Please Note: All Workday Expense job aids (self-help tools) can now be accessed via the FAU Controller’s website under Travel: “https://www.fau.edu/controller/"

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. Please review the video for switching accounts from yourself to a delegate. Please note that Spend Authorizations and Expense Reports use the same process for Switching Accounts.

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. **Spend Authorization (only required for Travel requests):**
Please review the Spend Authorization (SA) job aid. Please remember that an SA is only required if you are requesting authorization to travel on behalf of the University and must be done/approved before travel begins. Please make sure you enter a good description and justification for the travel. It is important to note that the SA will encumber once approved. Please be as detailed as possible on your estimates.

   **Travel Types:**
   - *Complimentary travel* – This is for travel that will not be reimbursable, however, needs preapproval (Note: system will not allow you to enter in a $0.00", please use $0.01). Example = car-pool passengers.
   - *Blanket Mileage travel* – Input for any anticipated mileage for a period of time – you can do for the entire fiscal year (i.e. 6/30/2016 for FY16).
   - *Grant Convention travel* – an attachment is required when submitting.
   - *In State/Out of State/International travel* – input estimates for any hotel, airfare, car rental, etc.
   - *Cash Advances* – input estimate for any Cash Advance request.
   - *pCard travel* – these are travel expenses that will be charged on your pCard related to Travel. The expense item field selection will always be something related to Travel or International. Your SmartTag will always default, please change if another Smart Tag is required. Should you get a Work Tag error, simply re-enter the SmartTag again and it should correct the error. Please remember that Trip Start Date, Trip End Date and the Expense treatment also need to be input.

4. **SA Report/View:**
In the search area please type, My Spend Authorizations to view your SA(s). Should you need to cancel or change an SA please also view the Cancel/Change job aid. This can be used for both SA’s and Expense Reports.

5. **Expense Report and Reimbursements:**
Please review the Expense Report (ER) job aid(s). We have done a few versions for you. One for travel and other employee reimbursements, one for pCard transactions and another for when you itemize transactions.

   **Note – all pCard credit card transactions need to be reconciled via an Expense Report in Workday.**
   There are basically 2 screens that need to be input for expense reports. The first screen is where you would enter items like the SA# for travel, Trip Start and End Date and Expense Treatment. The first
screen is also where all pCard transactions that need to go on an Expense Report will appear. The second screen is where you put in the details of the expenses (i.e., purpose, justification and receipts). A third screen is required when you have a car rental and/or hotel charge which will need to be itemized.

**Screen 1 Inputs:**
- Your SmartTag will always default, please change if another Smart Tag is required.
- SA# = either Workday SA# or prior approved Banner TA#. (ex. SPEND_AUTH-000000121 format)
- Trip Start and End Date for travel are actual dates of travel. (ex. MM/DD/YYYY format)
- Expense Treatment (i.e., In/Out State Travel, International, or Purchases other).
- Please remember to always select your pCard transactions (check appropriate box) from the first screen on the ER. The Trip Start and End Date for a pCard non-travel items equals the receipt date of the pCard transaction.

**Screen 2 Inputs:**
- Business Purpose field is a required field.
- Memo field needs input if Business Purpose if for travel – please enter benefit to the state.
- Expense Item is required = Spend Category of the expense.
- Always attach your receipts with the expense line item being expensed.
- You must itemize if you have a hotel or car rental expense.
- Click the “+” sign next to the Itemize word to get to screen 3 to itemize.

**Screen 3 Inputs:**
- Hotel daily rate and other incidentals will need to be detailed.
- Car Rental daily rate will need to be detailed.
Note – You can also use Screen 3 to split a charge to any number of different Smart Tags.

6. **ER Reports/Views:**
In the search area please type either:
For Individuals - My Expense Reports or Edit My Expense Transactions
For Management – Find My Team’s Expense Reports