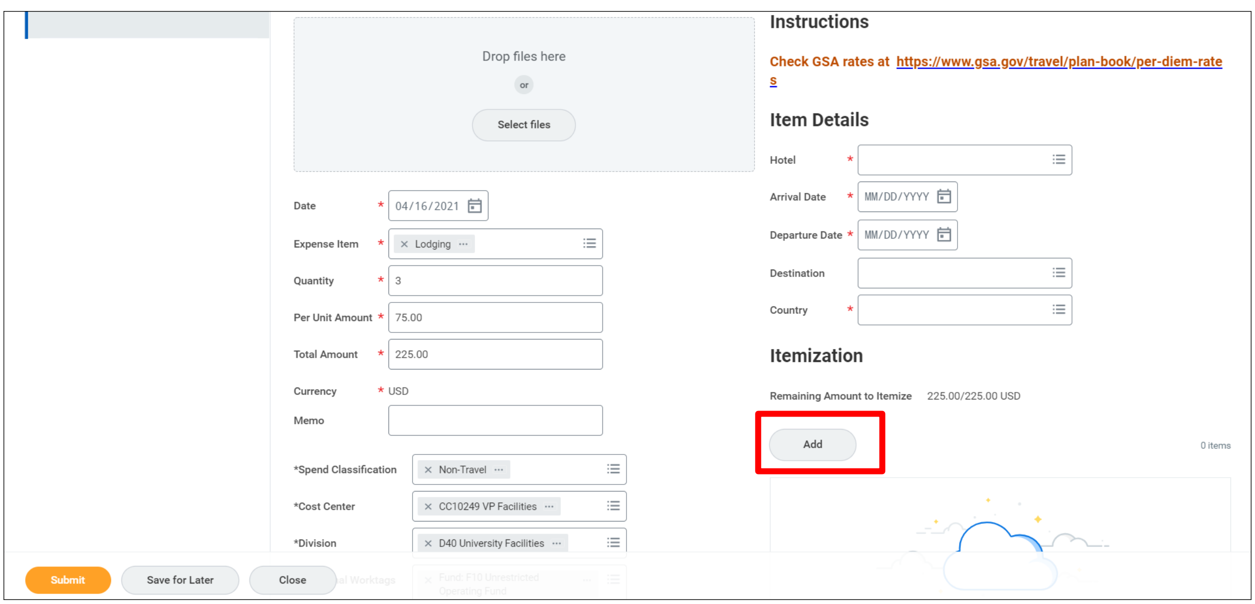
Enter a separate line for each expense. For example, Lodging/hotel should be one line, airfare would be another, and finally, per diem is a separate line as well.

Note – If there are no expense lines entered, the Report will not be allowed to be submitted for approval.



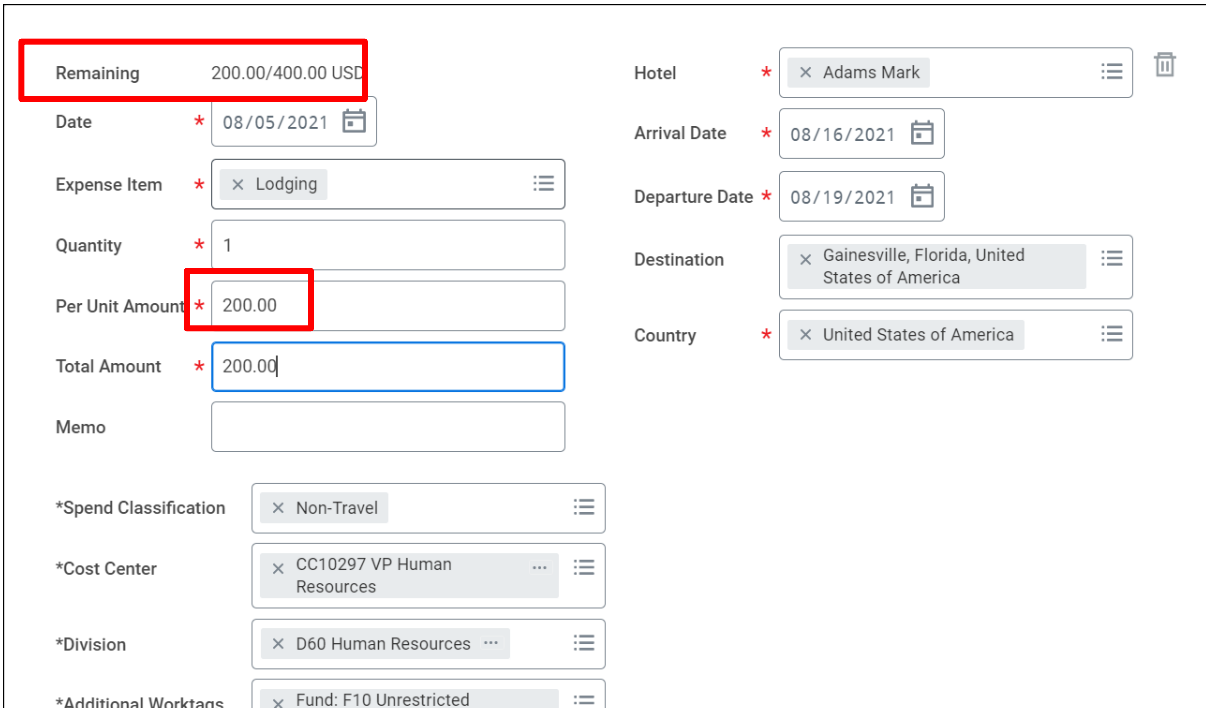


If you need to charge multiple cost centers for one expense item. To ***split a line item*** in an expense report, the requester must itemize the line and indicate the amount to be assigned for each specific cost center, gift, or grant.

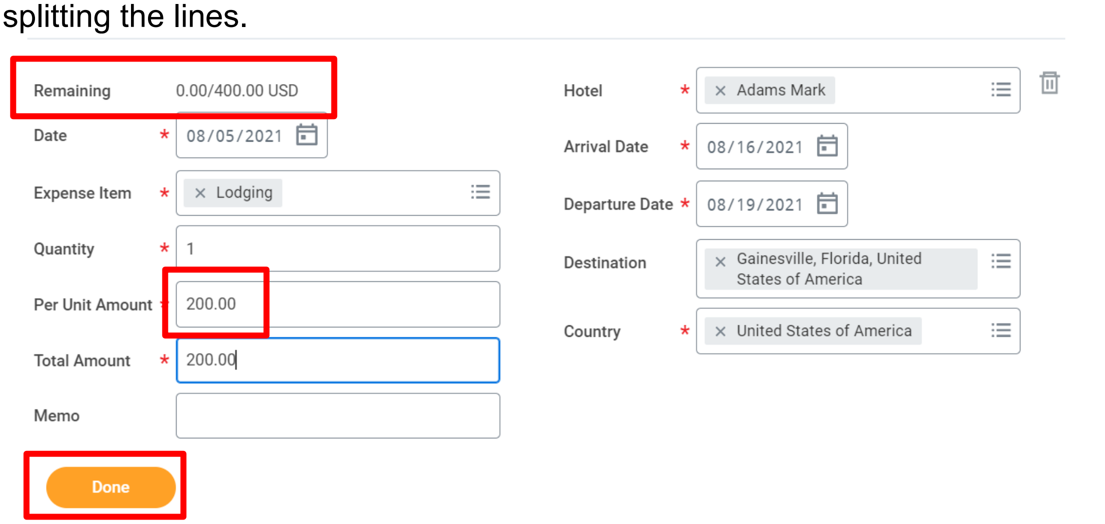


For example, if a hotel room expense were to be split between a cost center and/or gift and/or grant, the first line of the expense report should read "Lodging," and the Worktags should reflect the first Cost Center, Grant, Gift, and the amount field should reflect the amount to be encumbered.

The next line(s) should reflect the next cost center/gift/grant that will encumber a portion, or remainder, of the overall expense.



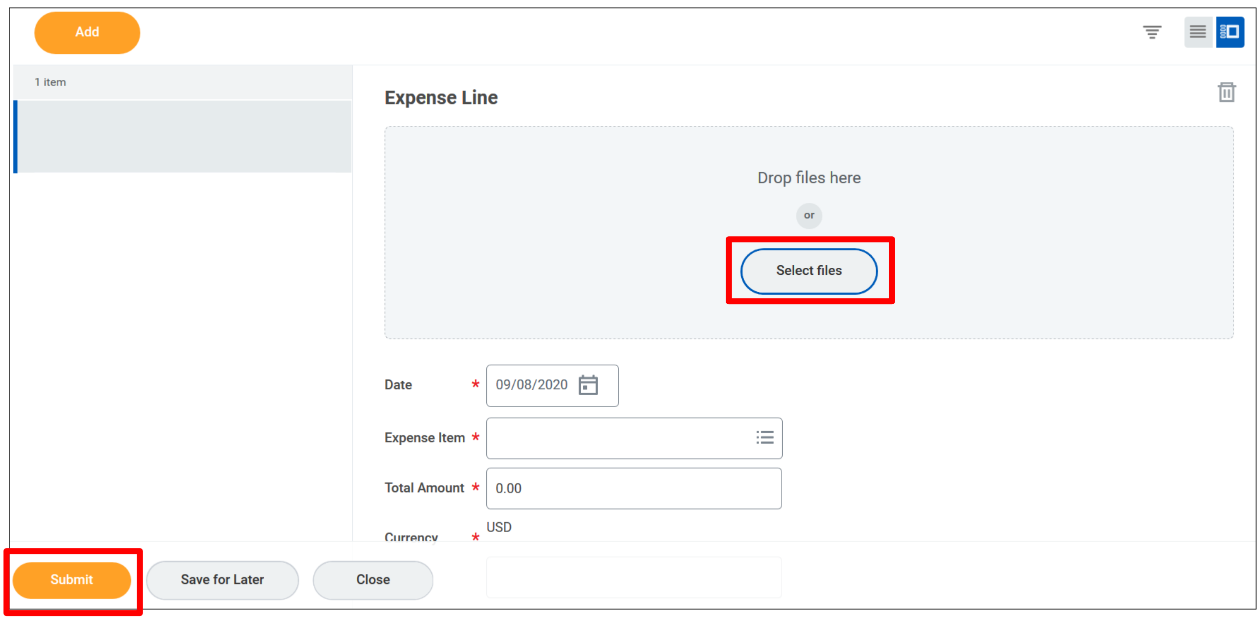
Note – Confirm that the entire amount of each expense line has been accounted for when splitting the lines.



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:

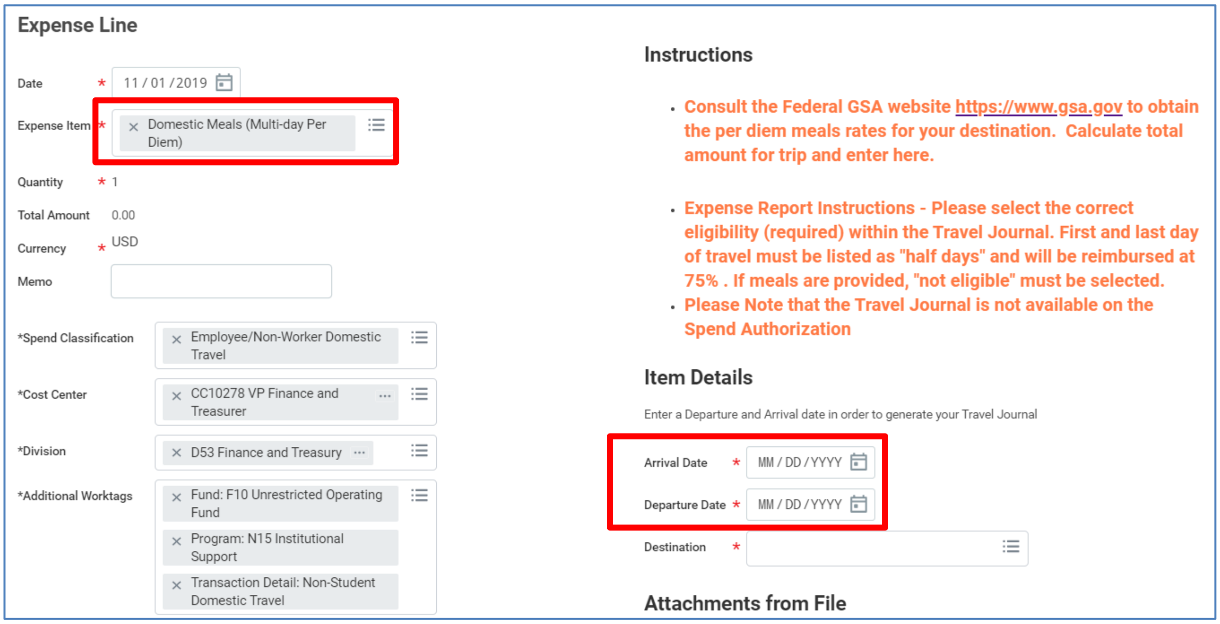
1) Select Non Per Diem Breakfast, Lunch, or Dinner from the **Expense Line** field.
2) Enter the ACTUAL cost of the expense into the **Per Unit Amount** field. Receipts for meals expenses over $10.00 are required and need to be attached. The actual expense cost for a non per diem meal must be LESS than 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.

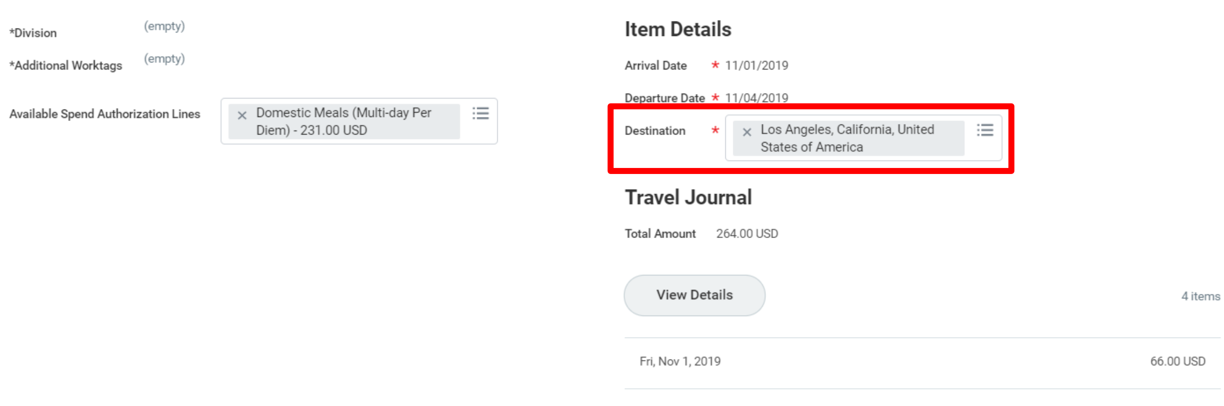
1) Within the line item, select **Domestic Meals (Multi-Day Per Diem)** from the **Expense Item** field.

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

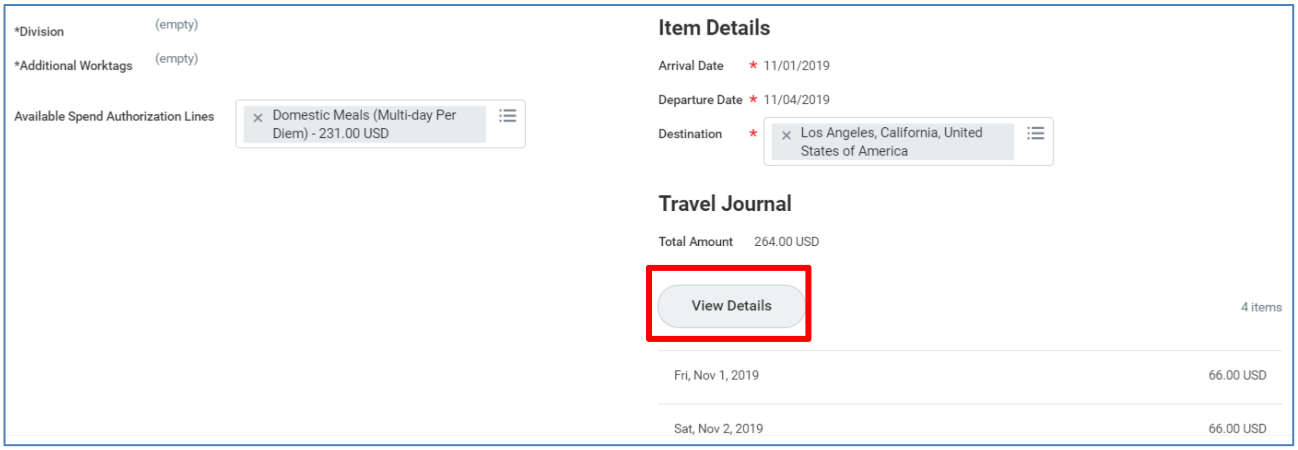


The system displays additional fields to be completed.

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.

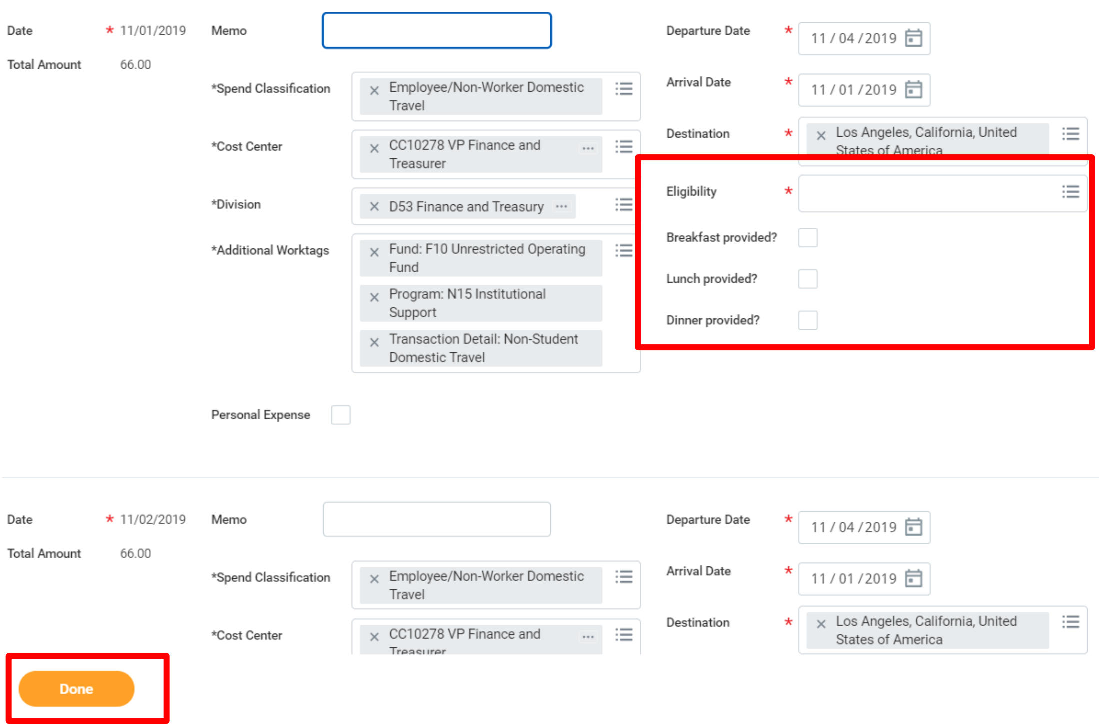
- For each day, complete the **Eligibility** field by clicking the **prompt** icon and selecting one of the following options:

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

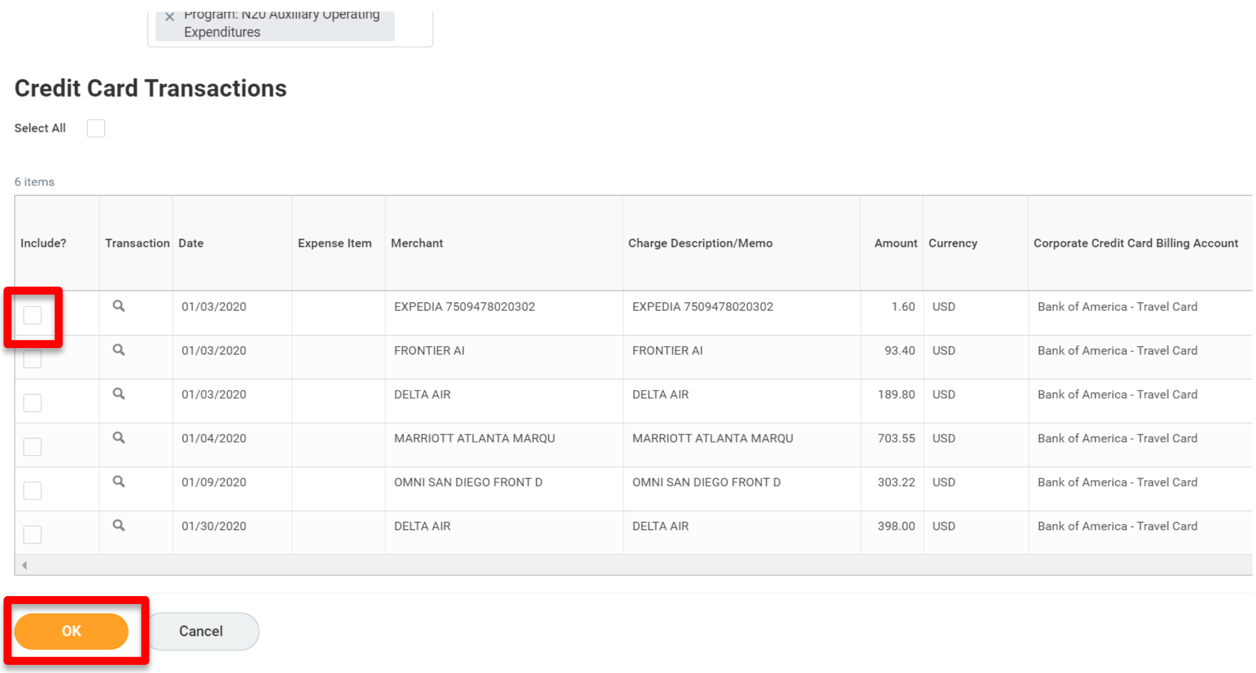
MSU Travel Card transactions and any receipts which have been uploaded through the mobile app (Quick Expenses) are located on the initial screen (on the bottom of the page), underneath the worktag fields, within the Expense Report function.

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.


Program: N20 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
		01/03/2020		EXPEDIA 7509478020302	EXPEDIA 7509478020302	1.60	USD	Bank of America - Travel Card
		01/03/2020		FRONTIER AI	FRONTIER AI	93.40	USD	Bank of America - Travel Card
		01/03/2020		DELTA AIR	DELTA AIR	189.80	USD	Bank of America - Travel Card
		01/04/2020		MARRIOTT ATLANTA MARQU	MARRIOTT ATLANTA MARQU	703.55	USD	Bank of America - Travel Card
		01/09/2020		OMNI SAN DIEGO FRONT D	OMNI SAN DIEGO FRONT D	303.22	USD	Bank of America - Travel Card
		01/30/2020		DELTA AIR	DELTA AIR	398.00	USD	Bank of America - Travel Card

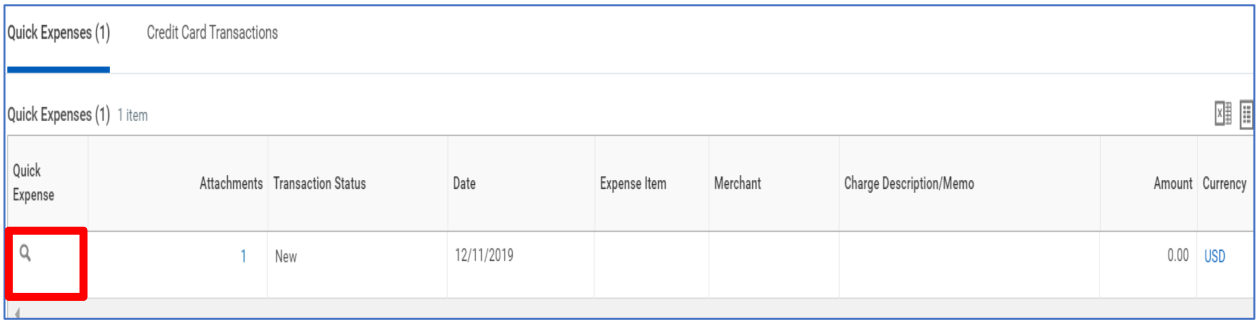
OK Cancel

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.

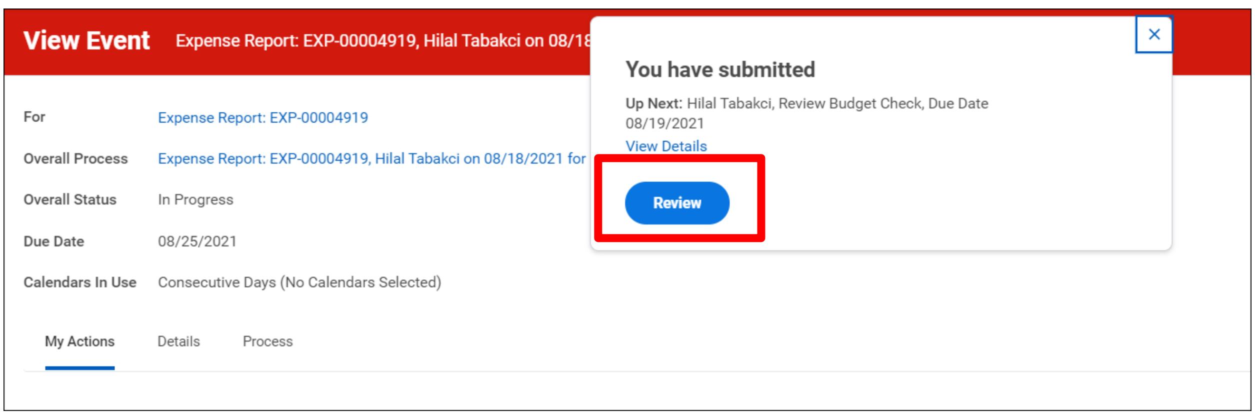
2) Click the **OK** button.

3) The selected receipts will be brought into your expense report.



III. Review Budget Check

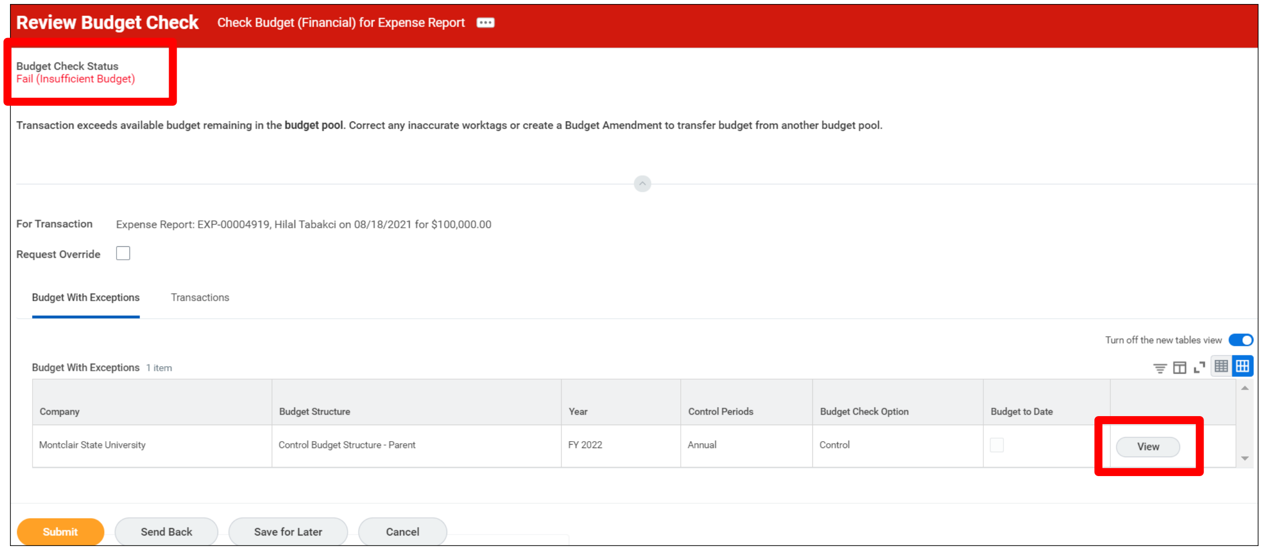
If the system finds an issue with the budget versus your request, a "Review Budget Check" action and Review button displays on the screen once the request is submitted. An item will also be sent to your Inbox, Actions tab. **NOTE: This request will NOT be sent to the approver for review if there is an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



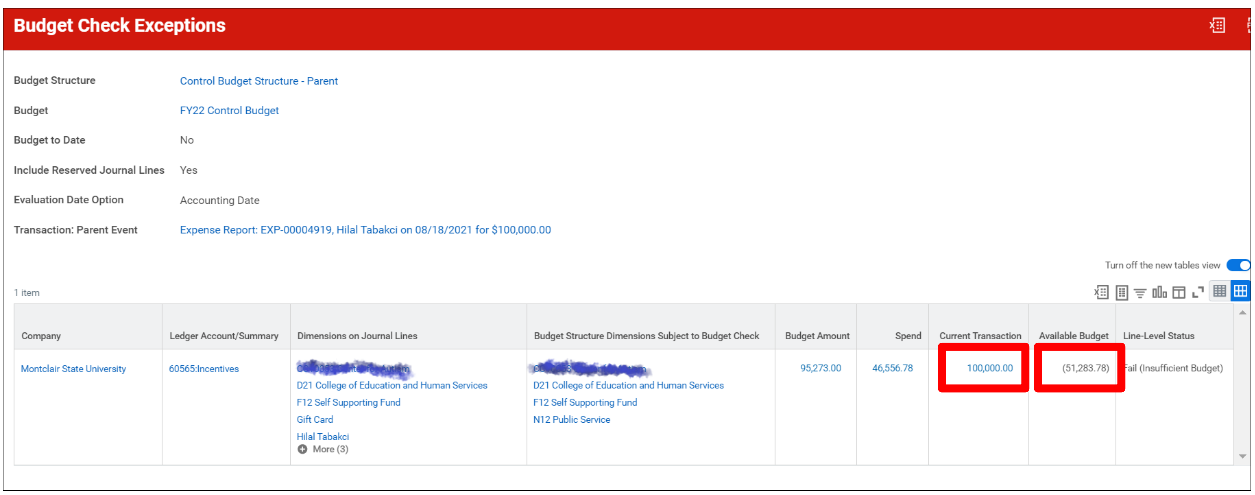
5) Click the **Review** button to drill into the request in order to find the issue.

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**.

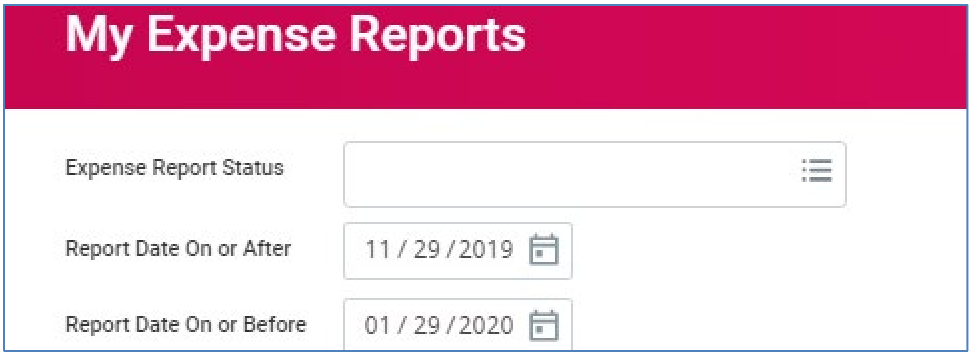
Note – For those spend authorizations and expense reports which were submitted by someone else on behalf of a non-worker, the Initiator must locate the document through the **Find Expense Report Lines for Organization – Report** (see the *Edit Expense Report* section below.)

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.

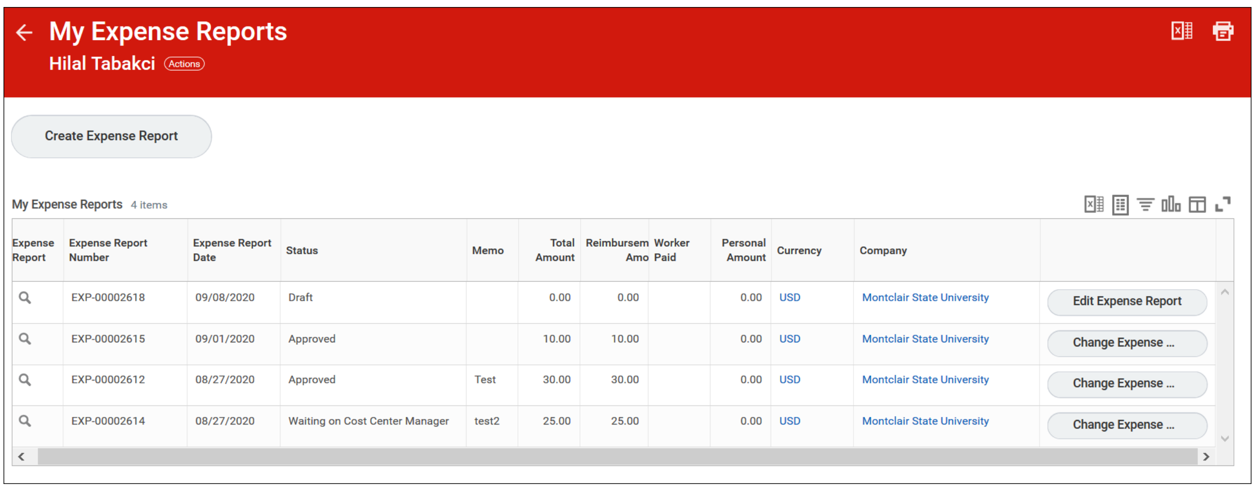
6) The **Report Dates** default from the current date to sixty (60) days back. If needed, these dates can be changed by clicking on the corresponding calendar icon and selecting the appropriate date.

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.



Expense Report	Expense Report Number	Expense Report Date	Status	Memo	Total Amount	Reimbursem Amo	Worker Paid	Personal Amount	Currency	Company	
	EXP-00002618	09/08/2020	Draft		0.00	0.00		0.00	USD	Montclair State University	Edit Expense Report
	EXP-00002615	09/01/2020	Approved		10.00	10.00		0.00	USD	Montclair State University	Change Expense ...
	EXP-00002612	08/27/2020	Approved	Test	30.00	30.00		0.00	USD	Montclair State University	Change Expense ...
	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:

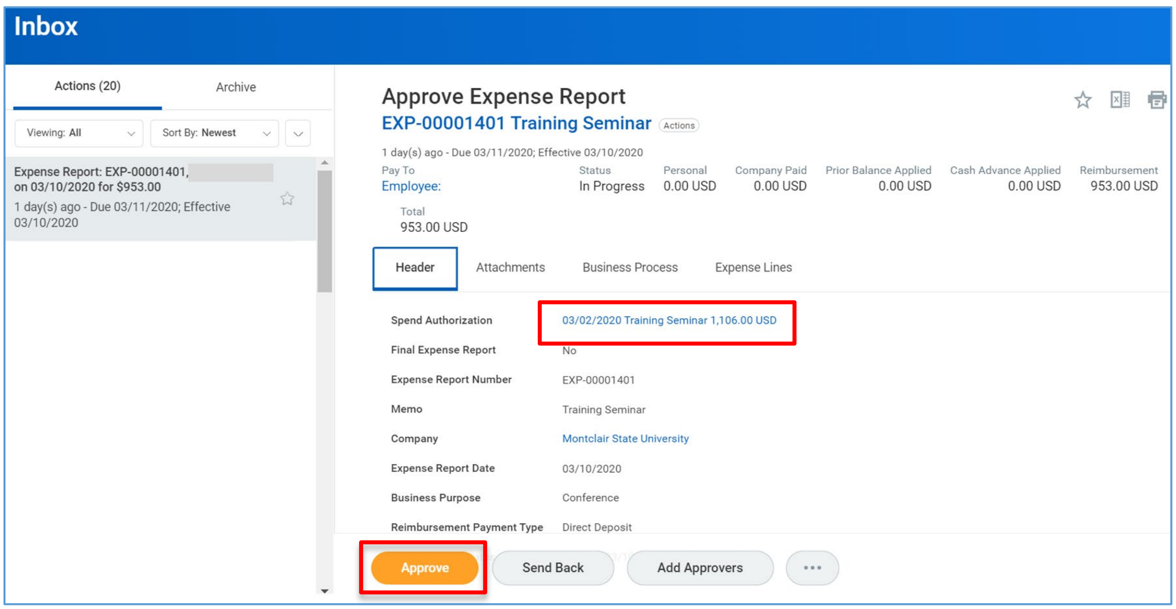
- Cost Center Manager, Grant Manager (PI), or Gift Manager
- Special Approver (if required) – Grants Accounting, Project Manager, etc.

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.

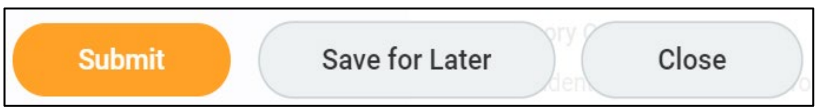
Additionally,

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.



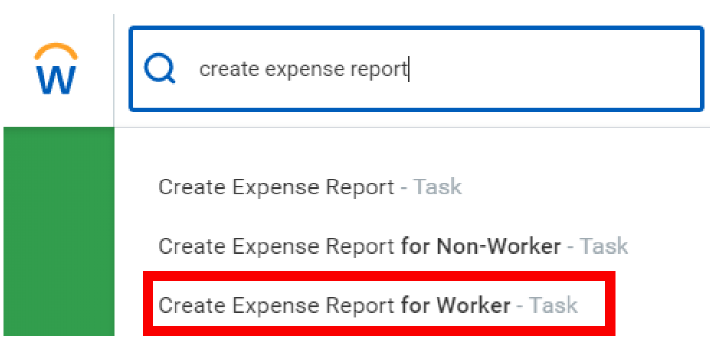
   1) To locate the Expense Report in Draft status, click the **Expenses** application icon in the applications section of your Home Page.

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

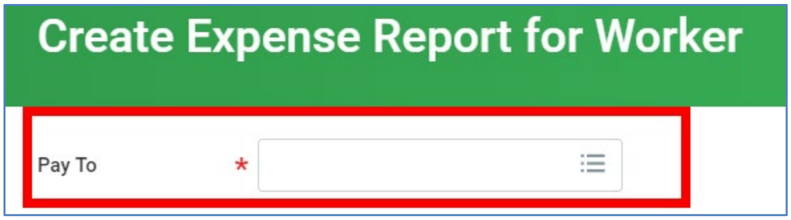
VII. Create Expense Report on behalf of an employee (FOR WORKER)

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.

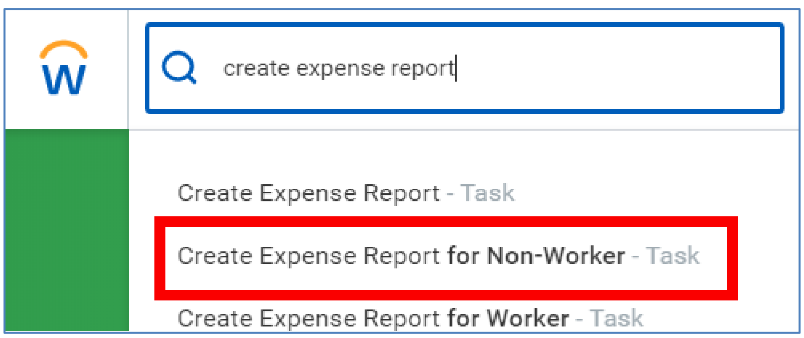


3) Continue from **Step 2** of **Create Expense Report** in previous section.

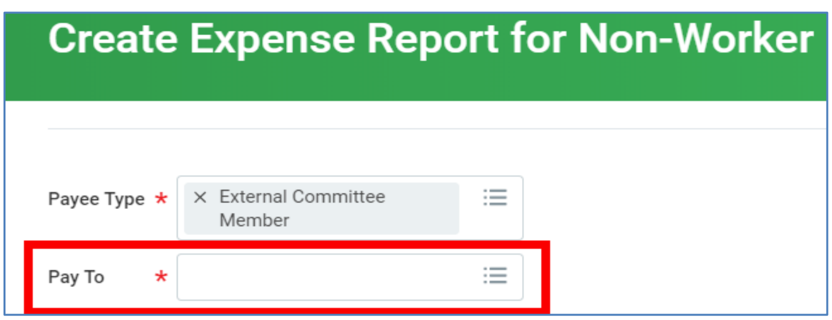
VIII. Create Expense Report for an External Committee Member (FOR NON-WORKER)

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.



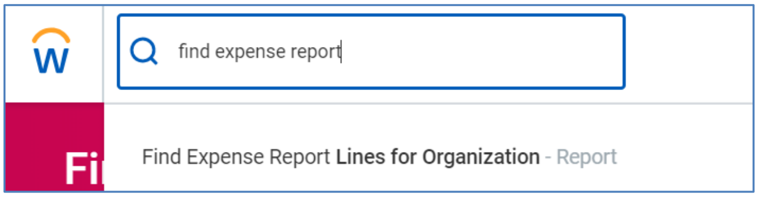
Note – If the non-worker does not display in the system, the Initiator can get the External Committee Member's Expense form from https://www.montclair.edu/finance-and-treasury/forms/ and fill out the form to have the individual created in the system.

3) Continue from **Step 2 of Create Expense Report** in previous section.

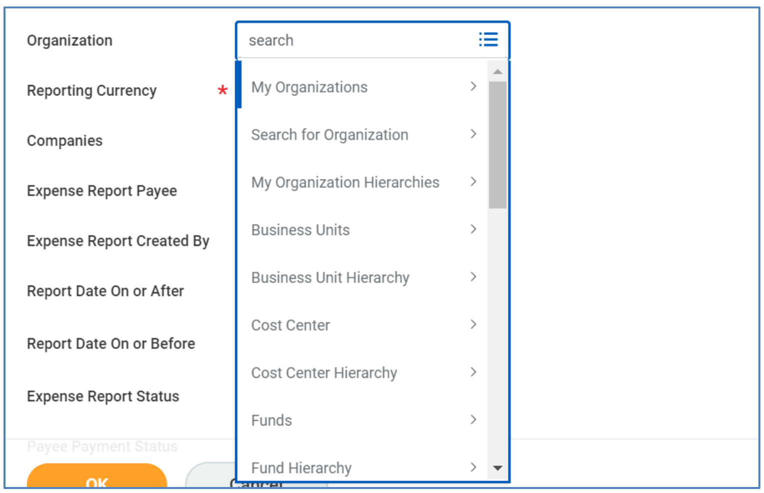
IX. Edit "On Behalf Of" Expense Report

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.

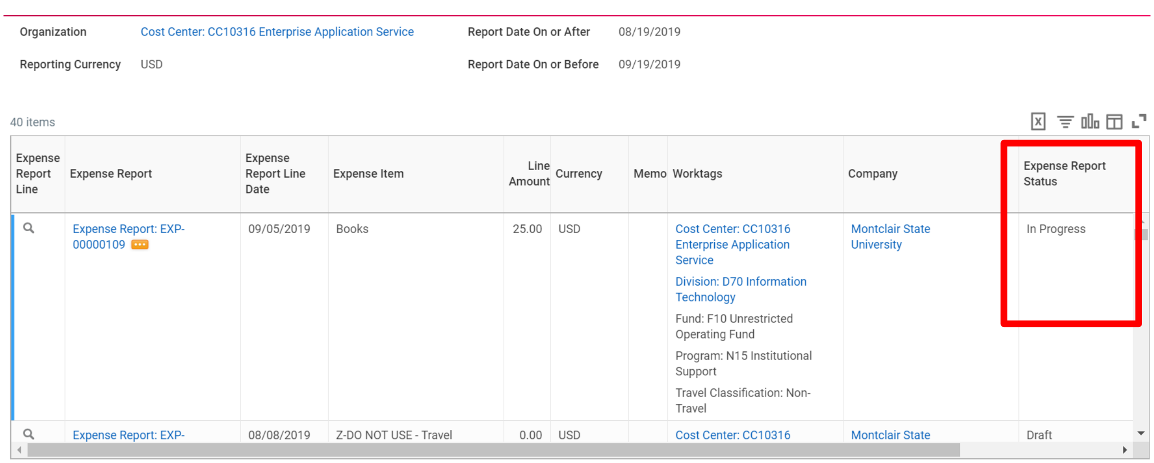


2) In the **Organization** field, select the **Prompt** icon and **My Organizations** to view a list of those cost centers associated with you and select the appropriate cost center.



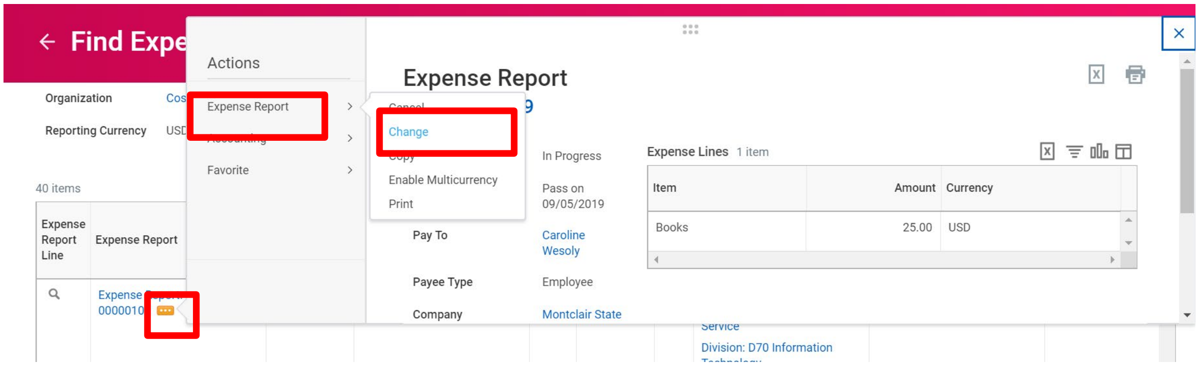
3) Click **OK**.

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.

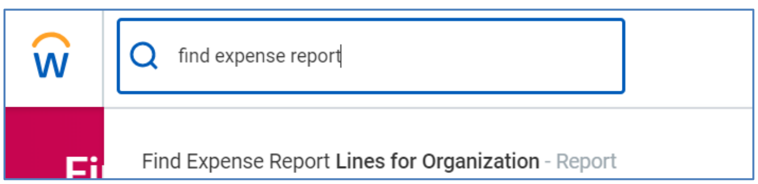
6) Click **Expense Report** and select **Change** from the drop-down menu.



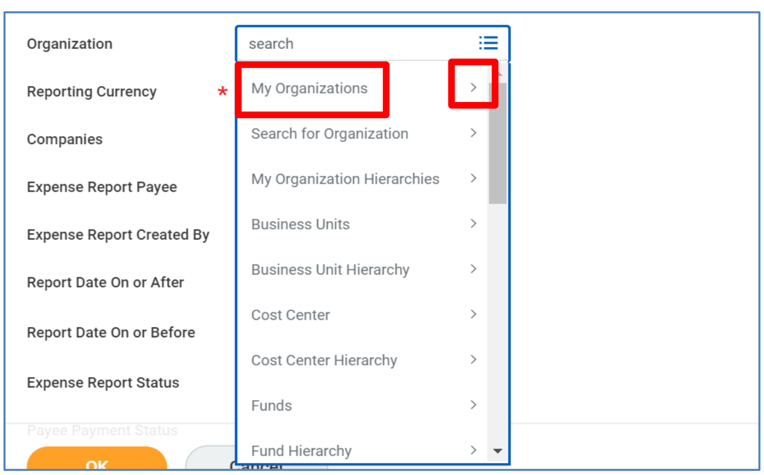
7) Make any changes and click **Submit** to send the expense report through the approval workflow.

X. System Drafts

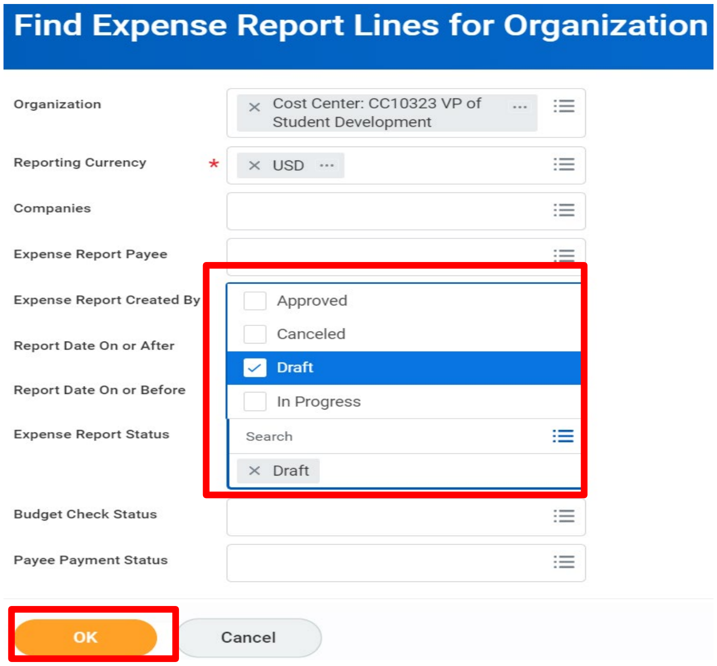
1) Enter **Find Expense Report** into the *Search* bar and select **Find Expense Report Lines for Organization – Report** from the search results.



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.

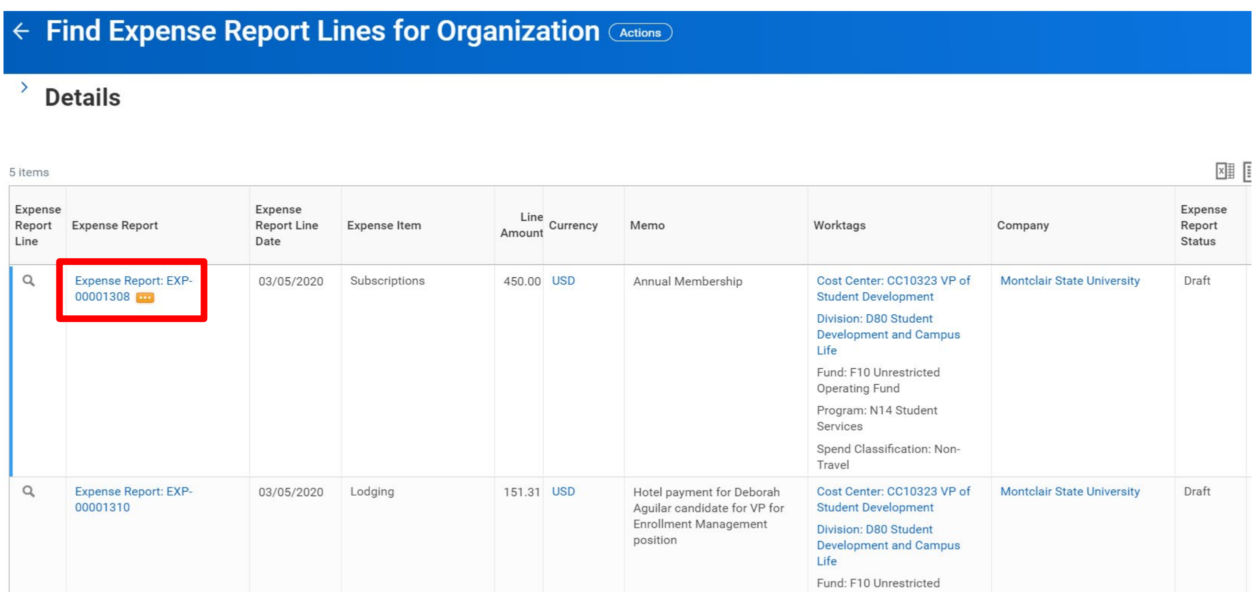


3) On the **Expense Report Status** field, click the prompt icon and select **Draft** from the list of statuses available.

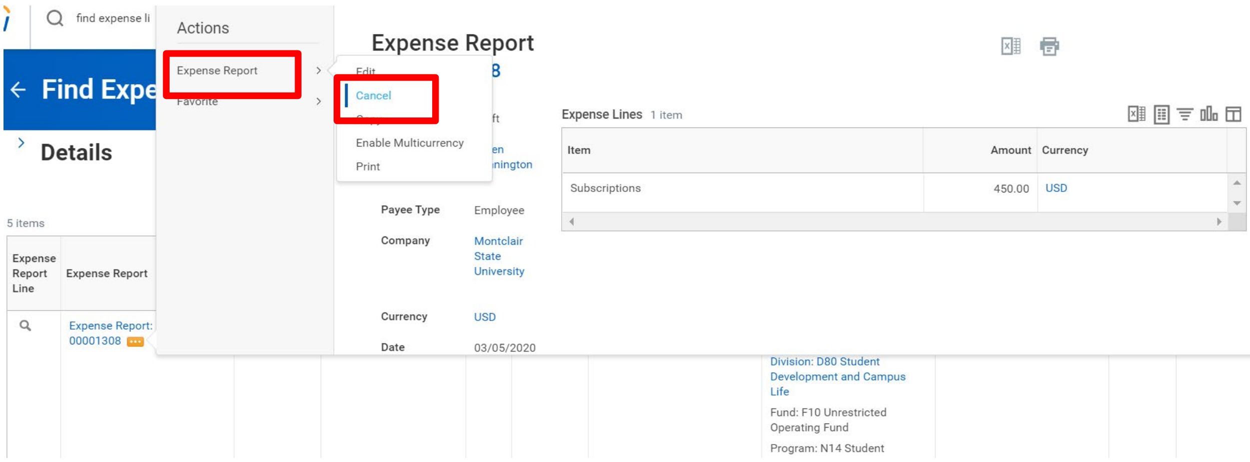


4) Click **OK**.

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

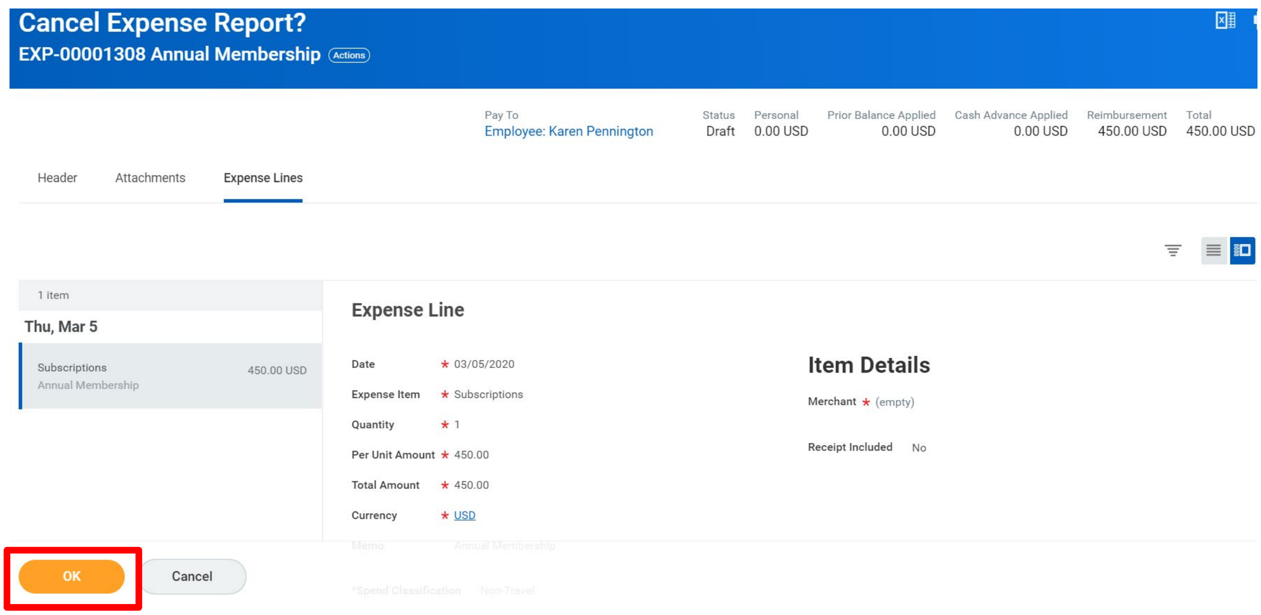


6) From the Related Actions menu, hover over **Expense Report** and select **Cancel or Change** to take action.



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

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 & Telecommunication 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/Training 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	