SPEND AUTHORIZATION IN WORKDAY

Workday Program

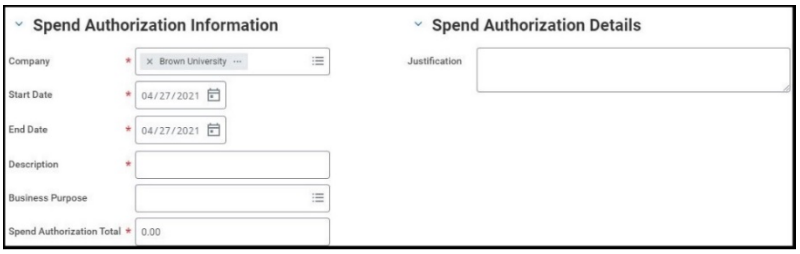
Faculty must complete a spend authorization in Workday to receive approval to use up to $1500 in travel funds ($2100 for international travel) for professional development. Follow the steps below to complete a spend authorization and associated expense report in Workday.

Important Note: Expenses must be reimbursed within 60 days of being incurred. **An expense report not submitted in Workday and substantiated within 60 days of incurring the expense is considered gross income and subject to tax withholding** and will be processed through Payroll and reported on the employee's W-2 form. Go here for more information on Brown's expense policy.

Part A: Create Spend Authorization

Note: By beginning this process in Workday, you attest to having received authorization from your chair or director

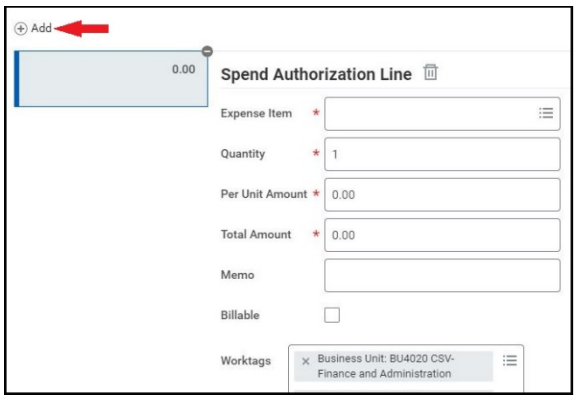
1. Type all or part of **Create Spend Authorization** in the search bar; company and dates default in:



2. Complete the following required fields:

   - Description – brief summary of the business purpose (i.e. attend Geological Society of America (GSA) conference in Atlanta)
   - Business Purpose – high level description of request (may be the same as "description" field)
   - Spend Authorization Total
   - Justification – reason you are traveling, dates of travel and justification for fund request (i.e., GSA Conference, 8/1 to 8/7/21, meet with collaborators who support my research

3. Scroll down to **Spend Authorization Lines**, select **Add**



4. Complete required fields (*) to reflect the type of payment for the Spend Authorization:

   - Expense Item – type of expense
   - Quantity
   - Per Unit Amount
   - Total Amount – auto calculates
   - Memo – leave blank
   - Billable – leave unchecked
   - Worktags – verify default worktags

5. Select **Submit** to route authorization to the Dean of the Faculty (DOF) to review and approve use of travel funds for the designated amount

Additional Notes

- Consult the DOF's Faculty Research Travel Fund web page for additional information
- Travel fund review may require more details and may be sent back by the approver
- Spend authorizations may be edited to add or remove expenses as needed
- Partial authorizations may be approved

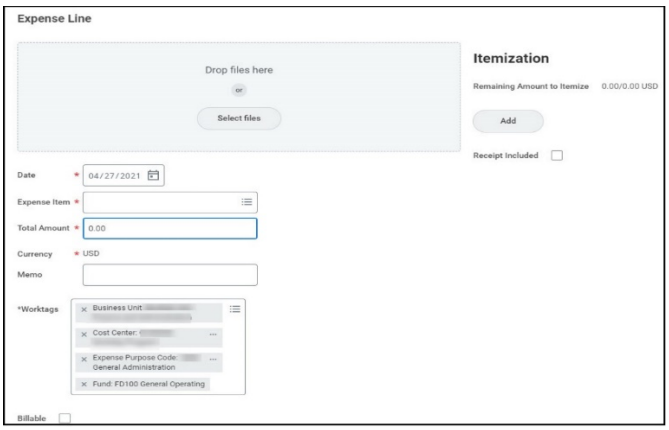
Part B: Expense Report

Once travel is complete, the spend authorization must be closed out with a corresponding expense report in Workday. Departmental staff should have experience creating expense reports.

1. Type all or part of **Create Expense Report** in the search bar

2. Complete the following fields on the Expense Report information screen:
   - Expense Report for - initiator will default in
   - Creation Options – Select **Create New Expense Report from Spend Authorization** and choose spend authorization from menu
   - Final Expense Report for Spend Authorization – check if all expenses are completed and spend authorization is being closed out
   - Company – Brown University will default in
   - Expense Report Date – today's date will default in
   - Worktags – update to select worktags to be charged for the reimbursement

3. Complete the following fields under **Expense Lines**:
   - **Date** - Select today's date
   - **Expense Item** - Select from drop down or type
   - **Total Amount –** Auto calculates
   - **Memo** -Additional information about transaction
   - **Worktags** -Verify default worktags; edit if needed
   - **Attachments** - Include for each item **OR** attach one document of all receipts
   - **Receipt Included** - Check if a receipt is included



4. Itemization **-** Use if splitting the costing from two or more accounts (e.g. the Travel Fund and a research account)

   - Select **Add** to open the **Non-Recurring Charges** screen
   - Enter **Per Unit Amount** (dollar amount being paid) for each costing line

   Note: Initial worktags are the initiator's default worktags

   - Select **Add** to add another costing line
   - Enter new Worktags for each costing line *(Note: **X** out default Worktags on new line and start with a new driver Worktag: Cost Center, Grant, Project, or Endowment)*

5. Select **Submit** to complete the process

Additional Notes

- All expenses can be combined on one report
- Expense reports with spend authorizations will be approved by the Provost and additional Cost Center Manager(s) and fund managers, if necessary