

Travel FAQ:

Spend Authorization & Expense Report

What is a Spend Authorization?

An employee submits a Spend Authorization request in Workday to get approval for college financial support of travel expenses or entertainment. You will indicate the purpose of the travel, the various estimated costs of the trip, and the source(s) of funding. The request is then reviewed by the appropriate manager or senior officer.

What is the difference between an Expense Report and Spend Authorization?

An employee submits an Expense Report in Workday to document the actual costs incurred for a trip. When you are completing the report, enter the reference number assigned to the Spend Authorization that was approved for the trip's costs.

When should I request a Spend Authorization?

Submit the request in Workday as far in advance of your trip as possible. First communicate with the manager of your department/office about your travel plans and expected costs, before you submit the Spend Authorization request. *[Note to faculty: Begin the process with your department chair. Then when you submit your spend authorization request in Workday it will be routed to the Dean of the Faculty's office for review.]*

When is my Expense Report due?

To comply with Vassar policy, expenses incurred during your trip must be submitted in a report either within 14 days of the completion of the trip, or 14 days of the close of the credit card billing period, whichever comes first.

Are my business travel expenses considered taxable income to me?

Any expenses reported to Vassar more than 60 days after they are incurred are deemed taxable income by the IRS, and will be shown as such on your W-2 tax form.

How do I verify and reconcile the charges for my trip that were paid with my Vassar corporate travel card (C-Card)?

Search "Create Expense Report." Scroll down to the Credit Card Transactions tab. Select the transactions that pertain to your trip by clicking the check boxes. These transactions will populate into your expense report after you click 'OK'. Receipts or other supportive

documentation for the transactions will need to be attached to the report.

MORE ABOUT SPEND AUTHORIZATIONS

Can I edit my Spend Authorization if the cost of my trip exceeds my initial estimate?

You can submit changes to an approved spend authorization for revised approval. In the search box, type “My Spend Authorizations.” Find the Spend Authorization row and click the ‘Change Spend Authorization’ button.

How do I split an expense line between multiple budgets on a Spend Authorization?

To split an expense line between multiple budgets, click ‘+ Add’ to add another spend authorization line. The expense line will be the same, enter the amount that’ll be charged to the other budget, and update the budget. Repeat for other expense lines that are split.

What if there is more than one Expense Report tied to the Spend Authorization for a trip?

You can submit multiple expense reports for one spend authorization. When you complete the last expense report for the trip check the box indicating “Final Expense Report for Spend Authorization.”

MORE ABOUT EXPENSE REPORTS

Must I provide receipts for all of my travel expenses?

Yes, expense reports require attached receipts. There are two options for attaching receipts:

- 1. Attach individual receipts to each **Expense Report Line**.
- 2. Attach a bundle of receipts using the **Attachment** tab. Then click the “Receipt Attached” box for each Expense Report Line.

What if I lost an expense receipt?

Print and complete the “Missing Receipt Affidavit” form (from the documents section of the Accounting Services website), scan the form, and attach it to the Expense Report. Print the form at <http://accounting.vassar.edu/docs/missingreceiptaffidavit.pdf>

I have many receipts for meals and/or ground travel. How can I efficiently report these expenses?

You can start with one Expense Line for “Meals (During Travel)” with the total amount, do the same with “Taxi, Train and Ground Travel.” For each you would then include all the related receipts by clicking the ‘Itemize’ button along the right side of the screen.

Do I need to include any document for my mileage reimbursement?

Yes. Attach an online mileage calculator (such as via Google Maps).

Now that lodging costs must be itemized, what costs are some examples?

Itemized lodging costs include room rate, room tax, room service, lodging service fees, and internet/wifi, etc.

How do I itemize?

Click the **Itemize** button along the right side of the screen when completing the Expense Report form.

How do the expenses from my mobile app pull into my expense report?

Search ‘Create Expense Report.’ Scroll down to the Mobile Expenses tab to find the receipts you photographed with your smartphone or tablet. Select the expenses that pertain to your trip by clicking the check boxes. These expenses will populate into your expense report after you click ‘OK’.

How do I split an expense line between multiple budgets on an Expense Report?

To split an expense line between multiple budgets, click the itemize button in blue text located along the right-side of the screen (Image A). Split by amount and enter Cost Center, Fund, Function, and Worktags (if applicable) for each budget.

How do I convert my foreign expense to USD?

At the start of the expense report, click the ‘Multicurrency Expense Entry’ box. Once you’re ready to enter the expense line, change the ‘Currency’ and enter the ‘Currency Rate’ or ‘Converted Amount’. The conversion rate should be the rate on the date that the exchange from USD occurred or the date that the foreign expense was made. You can use the following link for a conversion rate: <http://www.xe.com/currencyconverter> or <https://www.oanda.com/currency/converter/>

Save an image of the conversion rate and attach it to the expense report.

How do I set up direct deposit for my travel expense reimbursements?

Type in “Payment Elections” in the general Workday search box. Add your bank information in the “Expense Payments” fields.

What if there is more than one Expense Report tied to the Spend Authorization for a trip?

You can submit multiple expense reports for one spend authorization. When you complete the last expense report for the trip check the box indicating “Final Expense Report for Spend Authorization.”

After the expense report is submitted, can I correct a cost center (budget) via journal entry?

Corrections will only be possible on an exception basis.

MORE ABOUT THE TRAVEL C-CARD

What if I charged the Vassar Travel Card (C-Card) with a personal expense in error?

Use the “Personal Credit Card Reimbursable” expense item AND click the “Personal” checkbox to report a personal expense that was paid with the Vassar corporate card in error. If a travel reimbursement is owed to you by Vassar College, your reimbursement will be reduced by the personal expense item. If there is no travel reimbursement owed to you, then you will need to reimburse Vassar College.

What if I charged the Vassar Travel Card (C-Card) with a procurement transaction in error?

Use the ‘Accidental Purchasing Usage’ expense item to report a P-Card transaction that was charged on the travel card, in error. Please explain the charge in the Memo field.

MISCELLANEOUS

Can another employee complete and submit my expense report on my behalf?

Yes. Type “My Delegations” in the search box. Click the “Manage Delegations” button. Complete the delegation dates and choose your delegate. Under the column “Start on My Behalf”, type in “Create Expense Report.” Under the column “Do Inbox Tasks On My Behalf”, click “For Business Process” and type in “Expense Report Event.” Then click **Submit**. The submission will then route to your manager for approval.

My manager assigned me as a delegate to complete their expense report in Workday. How do I use the system to submit their report?

On your Workday dashboard page click the cloud in the upper right hand corner. Choose “Switch Account” and click your manager’s name. Then in the search box type “Create Expense Report” and follow the expense report instructions. **NOTE: After the expense report is submitted, switch back to your personal account through your cloud again.**

Can I request a cash advance for my trip?

Vassar no longer provides cash advances for travel. Should special circumstances exist, or if the lack of a travel advance presents you with a unique financial challenge, inquire with the Dean of the Faculty office (faculty) or the Finance and Administration office (other employees).