## Workday Expense Checklist

### Travel

**A Spend Authorization is required before Travel begins**

#### Per Diem - Domestic

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$6</td>
<td>6AM to 8AM</td>
</tr>
<tr>
<td>Lunch</td>
<td>$11</td>
<td>Noon to 2PM</td>
</tr>
<tr>
<td>Dinner</td>
<td>$19</td>
<td>6PM to 8PM</td>
</tr>
</tbody>
</table>

#### Per Diem - International

Use US Dept of State website to calculate:
- Total Country M&IE rate less the i or Incidental

**Advance**

- 100% Airfare/80% of remaining trip
- Paid within 10 days of start date
- Must be reconciled 10 days from end date

**Other**

- Please select correct expense items
- Business Purpose needs to be travel
- Make sure receipt matches the charge
- Please do not select Credit Card/VISA line
- List all travelers as required

#### Hotel

- <=$150 State per night Florida (justify higher)
- Other States - most economical
- Meals included - Per Diem must be reduced
- Must include itemized hotel receipt
- Note: Orbitz/Expedia need itemized receipt

#### Mileage

- Commuter Mileage not paid
- Attach a map (Google/Campus to Campus)
- Fixed at $.445 cents per mile
- Include times of departure/return

#### Car Rental

- National/Enterprise preferred
- Compact cars - rate includes insurance
- Must include itemized car rental receipt
- Justification required if not Compact Car

### Conference Registration/Memberships

- Include Benefit to State/Agenda/Other
- Meals included - Per Diem must be reduced
- Membership dues need justification

### Airfare

- Economical rate/class of service
- Include time of departure
- Proof of payment required
- Destination should be completed
- Baggage charges - receipts required
- Upgrades are at travelers expense
- Cancelled tickets are at travelers expense
- S$ changes of any sort need managers approval

### Incidents

- Receipt required - >$25
- Portage = $1 per bag/$5 per incident
- Tips not to exceed 15% Taxi or $1 parking
- Limo service not allowed
- Use a Lost Receipt form when appropriate
- Alcohol is not allowed
- Room Service is not allowed

### Non - Travel

**A Spend Authorization is not required**

#### Other

- Please select correct expense items
- Business Purpose needs to be non-travel
- Make sure receipt matches the charge
- Please do not select Credit Card/VISA line

#### GOODS Ordered

- Make sure they were received
- Provide Benefit to the State
- Please refer to the pCard Manual

#### Gift Cards

- Not allowed at any time on pCard or personal

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**Expense reports need to be submitted/approved within 10 days of pCard load in to Workday**

**Expense reports may be taxed if not received within 60 days of trip end date**

**JUSTIFY, JUSTIFY, JUSTIFY - it makes things easier to audit and understand!**

Revised: 5/6/2016