

SPEND AUTHORIZATION IN WORKDAY



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:

The screenshot shows the 'Spend Authorization Information' form. The 'Company' field is set to 'Brown University'. The 'Start Date' and 'End Date' are both set to '04/27/2021'. The 'Spend Authorization Total' is '0.00'. The 'Spend Authorization Details' section is also visible with a 'Justification' field.

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**

The screenshot shows the 'Spend Authorization Line' form. The 'Quantity' is '1', 'Per Unit Amount' is '0.00', and 'Total Amount' is '0.00'. The 'Worktags' field is set to 'Business Unit: BU4020 CSV- Finance and Administration'. A red arrow points to the 'Add' button at the top left of the form.



SPEND AUTHORIZATION IN WORKDAY



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

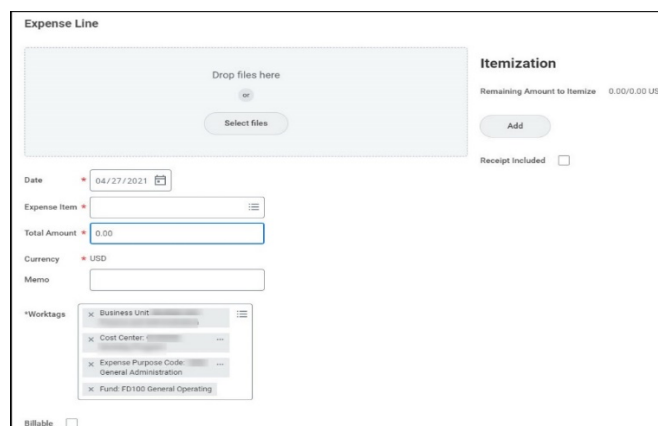
Once travel is complete, the spend authorization must be closed out with a corresponding expense report in Workday. Departmental staff should have experience creating expense reports.

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

SPEND AUTHORIZATION IN WORKDAY

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



The screenshot shows the 'Expense Line' form in Workday. At the top, there is a 'Drop files here' area with a 'Select files' button. To the right, the 'Itemization' section shows 'Remaining Amount to Itemize' as 0.00/0.00 USD and an 'Add' button. Below these, the 'Receipt Included' checkbox is unchecked. The main form fields include: 'Date' (04/27/2021), 'Expense Item' (a dropdown menu), 'Total Amount' (0.00), 'Currency' (USD), and 'Memo'. A 'Worktags' section is expanded, showing a list of tags: 'Business Unit', 'Cost Center', 'Expense Purpose Code' (General Administration), and 'Fund' (FD100 General Operating). At the bottom left, there is a 'Billable' checkbox.

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