**Workday Expense Helpful Hints!**

Please check out all of the Job Aids available on the FAU Controller’s Office website. It includes How to create Spend Authorizations, Expense Reports and more:

**Click here for Job Aids:** [http://www.fau.edu/controller/travel/](http://www.fau.edu/controller/travel/)

1. **Establish Delegations:**
   Please use the Establish Delegations job aid if you wish to delegate the creation of a specific task and/or Inbox responsibilities to another FAU Employee. Remember, more than one task can be delegated to the same person.

2. **Cancel Delegations:**
   Please review the Cancel Delegations job aid. If you need to change a delegate or delegation task, you will need to cancel the delegation and establish a new delegation.

3. **International Per Diem Meals**
   The Travel Desk used to provide the per diem meal rates for foreign travel however; we have now put the tools for the FAU community to use in terms of retrieving international per diem rates.

   You will need to go to the Controller’s Office website and click on the External Links page.

   Then go to the two links under “Federal Foreign Per Diem Rates.” You will be able to retrieve the M&IE (Meals and Incidental Expenses) rate from the first link, as it will take you to the State Department’s website.

   Then you will choose the country of travel. Once the country comes up, you will have options in terms of which city the traveler will be in. Make sure you have the correct month of travel entered as well. Then you can match that M&IE number in the second State Department link and that will give you the breakdown of the breakfast, lunch and dinner rates for each country. Only choose the first three numbers to determine breakfast, lunch and dinner. Please let us know if you have any questions.


4. **Expenses/Travel Office Hours**
   The Expense/Travel desk has changed its training format. We now provide individual training classes for the FAU community. We offer up to 45-minute personal trainings in our office two
Thursdays out of each month. If you want to schedule a training or simply have a questions you would like answered please use this link: http://techevents.fau.edu/booking/OfficeHours

5. Pcard Time Period

The time-period for Pcard charges to be processed on an Expense Report has changed from 10 days to 30 days. However, if Pcard charges are not completed during the 30-day period the Pcard is at risk of being revoked.

6. Itemization:

Itemization for hotel charges on an Expense Report are no longer required. Please be sure to attach an itemized hotel receipt with the day-by-day transactions.

7. Car Rental:

FAU has a state contract with Enterprise/National and it is a requirement that all FAU travelers who decide to rent a vehicle use Enterprise/National. We recommend signing up for the Emerald Club for further convenience. The compact car is the size of vehicle that travelers are supposed to choose. However, justifications can be submitted in the Expense Report for a larger vehicle. Having multiple individuals traveling together in one vehicle is an example of an acceptable justification.

Please rent Enterprise/National cars through the FAU-Enterprise portal found on the Controller’s Office Car Rental website: http://www.fau.edu/controller/travel/car_rental.php

8. Conference/Convention travel:

When traveling to a conference or convention travelers, when submitting the Expense Report, must provide a benefit to the State and a conference/convention agenda. Please see the policy Snip It from the Reference Guide for State Expenditures:

- In the case of a conference or convention, the benefits to the State must be provided along with the pages of the agenda that itemizes the registration cost.
9. Pcard Processing:

When creating an Expense Report to process Pcard charges please be sure to scroll down to the bottom of the “Create Expense Report” page and click to include the Pcard charge/s. If you enter Visa information into the Expense Report you have not included the charge and are processing the charge incorrectly.