

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

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

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

Condition	Approval Role
All travel expense reports	Expense Partner