Expenses: Create Spend Authorizations and Expense Reports

Employee

CREATE A SPEND AUTHORIZATION REQUEST

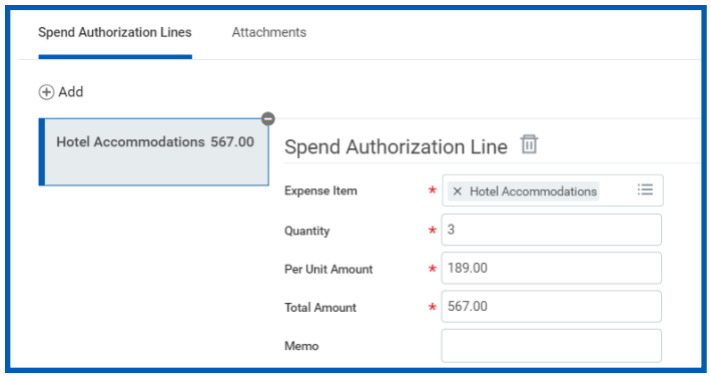
Spend authorizations are used to grant permission for future expenses, and is required for all travel related expenses. Workers initiate these authorizations. Managers approve or take other actions on them.

From the Expenses application:

1. Under Actions, click the **Create Spend Authorization** button.
2. Complete the required fields, including Company, Start Date, End Date, Description, Spend Authorization Total, and Reimbursement Payment Type.

> Note: The reimbursement payment type will default to Direct Deposit and you must have this configured in Workday. See the Payment Elections job aid for instructions.

3. In the Justification field, you can clarify the reason for the future expense.
4. Click the **Add Row** icon ⊕ to add a spend authorization line item details.

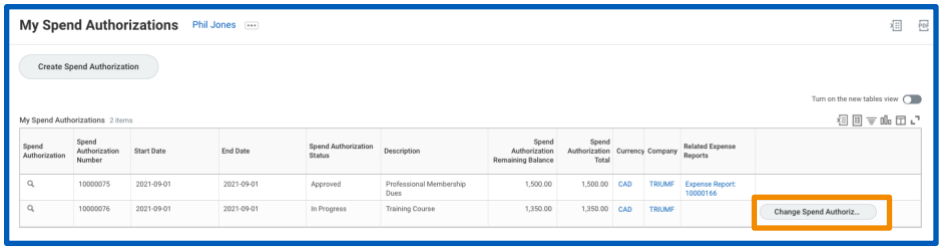


5. Complete all required fields for each spend authorization line, adding additional lines as needed. If a cash advance is required for a line item be sure to select the checkbox at the end of the form.
6. An attachment is required to submit the request, in this case I'll attach the conference brochure so my manager knows what they are approving.
7. Click the **Attachments** tab.
8. Drag and drop files from your desktop, or click the **Select files** button to upload one or more files.
9. Click **Submit**.

VIEW AN EXISTING SPEND AUTHORIZATION

From the Expenses application:

1. Under View, click the **Spend Authorizations** button.
2. Click **Change Spend Authorization** to modify an existing spend authorization that is still in progress, you may have to scroll to the right to find this button



3. Click the **magnifying glass** icon 🔍 to view authorization details.
4. Click the **Process History** tab to check the status of the spend authorization request.

You can also start a new spend authorization from the My Spend Authorizations page:

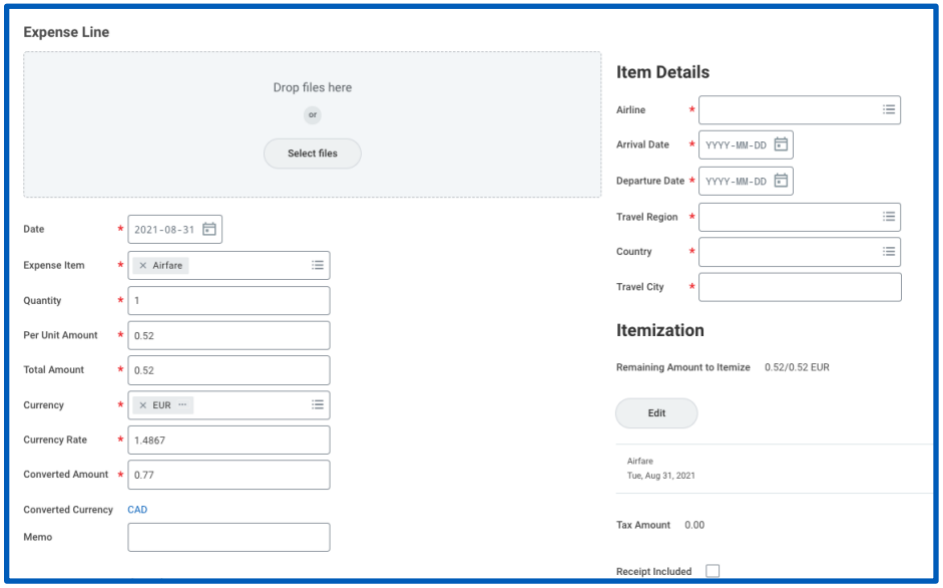
1. Click the **Create Spend Authorization** button to create a new spend authorization. Enter spend authorization details.
2. Click **Submit**.

CREATE AN EXPENSE REPORT

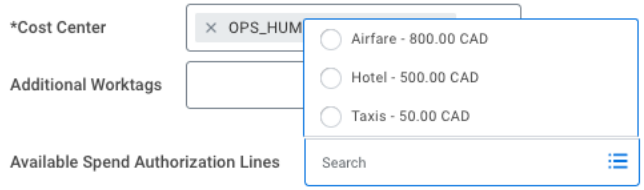
You can submit expense reports for reimbursement of business-related costs, such as travel expenses, eye exams, courier fees, etc.

From the Expenses application:

1. Under Actions, click the **Create Expense Report** button.
2. Select either **Create New Expense Report**, **Copy Previous Expense Report**, or **Create New Expense Report from Spend Authorization**. Your selection determines what information displays on the new expense report.
3. Select the **Program, Grant,** or **Project** to assign the expense to. To select a Project Task you must first select the Project.
4. Click **OK**, then **Add**.
5. Add any needed attachments in the designated area, by dragging and dropping or clicking the **Select files** button.
6. Complete all required fields denoted with a red asterisk. Selecting the **Expense Item** will update the **Item Details** fields. For example, if Airfare is chosen the fields displayed under Item Details would be; Airline, Arrival Date, Departure Date, Travel Region, Country, and Travel City.



Note: If you are creating an expense report from a spend authorization there is an extra field at the bottom of the form for you to select the approved expense items.



7. Remember to include any items for which you have already received a cash advance.
8. Click **Submit** to send the expense report for approval.

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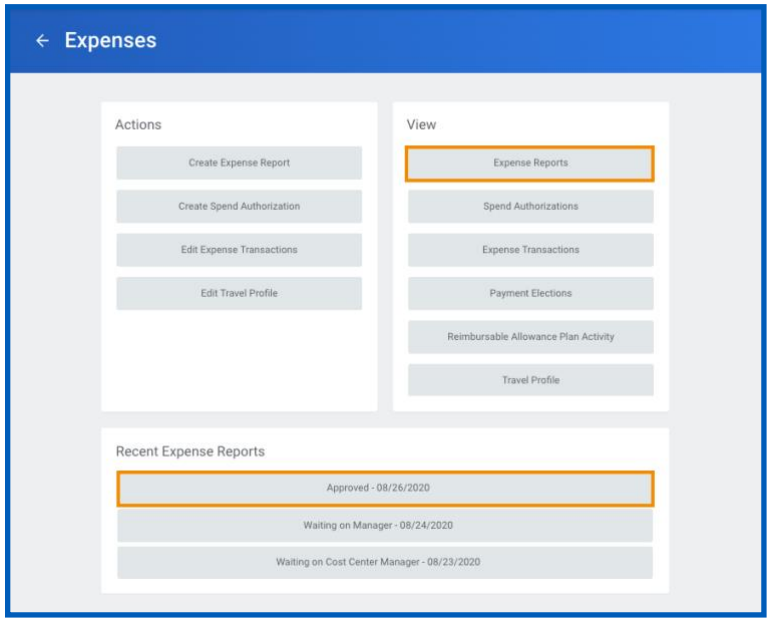
VIEW AN EXISTING EXPENSE REPORT

From the Expenses application:

1. Under View, click the **Expense Reports** button. You have the option of filtering expense reports by status or date.
2. You could also click the date of the expense report you want to view in the Recent Expense Reports section.



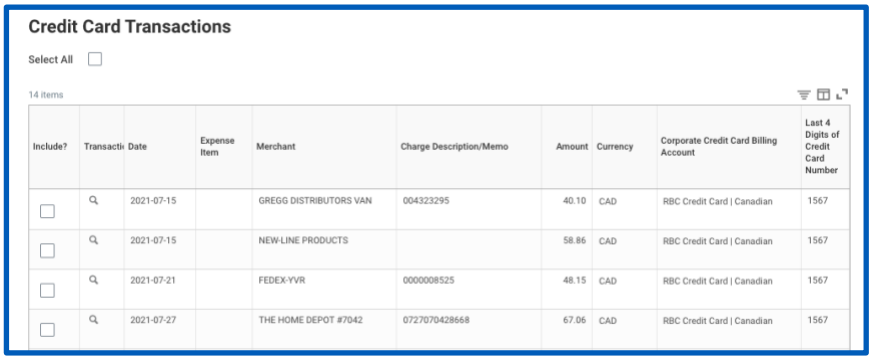
Note: In progress expense reports display with the role needed for the next action, increasing visibility in the expense report approval process.

RECONCILE CREDIT CARD EXPENSES

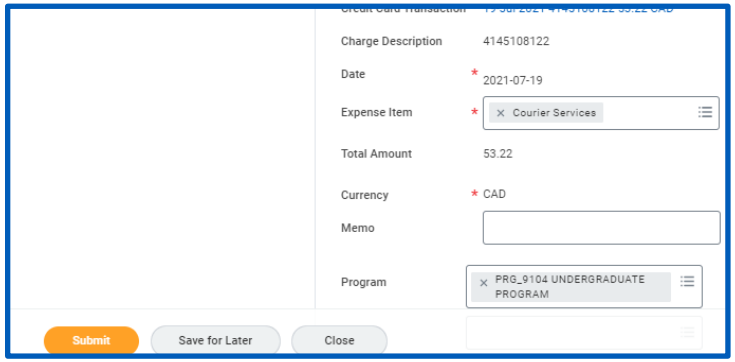
For users that have TRIUMF credit cards you can use the Create Expense Report task

From the Expenses application:

1. Under Actions, click the **Create Expense Reports** button.
2. Add the details of the expense in the **Memo** field
3. Select the **Program, Grant,** or **Project**
4. Select the specific credit card transaction from the list provided



5. Add any needed attachments in the designated area, by dragging and dropping or clicking the **Select files** button.
6. Complete all required fields denoted with a red asterisk.



7. Click **Submit** to send the expense report for approval.

MOBILE

ENTER EXPENSE AND SUBMIT EXPENSE REPORT

Use the Expenses app to track expenses, upload receipts, and submit expense reports.

From the Home screen:

1. Tap **View Apps** > **Expenses**.
2. The **Available Expenses** section is a quick way to scan your receipt and add expense data, which can then be used in an expense report. For an iPhone, you can also choose an existing photo or import an attachment. For an Android, you can select an existing photo from the gallery. If you took a photo, tap the camera icon and select **Choose Photo** or **Import Attachment.**
3. Tap **Enter Quick Expense**.
4. Enter a Date. The date may have auto-filled when creating the expense.
5. Add any other supporting information.

Tip: When traveling for business the Quick Expense feature is useful for storing receipts in Workday rather than keeping track of paper copies. Make use of the Memo field to record details of the expense such as participants on Meals.

6. Tap **Done**.

Repeat the previous steps to add any other expense items you want to report. After you add all expense items, you can submit an expense report from the Expenses app on either your mobile device or through the web interface:

7. Tap **Create Expense Report** and complete the required fields
8. Once you have completed the expense report information, tap **Done**.
9. Tap **New Expense** to begin attaching expenses to the report.
10. Tap **Existing Expenses**. You can also choose to add new expenses in this step by tapping **New Expense**.
11. Tap the **checkmark** next to each expense item to choose which expenses you want to include in the report.
12. Tap **Next**.
13. Tap **Review**.
14. Review your expense items for accuracy, correct any errors, and then tap **Submit**. A confirmation screen shows your expense report has been routed for approval.

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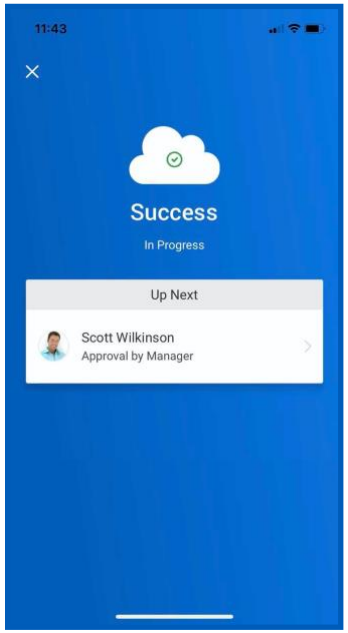
Note: You can also add expense items to reports from your list of expenses by tapping the checkbox and Add to Report. This will display immediately after entering the expense item. If no report exists at this time, you will be prompted to create one.