

CREATE A SPEND AUTHORIZATION REQUEST

Spend authorizations are used to grant permission for future expenses and are required for all travel related expenses and TRIUMF approved training. Workers initiate these authorizations. Managers approve or take other actions on them. The spend authorization creates a reservation of funds to later be claimed with an expense report.

From the Expenses applet (Menu->Expenses):


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.

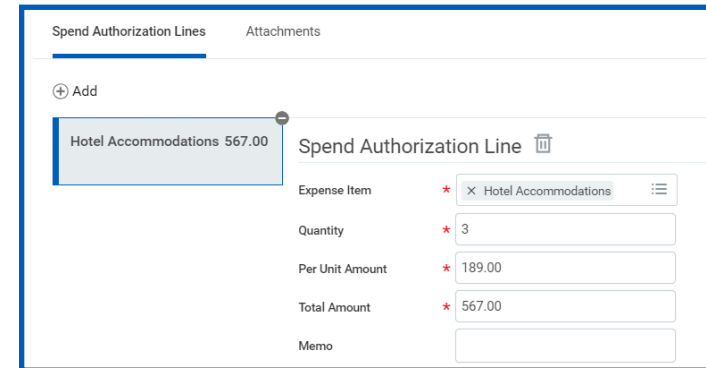


Note: The reimbursement payment type will default to Direct Deposit and you must have this configured in Workday. See the Payment Elections job aid for instructions.

Start Date and End Date refer to the start of the reserved event. Ie, the beginning and end of travel, coursework, etc

Description is a high level summary of the event, and should succinctly convey the purpose of the spend authorization to internal and external stakeholders when reviewing TRIUMF's expenses.

3. In the Justification field, you can clarify the reason for the future expense and the value it adds to TRIUMF's mission.
4. Click the **Add Row** icon  to add a spend authorization line item



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.



Note: Expense items exist for many categories and are grouped into common expense groups; ie, Travel, Wellness, Employee Relations

Some expense items require additional metadata to aid in report generating or calculating maximum rates.

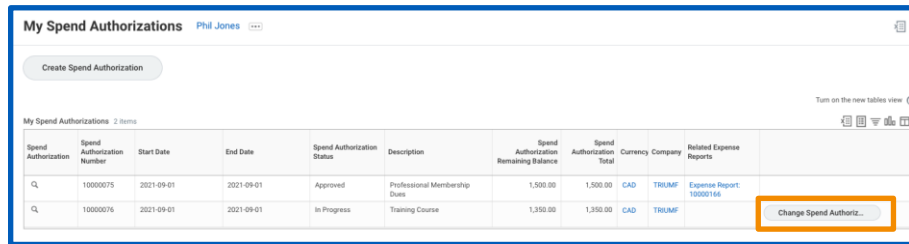
The memo field is required on most expense lines. Please use this to describe the expense item in text format.

6. An attachment may be added to the request to assist managers and reviewers in understanding the purpose of the spend authorization.
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



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	10000075	2021-09-01	2021-09-01	Approved	Professional Membership Dues	1,500.00	1,500.00	CAD	TROUMF	Expense Report: 10000166
Q	10000076	2021-09-01	2021-09-01	In Progress	Training Course	1,350.00	1,350.00	CAD	TROUMF	


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**.


CLOSE AN EXISTING SPEND AUTHORIZATION

From the Expenses application:

1. Under View, click the **Spend Authorizations** button.
2. Click the **magnifying glass** icon  to view authorization details.
3. Review the **Cash Advance Outstanding Balance**, and **Spend Authorization Remaining Balance**.



Note: If you have a remaining Cash Advance Outstanding Balance, you will need to reconcile this with an expense report before the spend authorization can be closed.

4. Click the **related actions** icon  next to the Spend Authorization number at the top of the page, then navigate to Spend Authorization->Close.

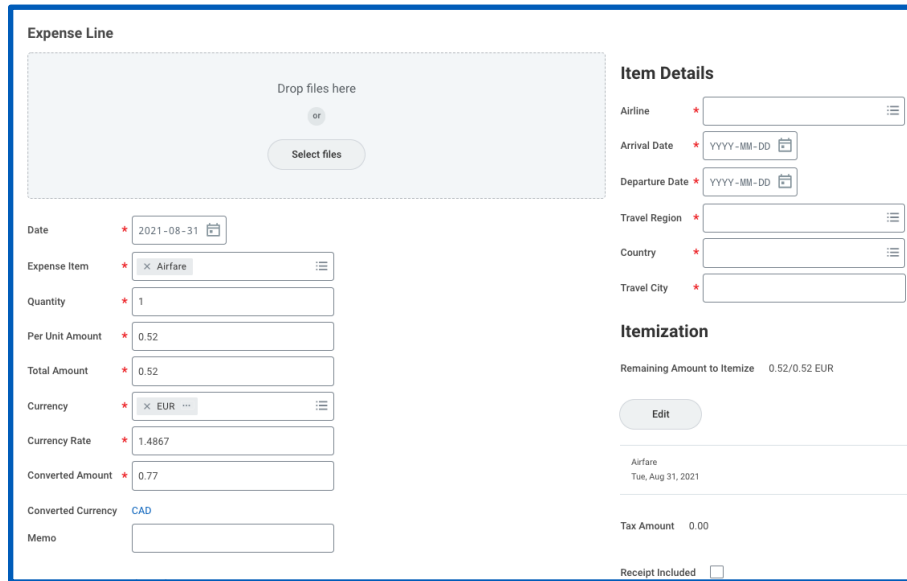
CREATE AN EXPENSE REPORT

You can submit expense reports for reimbursement of business-related costs, such as travel expenses, approved training, professional membership fees, eye exams, 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, Project**, or **Project Task** to assign the expense to.
4. Click **OK**, then **Add**.
5. Add any needed attachments in the designated area, by dragging and dropping or clicking the **Select files** button.

- 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.



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



Note: You may use the itemization feature on an expense report to divide a single line across multiple programs, projects or grant

It is not generally necessary to itemize receipts for the same PPG.

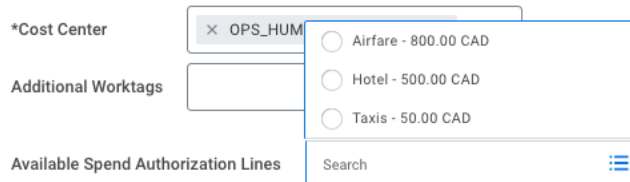
VIEW AN EXISTING EXPENSE REPORT

From the Expenses application:

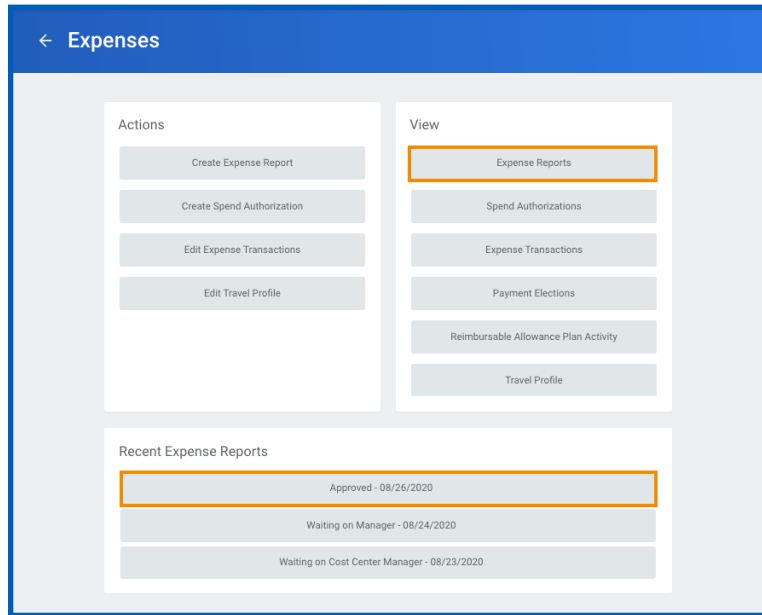
- Under View, click the **Expense Reports** button. You have the option of filtering expense reports by status or date.
- You could also click the date of the expense report you want to view in the Recent Expense Reports section.





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.



- Remember to include any items for which you have already received a cash advance.



Workday defaults the **My Expense Reports** to show the previous three months. You can change the **Report Date On or After** field to the beginning of the Fiscal Year at April 1st to find a more complete list of your expense reports.

6. Click the **magnifying glass** icon  to view expense report details.
7. Click the **related actions** icon  next to the Expense Report number and description at the top of the page, then navigate to Expense Report->Cancel.

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



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

CLOSE AN EXISTING EXPENSE REPORT

From the Expenses application:

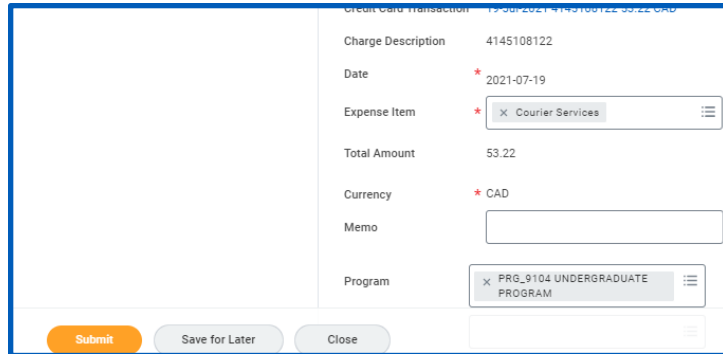
5. Under View, click the **Expense Reports** button and select the Expense Report Status, Report Date On or After, Expense Report On or Before parameters.



Note: You will only be able to close/cancel expense reports that are in draft, in progress, or Approved status. You can not cancel or change a Paid expense report.

Credit Card Transactions									
Select All <input type="checkbox"/>									
14 items 🔍 📄 🏠									
Include?	Transacti	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	Last 4 Digits of Credit Card Number
<input type="checkbox"/>	🔍	2021-07-15		GREGG DISTRIBUTORS VAN	004323295	40.10	CAD	RBC Credit Card Canadian	1567
<input type="checkbox"/>	🔍	2021-07-15		NEWLINE PRODUCTS		58.86	CAD	RBC Credit Card Canadian	1567
<input type="checkbox"/>	🔍	2021-07-21		FEDEX-YVR	0000008525	48.15	CAD	RBC Credit Card Canadian	1567
<input type="checkbox"/>	🔍	2021-07-27		THE HOME DEPOT #7042	0727070428668	67.06	CAD	RBC Credit Card Canadian	1567

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.

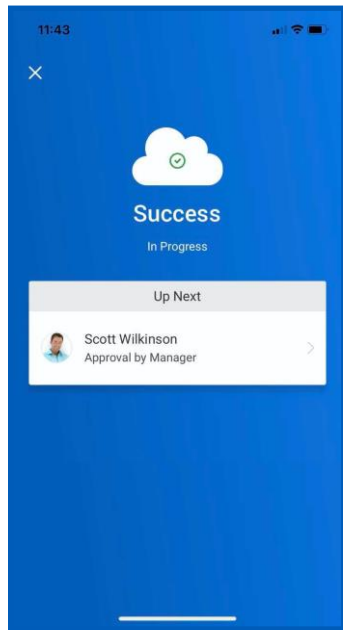
6. Tap **Done**.

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.



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.



NSERC accounts for majority of the travel transactions for grants.

A good example for NSERC would be: NSERC will not reimburse for cancellation but rather is more than willing to pay for and prefer researchers to buy pre-trip insurance.

The following are NSERC guideline on travel:

Eligible expenses

Travel and subsistence costs (meals and accommodation) within Canada including reasonable out-of-pocket expenses for field work and collaborative trips for research personnel, college students and colleagues for a short period of time.

Travel and subsistence costs (meals and accommodation) outside Canada up to a maximum of \$5,000 per year.

Air travel must be claimed at the most economical rate available, not to exceed full economy fare.

Travel cancellation insurance and seat reservation charges.

Travel health insurance for research personnel who do not receive any such benefits from their institution and/or other sources.

Safety-related expenses for field work, such as protective gear, immunizations, etc.

Non-eligible expenses

Commuting costs of the authorized representative and associated research personnel between their residence and place of employment, or between two places of employment.

Passport and immigration fees.

Reimbursement for airfare purchased with personal frequent flyer points programs.

In addition, most grants will only cover the expenses only if this is not the normal cost of the institution. (For example, TRIUMF is already covering the travel medical insurance and therefore the same type of expenses are not eligible to claim under the grant.)