Travel Credit Card Job Aid

(Spend Authorizations, Expense Reports, and Mobile Reporting)

If you wish to follow our Step By Step Videos click the links:

For **Spend Authorization** Request Click Here! 🎥

For an **Expense Report** Request Click Here! 🎥

If you need additional help, contact information is located at the end of this document.

- If you wish to follow our Step By Step Videos click the links:
- For Spend Authorization Request Click Here! 🎥
- For an Expense Report Request Click Here! 🎥

Spend Authorizations
- Create a Spend Authorization Request
- View/Cancel/Edit an Existing Spend Authorization

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- View an Existing Expense Report

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Spend Authorizations

Create a Spend Authorization Request

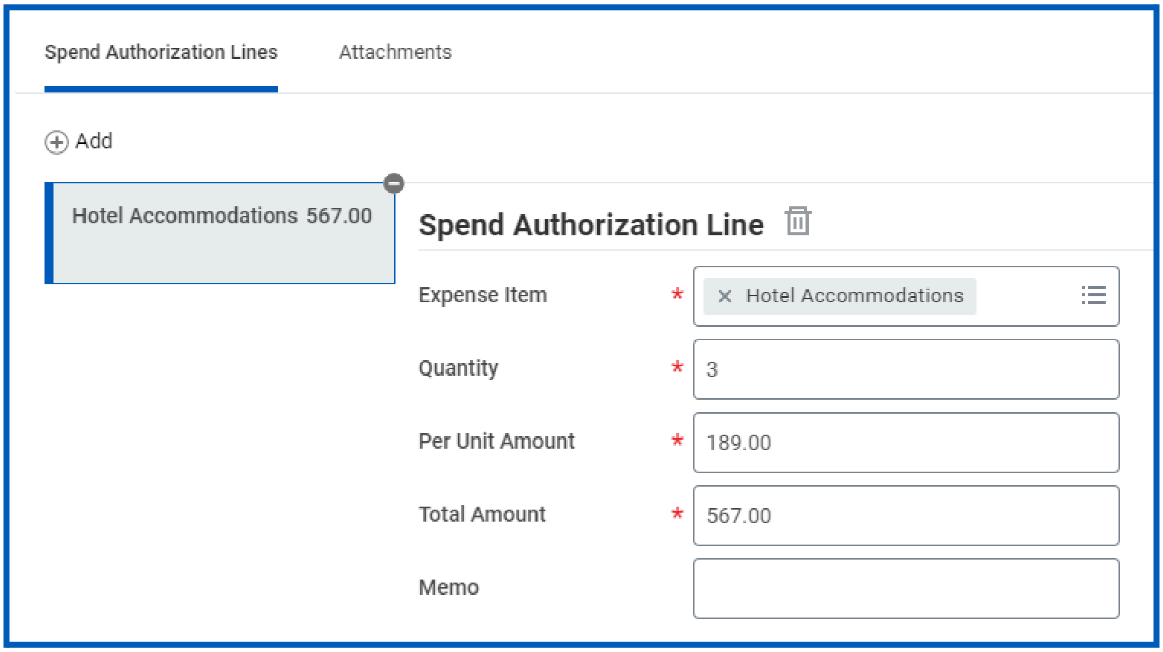
Spend authorizations grant permission for future overnight travel and out of pocket expenses (over $499.99) or when a supervisor requires one. Workers initiate these authorizations. Review and approval is required of Cost Center Manager, Grant Manager, and/or Accounts Payable Analyst.

Spend Authorizations are not required by the finance office for travel that is not overnight or for out of pocket expenses under $500 (but they may still be required by your supervisor). In these cases all you need to do to get paid back is to Create an Expense Report.

Here are our Travel/Expense Guidelines.

1. From your Workday home page,
   Select **Menu** (top left).
2. Under **Personal** select **Expenses Hub**
3. From the Expenses screen:
   a. In the **Actions** column,
      Select **Create Spend Authorization**.
   b. Complete all required fields:
      - Company
      - Start Date (if you are traveling, this is the date of your travel; if you are purchasing something, this is the date of your purchase)
      - End Date
      - Description
        Note: Make the **Description** field as descriptive as you need, to differentiate one spend authorization/activity from another.
        Note: If your travel is for a conference, please include location, cost, and dates; and please attach an image of the conference flier (step 3.e in this document).
      - Business Purpose
      - Reimbursement Payment Type
      - Justification (why you are requesting to spend money)
   c. The **Spend Authorization Lines** tab is selected by default,
      Select **+Add** to add a spend authorization line item.

d. Complete all required fields for each spend authorization line you add.



Note: Add additional Spend Authorization Lines as needed.
Note: If you add an unneeded Spend Authorization Line, you may use the **trashcan icon** next to the text "Spend Authorization Line" to delete that line.

- The **Memo** field should contain concise but useful information about what will be purchased and why. Descriptions must be clear enough to satisfy fiscal officers and auditors who may have little or no knowledge of your field. Please vary the memo to include more information than is provided by the Expense Item field.
  Please consider our Business Purpose Guidelines Job Aid

e. Select the **Attachments** tab to attach files, such as screenshots of anticipated hotel and airfare costs, conference materials that include dates/cost, as part of the spend authorization request.
Note: You may **drag and drop** files from your desktop **or Select files** button to attach one or more files.
Note: File type must be a JPG/JPEG or PDF and the image must be clear.

4. A word about funding sources/**Worktags**: Workday will default to your primary Cost Center, Fund, and Program.
Note: If you want to change your funding source to an Activity, Gift, Grant, or to a different Cost Center, <u>you must first remove the default funding data</u> by selecting the "x" in front of the Cost Center, Fund, and Program.
Note: When you have removed the default funding data, and you select <u>either</u>:
   a. Activity
   b. Gift
   c. Grant

Workday should then automatically fill in the correct data for:
   d. Cost Center

e. Fund
f. Program

Note: Funding source information should be provided by the manager of that specific funding source.

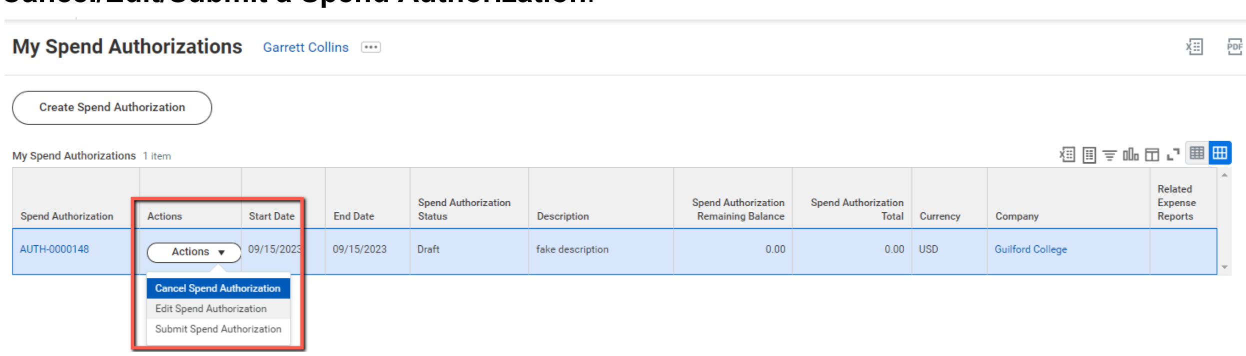
Note: If you are the manager of the funding source (e.g.: the Activity, Grant manager, etc.) and you have questions, here are [directions to open a finance help ticket]

5. Select **Submit**.

View/Cancel/Edit an Existing Spend Authorization

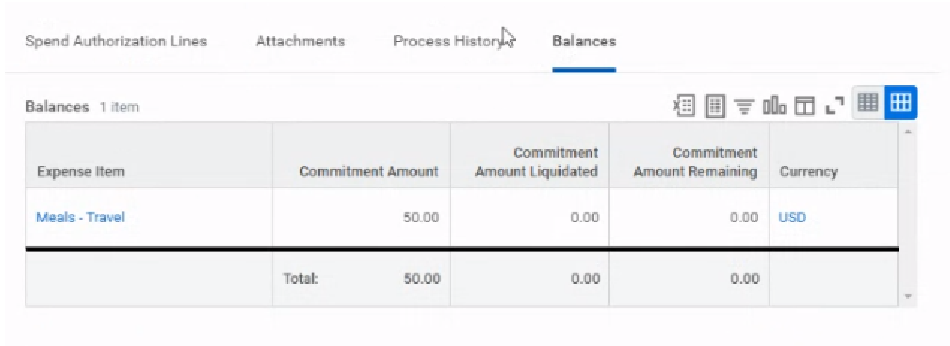
- Cancel: Spend Authorization is created and has not yet been approved completely; cancel can be used to cancel it.
- Change: Once the Spend Authorization is approved, change allows you to edit the amounts and other details included in the Spend Authorization. This will require the Spend Authorization changes to be (re)approved.
- Close: Once the Spend Authorization is approved, close communicates that the remaining funds (partial or complete) will no longer be needed.
    - A Spend Authorization can be closed after a partial amount is used or if none of it will be used. This releases the funds that were set aside for this purpose and allows them to be used elsewhere.
    - Closed Spend Authorizations no longer appear as options to select when creating an expense report “Create New Expense Report from Spend Authorization.”

1. From your Workday home page,
   Select **Menu** (top left).
2. Under Apps, select **Expenses**
3. From the Expenses application:
    a. In the **View** column,
       Select **Spend Authorizations**.
    b. Select the Actions button to access the menu that allows you to **Cancel/Edit/Submit a Spend Authorization**.



    c. You may select the spend authorization number (left-column of the spend authorization row) to view that spend authorization’s details. It starts with: AUTH-#######.

i. You may select the **Process History** tab to check the status of the spend authorization request.
ii. You may select the **Balances** tab to view unspent balances from the original authorized amount.



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

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

Expense Reports

Create an Expense Report

Transaction Notes:

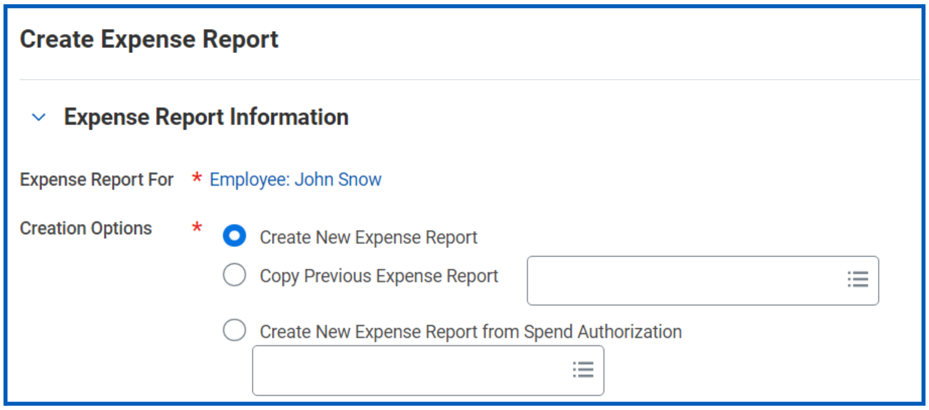
- Transactions are assigned (M-F) in Workday.
- After using either a Travel Credit Card or PCard, transactions are available in Workday.
    - Typically this happens the day after a card is used (depending on day of week and time of day).
- It is a best practice for card holders to log into Workday weekly (or more frequently) to complete PCard Verifications and Travel Card Expense Reports.
- Travel Card transactions appear when you create an Expense Report.

Here are our Travel/Expense Guidelines.

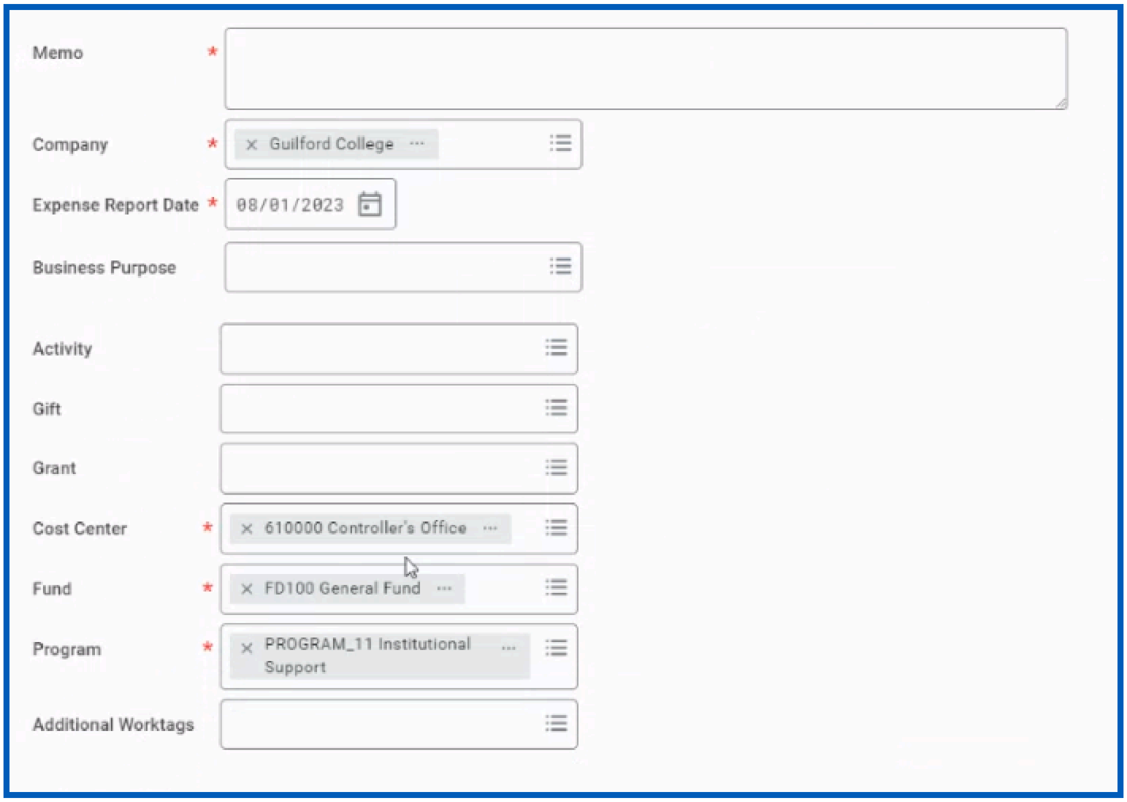
Note: We have 60 days between when the expenditure was incurred or the last day of travel and the date we submit our expense report before Guilford will not reimburse us for it.

1. From your Workday home page,
   Select **Menu** (top left).
2. Under Apps, select **Personal** and then **Expenses**
3. From the Expenses application:

a. In the **Actions** column,
   Select **Create Expense Report**.
b. In the **Creation Options** section, select
   i. **Create New Expense Report** radio button
   ii. **Copy Previous Expense Report**, or
   iii. **Create New Expense Report from Spend Authorization**.



c. If creating a new expense report, be sure to complete all required fields denoted with an asterisk and the additional Guilford College required fields such as
   i. Memo
      1. The **Memo** field should contain concise but useful information about what was purchased and why. Descriptions must be clear enough to satisfy fiscal officers and auditors who may have little or no knowledge of your field. Please vary the memo to include more information than is provided by the Business Purpose field.
         Examples: Conference attendance for professional development, Dinner provided for traveling students, Gas for tractor, Bus rental for team travel, etc. Vary the description to include more information than is provided by the Business Purpose.
         Please consider our Business Purpose Guidelines Job Aid
   ii. Business Purpose
   iii. Cost Center
   iv. Fund
   v. Program.
      Note: Be sure to include: Activity, Gift, and Grant as needed.

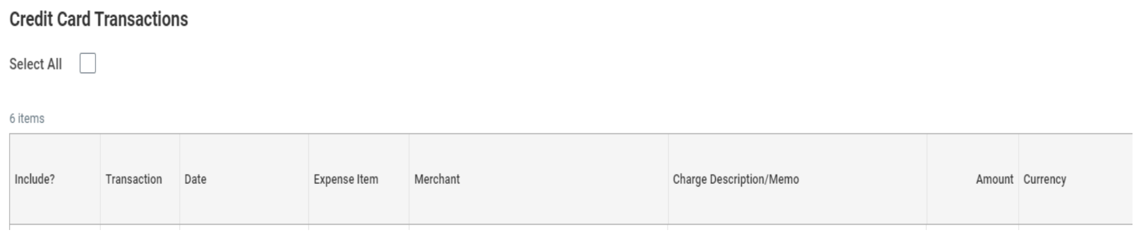


Note: A word about funding sources/**Worktags**:

d. Workday will default to your primary Cost Center, Fund, and Program.
Note: If you want to change your funding source to an Activity, Gift, Grant, or to a different Cost Center, <u>you must first remove the default funding data</u> by selecting the "x" in front of the Cost Center, Fund, and Program.
Note: When you have removed the default funding data, and you select <u>either</u>:
   i. Activity
   ii. Gift
   iii. Grant

   Workday should then automatically fill in the correct data for:
   iv. Cost Center
   v. Fund
   vi. Program
   Note: Funding source information should be provided by the manager of that specific funding source.
   Note: If you are the manager of the funding source (e.g.: the Activity, Grant manager, etc.) and you have questions, here are [directions to open a finance help ticket]

e. Select Credit Card Transactions from the available list (at bottom) to complete credit card coding.



f. Select the **OK** button

g. From the **Create Expense Report** screen, for each Expense Line

  i. Attach a receipt

  ii. Fill in the **Expense Item** field
  Please consider our Business Purpose Guidelines Job Aid

  iii. Confirm that the Activity, Gift, Grant, Cost Center, Fund, and Program are correct

  iv. Select **Submit** button

h. Select **OK** (bottom)

4. On the next screen:

a. Select the **Attachments** tab **and** the **Edit** button to attach files (e.g.: itemized receipts).

  i. **Note:** You may **drag and drop** files from your desktop **or Select files** button to attach one or more files.

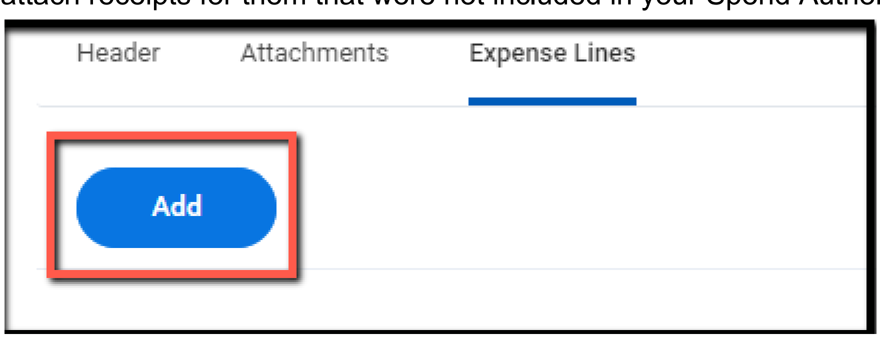
  ii. **Note:** File type must be a JPG/JPEG or PDF and the image must be clear.

  iii. **Note:** Receipts must be itemized receipts.

  i. **Note:** Please use our [Missing Receipt Form]() if you do not have an itemized receipt (or are missing a receipt) for a purchase.

  iv. **Note:** If you use the [Missing Receipt Form]() and submit your expense report; and you later find your receipt, please contact gcpurchasing@guilford.edu, attaching your found receipt and noting the expense report number, to amend your submitted expense report.

b. You may select the **Expense Lines** tab **and** the **Add** button as needed.
Note: Selecting the Add button allows you to add additional expenditures and attach receipts for them that were not included in your Spend Authorization.

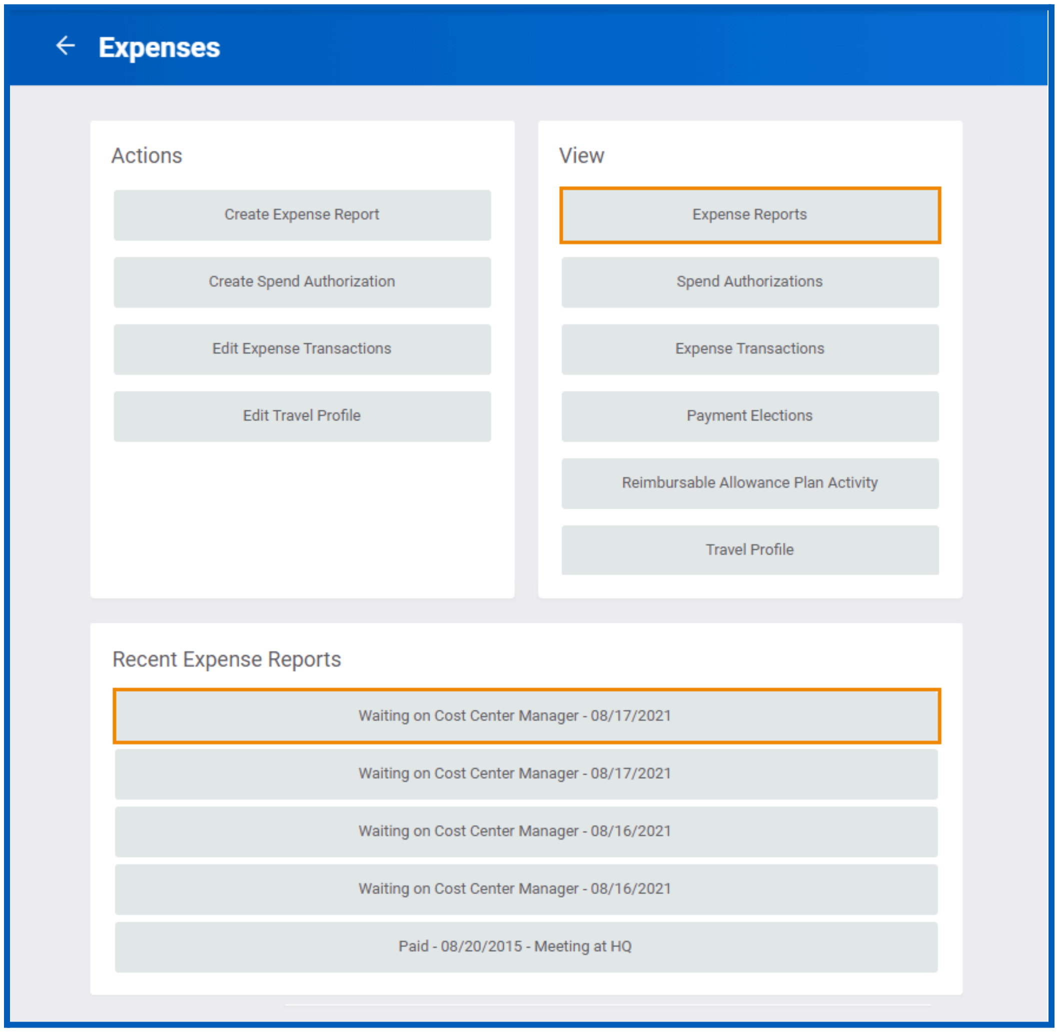


c. Select **Submit** when the expense report is complete.
Note: Select **Save for Later** if your expense report is not yet complete.

View an Existing Expense Report

1. From your Workday home page,
   Select **Menu** (top left).
2. Under Apps, select **Expenses**
3. From the Expenses application:
   a. In the **View** column,
      Select **Expense Reports**
      i. In the My Expense Reports pop-up, you have the option of selecting
         1. Expense Report Status
         2. Report Date On or After
         3. Report Date On or Before
      ii. You could also select the date of the expense report you want to view in the **Recent Expense Reports** section (below the Actions and View

columns).



Mobile App

Enter Expense and Submit Expense Report

You may use the Expenses app to track expenses, upload receipts, and submit expense reports.

Here are our Travel/Expense Guidelines.

iPhone and Android

Available Expenses

1. From the Home screen,
   In the **View All** section, tap **Expenses**.
2. In the **Available Expenses** section,
   a. Tap **SCAN RECEIPT** to scan your receipt and have Workday automatically add expense data,
   b. or tap **ENTER QUICK EXPENSE** to fill in the expense information manually as described in the following steps.
      Note: To add an attachment (e.g.: itemized receipts), tap the **Add Attachments** icon and select **Take Photo**, **Choose Photo**, or **Import Attachment**.
      Note: File type must be a JPG/JPEG or PDF and the image must be clear.
      Note: Receipts must be itemized receipts.
      i. Tap **ENTER QUICK EXPENSE**.
      ii. Enter a **Date**.
          Note: The current date will auto-fill by default.
      iii. Add the **Expense Item**, along with any other supporting information, e.g.: Merchant, Amount, Currency, and Memo.
          Note: Repeat the previous steps to add any other expense items you want to report
          Note: If a card transaction is listed as a fee, use the spend category that applies to the related item they can be listed as a separate expense line of the same kind of travel; e.g.: a flight fee, can be listed in a separate expense line, with the Expense Item type Airfare.
      iv. Tap **the checkmark** icon (top right) when you are ready to submit the expense report.

Expense Reports

1. From the Home screen,
   In the **View All** section, tap **Expenses**.
2. In the **Expense Reports** section,
   a. Tap **CREATE EXPENSE REPORT**.
      i. Include required information, such as **Company**, **Expense Report Date**, **Cost Center**, **Fund**, and **Program**.
      ii. Tap the **Additional Worktags** prompt icon and add required information.
      iii. Tap **the checkmark** icon (top right) when you are ready to submit the expense report.
      iv. Tap **New Expense** to begin attaching itemized expenses to the report.
      v. Tap **Existing Expenses**.
          Note: You can also choose to add new expenses in this step by tapping **New Expense**.

vi. Tap the **checkmark** next to each expense item to choose which expenses you want to include in the report.

vii. Tap **Next**.

viii. Tap **Review**.

ix. Review your expense items for accuracy, correct any errors, and then tap **Submit**.
Note: A confirmation screen shows your expense report is routing 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.

iPad

1. From the Home screen,
   In the **View All** section, tap **Expenses**.
2. In the **Available Expenses** section,
3. Tap **SCAN RECEIPT** to scan your receipt and have Workday automatically add expense data,
4. or tap **ENTER QUICK EXPENSE** to fill in the expense information manually.
   Note: You can also tap **CREATE EXPENSE REPORT** to start a new expense report.
5. Tap **Enter Quick Expense** to enter the expense manually.
6. Tap the **paperclip** icon to take a photo, choose a photo, or import an attachment (e.g.: itemized receipts).
   Note: File type must be a JPG/JPEG or PDF and the image must be clear.
   Note: Receipts must be itemized receipts.
   Note: Please use our Missing Receipt Form if you do not have an itemized receipt (or are missing a receipt) for a purchase.
7. Enter a **Date**.
   Note: The current date will auto-fill by default.
8. Add the Expense Item, along with any other supporting information for the expense.
9. Tap **Done**.The newly entered expense should save automatically.
10. Tap the **back arrow** in the upper left to add other expense items to the report. After you add all expense items, you can submit the expense report from the Expenses application.
11. Tap **Available Expenses**.
12. Tap the **checkmark** icon to add the expense item to an expense report.
13. Tap the **Add to Report** button, then **Create New Report**.
14. Include required information, such as Company, Expense Report, Date, Company on Expense Line, Cost Center, and Region.
15. Optionally, tap the **Additional Worktags** prompt icon . Add information your organization may require, such as **Location** and **Project**.
16. To add a project, from the Additional Worktags prompt, tap **Project** and select your project.

Note: The number of projects you can choose for your expense report may vary based on your organization's configuration. An inactive (closed) project will not appear in available projects.

17. Tap **Done**.
18. Tap **Review**.
19. Review your expense items for accuracy and correct any errors, then tap **Submit**.
    Note: A confirmation screen shows your expense report is routing for approval.

Note: Upon review, Workday may enter Business Topics into the expense item details. Enter the topic into the prompt, tap Save and Review to continue processing your expense report.

Contact Us!

If you are having difficulty accessing Workday or Okta Problems (login issues, the site is down, you need additional security/permissions/access in Workday, etc.):

- Please open a help desk ticket or contact our helpdesk at 336-316-2020
- If you are not yet a member of our Guilford College community (you are a job applicant) or have lost your Guilford email access, please email guestITShelp@guilford.edu or call our helpdesk at 336-316-2020

If you have questions about Human Resource or Payroll processes:

- please email the HR team at: hrworkday@guilford.edu

If you have questions about Finance processes:

- please email the Finance team at: financeworkday@guilford.edu