Spend Authorizations & Expense Reports Seminar
Welcome and Introductions

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“The significant problems we face today cannot be solved at the same level of thinking we were at when we created them.”
– Albert Einstein
Seminar Goals

• This seminar is a lecture-style offering.
• The content in today’s course is included in the accompanying web-based training: **Spend Authorizations & Expense Reports**.
• Please hold your questions. Time is allotted at the end for Q&A.
Agenda

- Course Objectives
- Spend Authorizations
- Expense Reports
- Course Review and Questions
- Next Steps
Course Objectives

By the end of this course, users will be able to:
• Understand the spend authorization process
• Understand the expense report process.
Learning Methods

There are two types of learning methods that will be utilized during today’s seminar:

**Knowledge Checks**
Instructors will ask users a question on a previously discussed Workday topic.

**Demonstrations**
Instructors will introduce a topic and show how to complete a process in Workday. Users will watch and reserve any questions for the Q&A portion at the end of the seminar.
Spend Authorizations
Basic Approvals

Review and Approvals
1. Employee Supervisor
2. Cost Center Manager
3. Driver Worktag Manager

Send Back for revision as needed

Spend Authorization (out of state travel)

Review and Approvals
1. Employee Supervisor
2. Cost Center Manager
3. Driver Worktag Manager
4. Expense Partner

Expense Report

Send Back for revision as needed
Spend Authorizations

- Enable employees to obtain pre-approval for anticipated travel expenses.
- Help units estimate expenses for the fiscal year.
- Are REQUIRED prior to any out of state travel.
Items needed for a Spend Authorization

• Driver Worktag - Project, Grant, Gift, Custodial Entity, Designated, or GTRI Charge Code

• Travel dates

• Any hotel and/or flight information and costs

• Other estimated costs as needed
Demonstration – Create a Spend Authorization

Scenario:
- Robots International conference will be held in San Diego from July 16th through July 19th.
- Create a spend authorization that includes estimates for a Delta flight paid by traveler and meals for four days. Save for later.

With the **Employee as Self** role, perform the following steps:

1. Select **Expenses Worklet**
2. Select **Create Spend Authorization**
3. Add trip details
4. Select **Save for Later**
Demonstration – Edit a Spend Authorization

Scenario:
• After the spend authorization was submitted for approval, the initiator remembered that hotel needed to be added to the Spend Authorization.

• Edit the spend authorization to add hotel stay.

With the Employee as Self role, perform the following steps:

1. Select Expenses Worklet
2. Select Edit Spend Authorization
3. Select Spend Authorization
4. Make Changes
5. Select Submit
Demonstration – Close a Spend Authorization

Scenario:
• A Spend Authorization has been submitted and approved; however, the conference was canceled due to low enrollment.

• Close the spend authorization in Workday to release the budget commitment.

With the Employee as Self role, perform the following steps:

1. Select Expenses Worklet

2. Select View Spend Authorization

3. Select Related Actions Menu

4. Select Spend authorization and Close

Scenario:
• A Spend Authorization has been submitted and approved; however, the conference was canceled due to low enrollment.

• Close the spend authorization in Workday to release the budget commitment.
Knowledge Check

What must be completed BEFORE traveling out-of-state for Georgia Tech business?

A) Expense Report
B) Spend Authorization
C) Registration Form
D) Non-worker Form
Knowledge Check

What must be completed BEFORE traveling out-of-state for Georgia Tech business?

A) Expense Report
B) Spend Authorization
C) Registration Form
D) Non-worker Form
Knowledge Check

Why are Spend Authorizations important?

A) Spend Authorizations help units estimate expenses for the fiscal year
B) Spend Authorizations show actual expenses
C) Spend Authorizations enable employees to obtain post approval for expenses
D) Spend Authorizations do not commit funds
Knowledge Check

Why are Spend Authorizations important?

A) Spend Authorizations help units estimate expenses for the fiscal year

B) Spend Authorizations show actual expenses

C) Spend Authorizations enable employees to obtain post approval for expenses

D) Spend Authorizations do not commit funds
Expense Reports
Expense Reports

- Expense reports are a request for reimbursement.
- Expense reports must be associated with a spend authorization when requesting reimbursement for out of state travel.
Information needed for Expense Reports

• Driver Worktag - Project, Grant, Gift, Custodial Entity, Designated, or GTRI Charge Code

• Expensed Items (travel, copies, mileage)

• Receipts for hotel, flight, shuttle, baggage fees and any other costs (out of state travel)
Demonstration – Create a New Expense Report

Scenario:
• Travel is complete from a conference in San Diego from July 16-19, 2019. Create an expense report for reimbursement of airfare and per diems.

With the Employee as Self role, perform the following steps:

1. Select Expenses Worklet
2. Select Create Expense Report
3. Select Spend Authorization (out of state only)
4. Add trip details
5. Select Submit
Demonstration – Modify an Expense Report

Scenario:
• Once the expense report was submitted, it was discovered that the hotel cost was left out.
• Follow the steps to add hotel fees to the expense report and submit.

With the Employee as Self role, perform the following steps:

1. Select Expenses Worklet
2. Select View - Expense Report
3. Select Status for search
4. Enter Date Range
5. Select Change Expense Report
Knowledge Check

An Expense Report for out of state travel is created from which document?

A) Hotel Bill
B) Direct Bill
C) Travel Form
D) Spend Authorization
Knowledge Check

An Expense Report for out of state travel is created from which document?

A) Hotel Bill
B) Direct Bill
C) Travel Form
D) Spend Authorization
Knowledge Check

Which worklet would you use to create an expense report?

A) Favorites  
B) Requests  
C) Expenses  
D) Receipts
Knowledge Check

Which worklet would you use to create an expense report?

A) Favorites  
B) Requests  
C) Expenses  
D) Receipts
Course Review

• Spend Authorizations must be submitted and approved before out of state travel.
• Receipts for travel and expenses are submitted through Workday.
• If a spend authorization or expense report is sent back anytime during the approval process, the approval process starts over.
• A change can be made to an expense report anytime before reimbursement.
Questions?
Next Steps & Resources

- Visit the **Services & Support Portal for Financials Administration** at services.gatech.edu/financials.

- Submit the **Request Help** form to log a new ticket or contact the Financials Service Desk Monday-Friday from 8:00am-5:00pm at 404-385-5555 or erp.ask@gatech.edu.

- Access Workday FAQs, Tips and Tricks, and job aids via the Portal search bar or the tiles organized by Business Service.
Next Steps & Resources

• Ask a Peer
  • Workday Peers provide peer-to-peer support across campus for common Workday tasks and basic navigational questions.

• Find a Workday Peer by Department or Process Area at transformation.gatech.edu/ask-a-peer.
THANK YOU