

Tip:

Food Supplies vs Business Meals vs Catering Service

Food Supplies

Food supplies are a common purchase for many units and differ from a business meal. For example, if an employee drives to a store and purchases pre-packaged food items (such as bagels, coffee, ground beef, buns, cookies, soft drinks, etc.) to bring to a business meeting or an NEIU event, those items are considered consumable food supplies and should be coded to Food Supplies.

Any charges for the purchase of food items that are actually being used for university research purposes should be charged to Medical, Scientific and Laboratory Supplies. Examples would include the purchase of food items which are being researched as a part of a particular research study; food provided to human research subjects as a part of the particular research study; or food fed to animals, rodents, etc. which are a part of a particular research study.

Business Meals and Refreshments

Business meals are another common purchase for many units and differ from consumable food supplies. For example, if you are paying a food service provider (such as a local restaurant) to prepare a platter of sandwiches or boxed lunches for a business meeting or a NEIU event, it would be considered a business meal and should be coded as Breakfast, Lunch and Dinner.

Catering Service

Any charges incurred for the purchase of catering services from either an external vendor or another university unit should be done through a Purchase Order.

As a reminder, Financial Managers have the responsibility to oversee the funds assigned to them. The appropriate expense item must be selected and funds available when submitting an expense reimbursement. Refer to the Financial Manager Handbook for additional information.

Order of Entry / What Is Required

Question	Answer	Required Actions in Workday
Is the expenditure NON TRAVEL?	Yes	Create Expense Report - Spend Authorization is NOT needed
Is the expenditure TRAVEL related?	Yes	Create a Spend Authorization > <i>once approved and after the travel has occurred</i> > Create Expense Report Linking Spend Authorization Lines
Is the expenditure TRAVEL related and cash advance is needed?	Yes	Create a Spend Authorization - <i>indicate which expense items require an advance</i> > <i>once approved and after the travel has occurred</i> > Create Expense Report Linking Spend Authorization Lines

Helpful Tips

Non Travel Expense Reports
1. Receipts are required at the expense item level for expenses over \$10.

Spend Authorizations / Cash Advances
1. Business Purpose is required at the Spend Authorization Header level.
2. Non-Travel expense items cannot be submitted on Spend Authorizations
3. If a worker has an outstanding cash advance balance, additional advances cannot be requested until outstanding balances have been spent appropriately or returned to the University.
4. Cash Advances are only applicable to those without a P Card.

Travel Expense Reports
1. Receipts are required at the expense item level for expenses over \$10.
2. If the Cost Center, Fund, or Program are different on the linked Authorization those worktags will need to match on the Expense Report.
3. Travel Expense Items require a linked Spend Authorization.
4. If a Non-Conference Hotel Room selected and amount is over daily amount a Class of Service is required on the expense line to justify expenditure.

Business Process Approval Flows

Non Travel Expense Reports	Approval Role
Condition	Approval Role
Less than \$20,000	Cost Center Manager
Financial Fund Approval	Fund Manager
Greater than \$20,000 but less than \$100,000 Mobile Phone expense item Non-Travel Meals overage	Cost Center Division/VP
Greater than \$100,000	Company President
All expense reports	Expense Partner

Spend Authorization - Required Prior to Travel	Approval Role
Condition	Approval Role
Less than \$5,000	Cost Center Manager
Financial Fund Approval	Fund Manager
Greater than or equal to \$5,000 Cash Advance Requested Lodging Overage	Cost Center Division/VP

Travel Expense Reports	Approval Role
Condition	Approval Role
All travel expense reports	Expense Partner