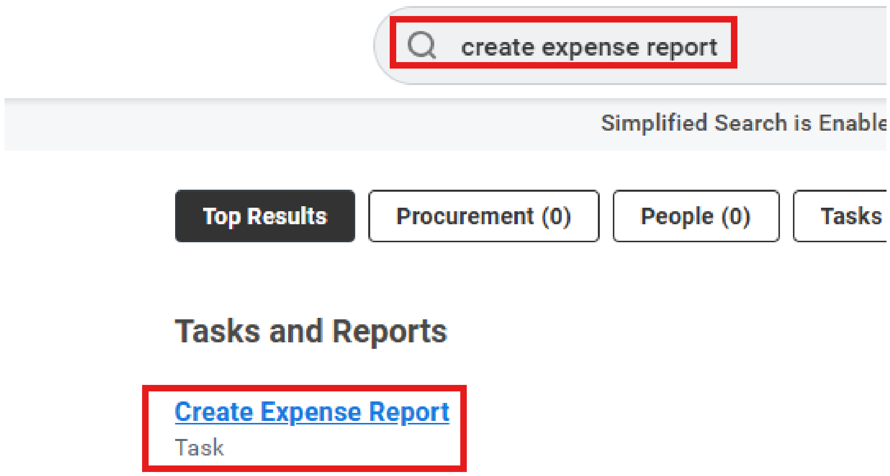
Travel Expense Report

Please reference [Travel/Expense Manual](#)

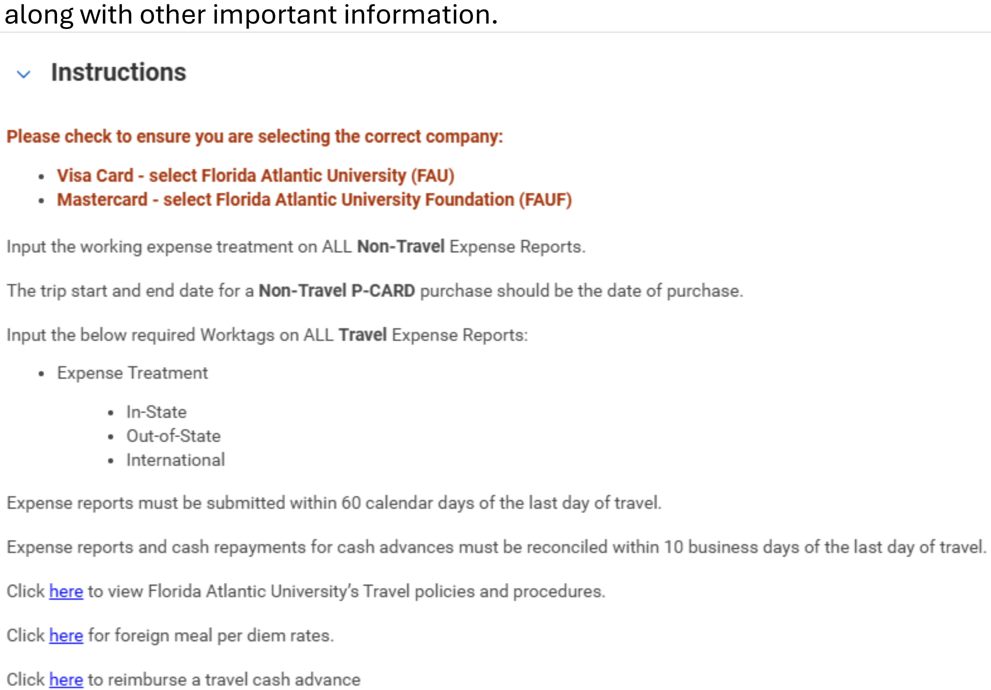
Before you begin, be sure you have:

- An approved Spend Authorization
- All itemized receipts and documentation
- Accurate travel dates

1. Type **Create Expense Report** in the search bar and select **Create Expense Report** for the search results.



2. This section is included for your reference and provides links to the University's policies and procedures along with other important information.



Instructions

Please check to ensure you are selecting the correct company:

- **Visa Card - select Florida Atlantic University (FAU)**
- **Mastercard - select Florida Atlantic University Foundation (FAUF)**

Input the working expense treatment on ALL **Non-Travel** Expense Reports.

The trip start and end date for a **Non-Travel P-CARD** purchase should be the date of purchase.

Input the below required Worktags on ALL **Travel** Expense Reports:

- Expense Treatment
  - In-State
  - Out-of-State
  - International

Expense reports must be submitted within 60 calendar days of the last day of travel.

Expense reports and cash repayments for cash advances must be reconciled within 10 business days of the last day of travel.

Click here to view Florida Atlantic University's Travel policies and procedures.

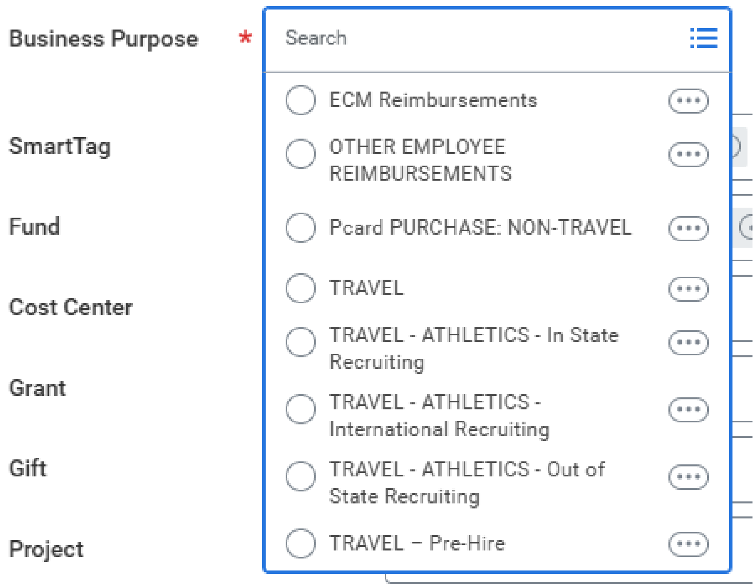
Click here for foreign meal per diem rates.

Click here to reimburse a travel cash advance

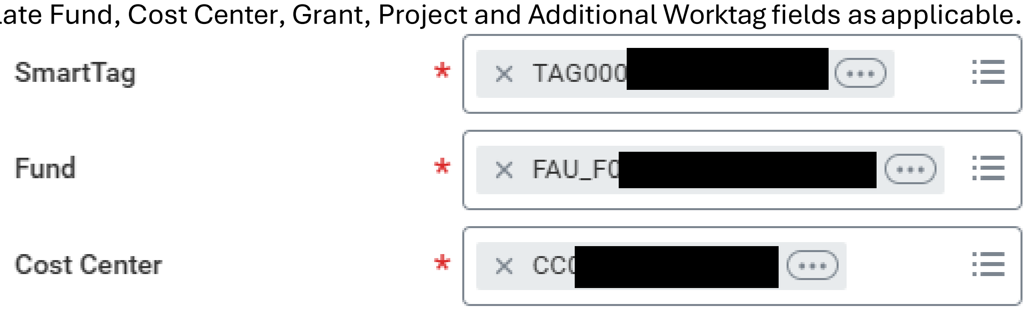
3. Select “Create New Expense Report from Spend Authorization” – this will import all the information from your approved Spend Authorization to your Expense Report. **All travel expense reports must be linked to Spend Authorization**

4. The Memo must include the benefit to the state and business purpose of the expenses**. Please include a detailed description. Your expense report WILL be sent back if this information is not included.**

5. Select **Travel** as the Business Purpose. *If Athletics Travel – please select accordingly. *

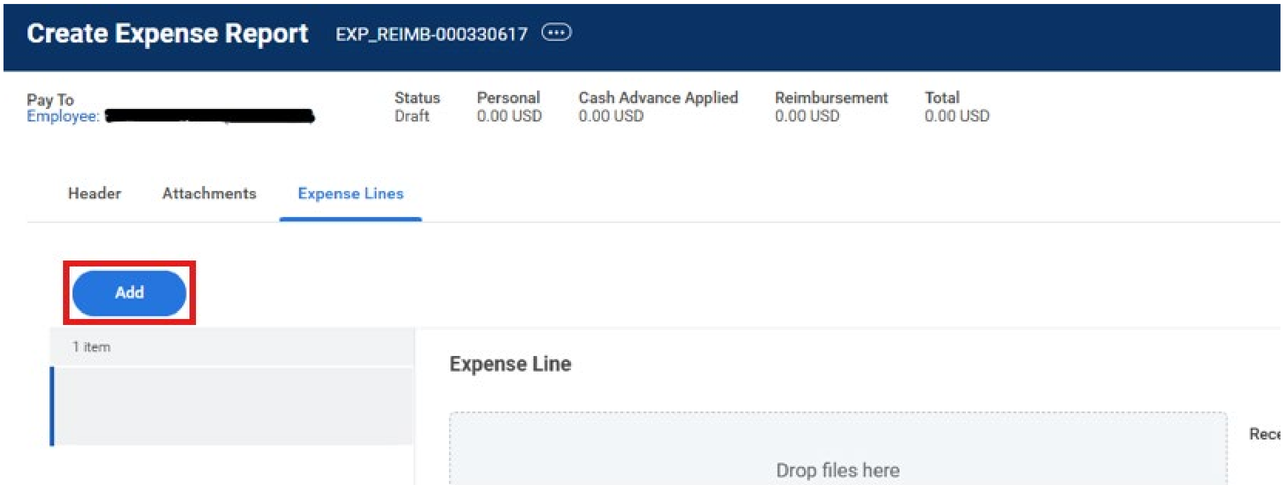


6. The SmartTag is auto populated based on your job; you may change it if needed. The SmartTag will populate Fund, Cost Center, Grant, Project and Additional Worktag fields as applicable.

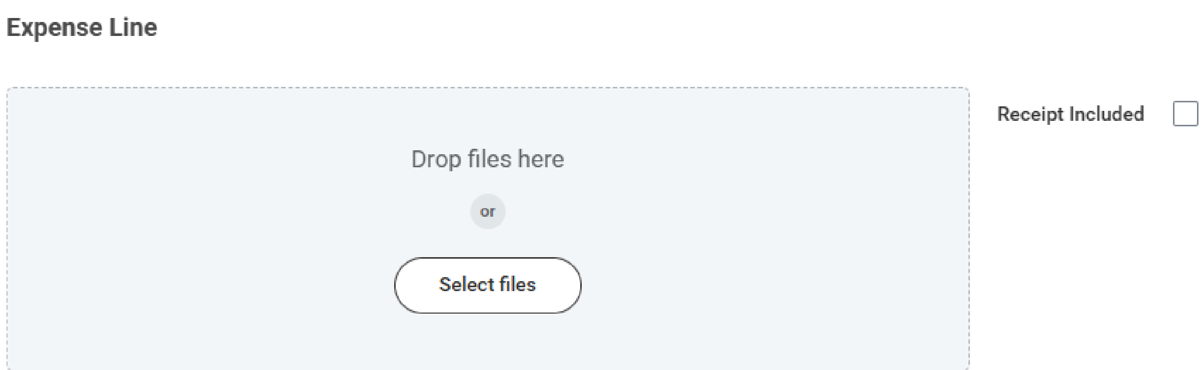


7. Select the appropriate **"Expense Treatment"** the click OK. If unsure, please contact your Cost Center Manager.

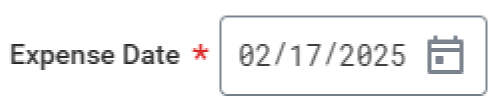
8. Spend authorizations are estimates, therefore, the Expense Report module will allow you to add additional lines and different amounts. However, your Cost Center Manager may request additional information regarding the difference.



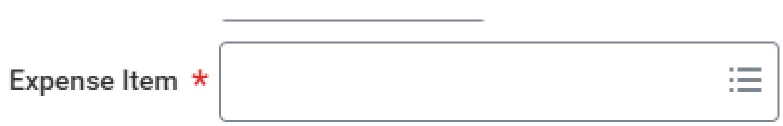
9. Supporting documentation must be attached to the Expense Report – this includes but is not limited to an **itemized invoice/receipt, agenda/itinerary**, and other supporting documentation for the expenses incurred.



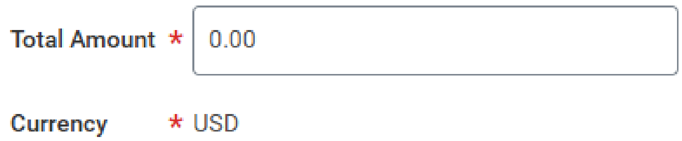
10. The date will default to today's date, edit it to reflect the date in which the expense was incurred and to match the receipt attached.



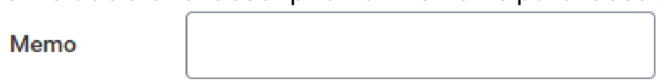
11. Select the appropriate **"Expense Item"** for this expense line. If unsure, please contact your Cost Center Manager.



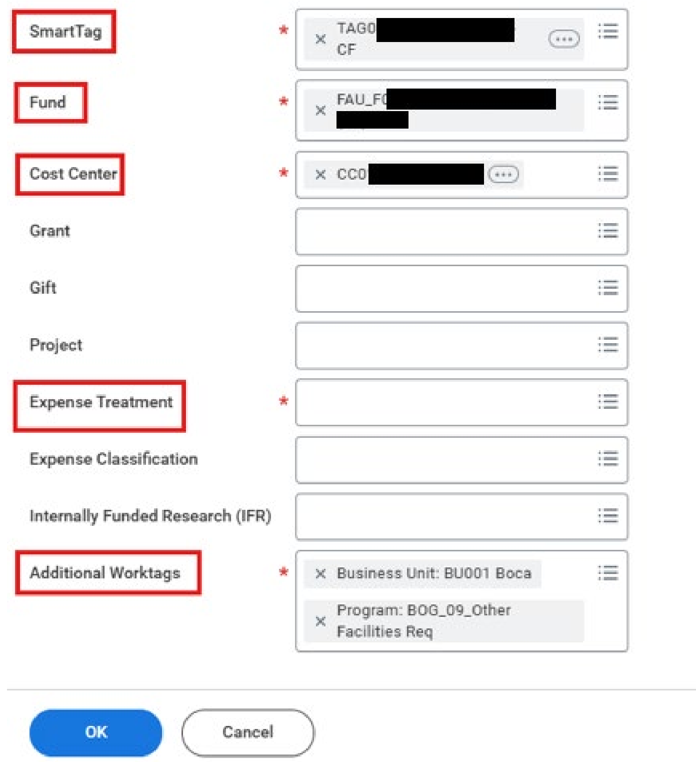
12. Insert the total amount. Must match the receipt provided.



13. In the **memo,** please include a brief description of the items purchased.

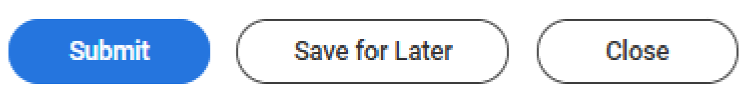


14. Ensure all information with a * is accurate.



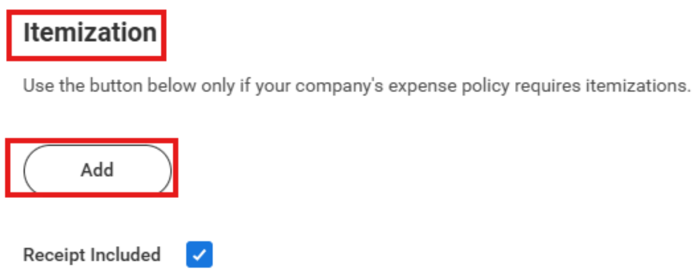
15. After adding necessary expense items and attachments the expense report is ready to move onto the next step with a few different options:

a. You can "Submit" the expense report for approval. Once submitted the expense report will enter the approval process and will entail as needed per the business process.
b. You can "Save for Later" to save the expense report in draft for later if it is not ready to submit yet. However, you must fill in all required fields to save it.
c. You can "Close" the expense report if you no longer need the expense report

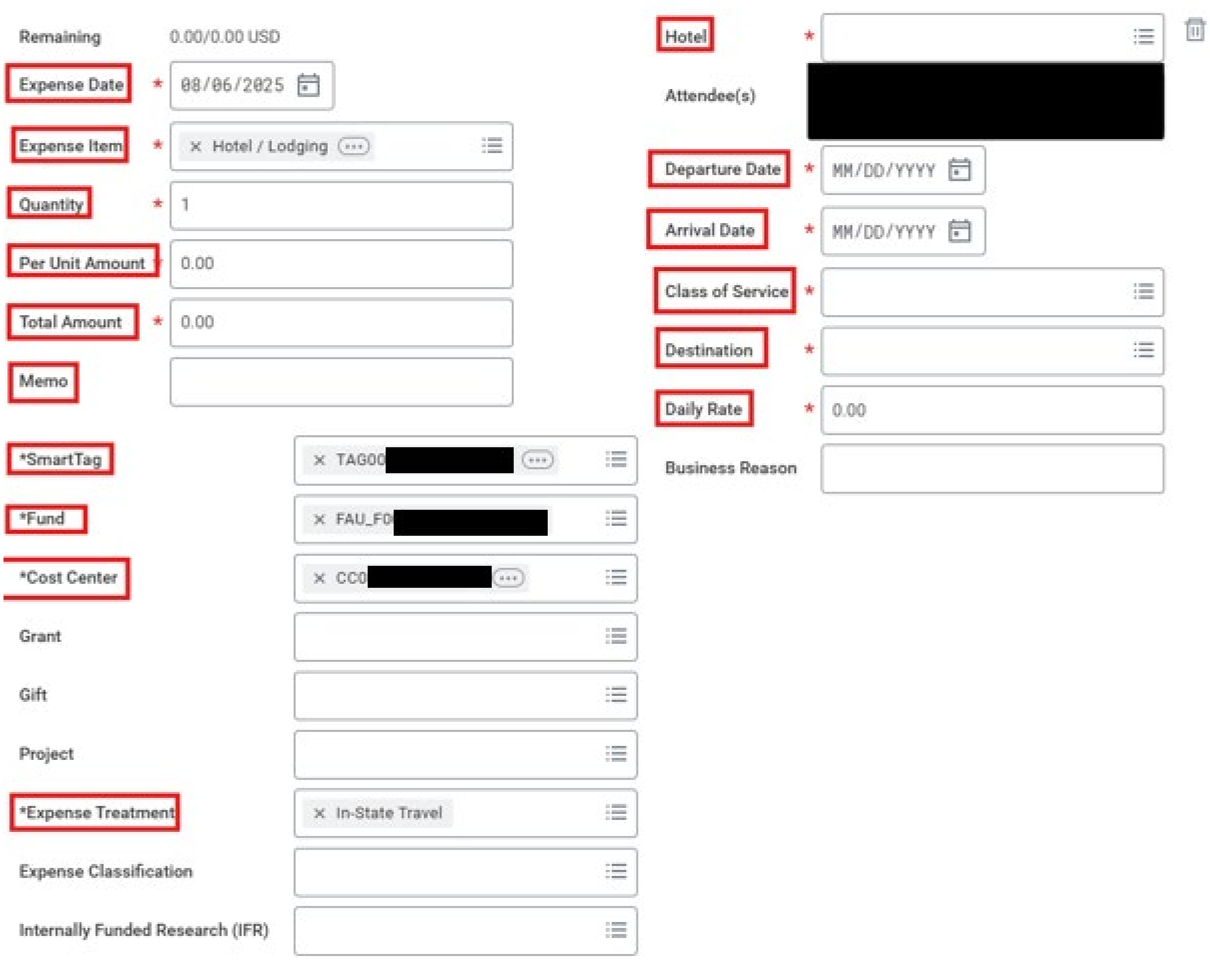


How to Itemize Expense Report

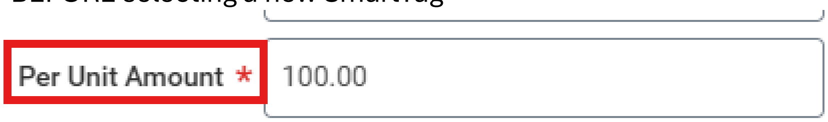
1. Please refer to the Job Aid above
    - You can itemize an expense when:
        i. A single receipt covers multiple types of expenses (hotel bill with room rate, parking, meals)
        ii. The policy requires certain expenses to be broken down (lodging taxes, tips)
2. Each expense line, on the left-hand side, you will see **Itemization.** Select **Add** to start.



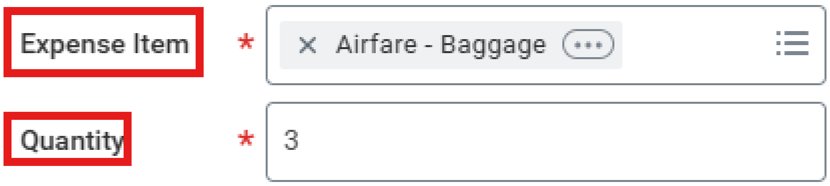
3. Please fill out all the required information. For each itemized line, select the **Expense Item** that matches the charge. If you are using different **SmartTags**, please do so while itemizing.



4. Enter the appropriate **Per Unit Amount** for each **SmartTag**. If you want to replace a **SmartTag** from the defaulted values, be sure to 'X-out' the **SmartTag, Fund**, and Cost Center BEFORE selecting a new SmartTag



5. It is also permissible to manipulate other fields such as **Quantity, Expense Items**, etc. when itemizing. This is helpful if you wish to perform a line-by-line itemization of your PCard receipt



6. Workday will prompt you to the remaining amount to itemize as you make changes to the **Unit Amount** and/or **Quantity** fields.

7. When you have successfully allocated all items, Workday will show a 0.00 balance in the **Remaining Amount to Itemize** indicator.