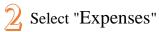
University of Miami RSMAS Undergraduate Program Standard Operating Procedure EXPENSE REPORT

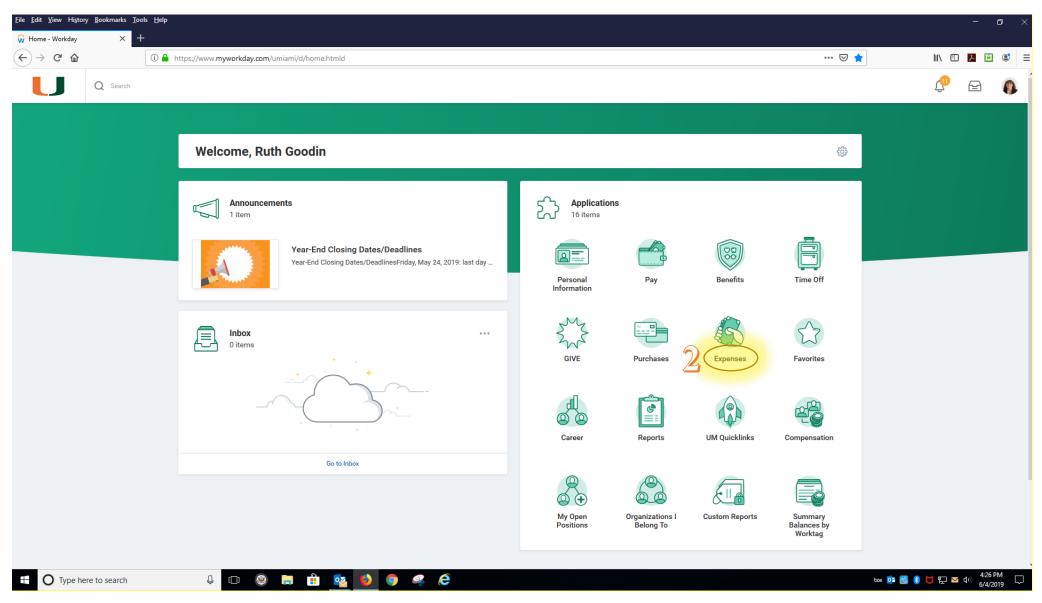
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Create Expense Report

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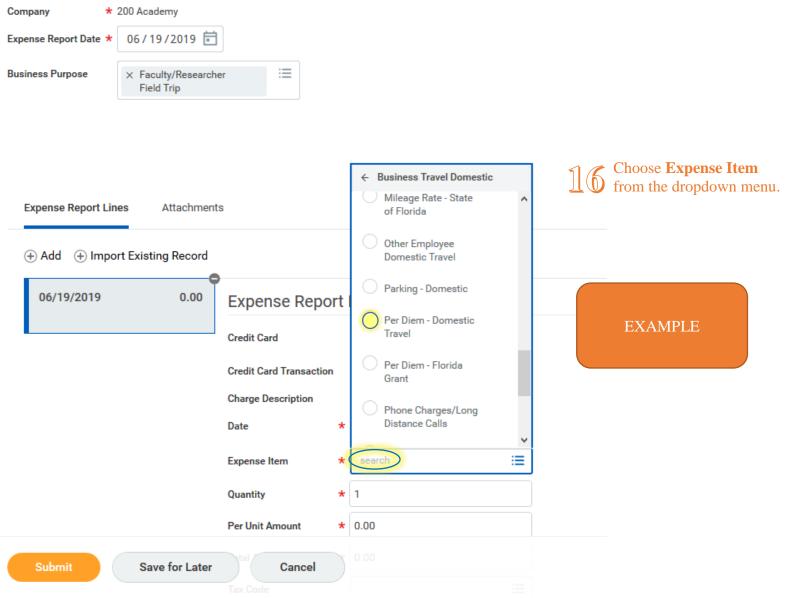
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Expense Report Information



NOTE: For some "Expense Types" or item types, such as hotel and airfare, additional boxes requesting additional information will pop up on the right-hand side of the screen.

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| Expense | eltem * | | | | | |
| Quantity | | | | | Drop files here | |
| Per Unit / | | 0.00 | | | or | |
| Total Am | | 0.00 | | | School Star | |
| Tax Code | de | | | | Select files | |
| Tax Amo | ount | 0.00 | | | | |
| Memo | 1 | TYPE BUSINESS PURPOSE HERE | | Attachments from M | Application | |
| Personal | al | | | | | |
| Billable | | | | Add | | |
| | | | | | | |
| Program | m | = | | | | |
| Grant | | := | | | | |
| Gift | | = | | | | |
| Project | | = | | | | |
| Submit Save for Later | Cancel | | | | | , |
| O Type here to search | Į. | ļ (I) 🛞 🔒 | 🏦 🔹 🌖 🧔 🦛 🥭 | | box 03 | 3 (1) 日本 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1) |

AIRFARE EXAMPLE

| nse Report - Workdi 🗙 🕂 | | Be sure to fill in | | | | | |
|------------------------------|---|--|--|---|-----------------------|--|------------|
| ps://www.myworkday.com/umiar | mi/d/seamless/restore/task:2997\$995,created | any boxes with a | | | E 1205 | ∞ … ⊠ ☆ | III\ 🗊 🗡 🗾 |
| Credit Card Transaction | (empty) | red asterisks *. Airline carrier, | Populate Departure D back to origination. | ate with date of departure f | from origination a | nd Arrival Date with date of arrival | |
| Charge Description | (empty) | flight departure | Sponsored: | | | | |
| Date | * 06/05/2019 💼 | dates, return dates, and class of flight | The Uniform Guidanc | | | st to be the least expensive unre- not meet this requirement, please: | |
| Expense Item | ★ × Airfare - Domestic | must be filled in. (Be sure to attach | Itemize the Ai amount of the | rfare expense – add additio e upgrade | onal line for 'Airfar | e Upgrades' to reflect the | |
| Quantity | * 1 | your <u>detailed</u> flight itinerary). | | fication for not purchasing t e is considered personal it c ver workted | | | |
| Per Unit Amount | * 0.00 | | non-grant driv | er worktag | | | |
| Total Amount | * 0.00 | AIRFARE | Spend Autho | rization Line | | | |
| Tax Code | | COMPARISON: | Available Spend Auth | orization Lines | | := | |
| Tax Amount | 0.00 | If you are going on a business trip and | | | | | |
| Memo | | would like to go a | Item Details | | | | |
| Mento | | day or two (or | Airline * | | := | | |
| Personal | | more) early, or stay | | | | | |
| Billable | | a day or two (or more) late, you | Departure Date 🔸 | MM / DD / YYYY | | | |
| | | must include an | Arrival Date \star | MM / DD / YYYY 💼 | | | |
| Program | × PG003689 Marine ∷ Science Undergrad Progr | airfare comparison. One airfare must | Class of Service 🔸 | | := | | |
| Grant | := | show the days of travel just for the | Origination * | | := | | |
| Gift | | trip, and the other airfare must show | Destination 🔸 | | ∷≡ | | |
| Project | | the days of travel for the extra days. | Country 🔸 | | ≔ | | |
| *Cost Center | × CC00406 Rosenstiel ∷Ξ | Both flight itineraries (with all | Business Reason ★ | | | | |
| | | of the details) must | | | | | |

15

expense report.

HOTEL EXAMPLE

| <u>File E</u> dit <u>V</u> iew Hi <u>s</u> tory <u>B</u> ookmarks <u>T</u> ool | | | | |
|--|--------------------------|---|---|--|
| $\overbrace{\leftarrow}^{\otimes} \rightarrow \mathbb{C} \textcircled{a}$ | | | MenAhllCqYI1A0QvQE~/cacheable-task/2997\$2151.htmld | 110% … 🛛 🟠 💷 🕅 |
| <u> </u> | Tttps://www.myworkday.co | | MenAniiCg111A0QvQt~/cacneable-task/2997\$2151.ntmid | |
| | Expense Item | ★ × Hotel / Lodging - Domestic | Spend Authorization Line | |
| | Quantity | * 1 | If the hotel you | := |
| | Per Unit Amount | * 0.00 | are staying in is Item Details | |
| | Total Amount | * 0.00 | not listed in the | i |
| | Tax Code | := | drop-down | |
| | Tax Amount | 0.00 | menu, choose | If the Destination is not listed in the |
| | Memo | | | dron down monu |
| | Personal | | Destination * | choose the nearest |
| | Billable | | Number of Days * 1 | large city closest to |
| | Program | × PG003689 Marine ∷⊟ Science Undergrad Progr | Attachments from File | your destination. |
| | Grant | := | | Drop files here |
| | Gift | := | | or |
| | Project | := | | Select files |
| | *Cost Center | × CC00406 Rosenstiel ∷ School of Marine and Atmospheric Science - Undergraduate Studies | | |
| | Legacy Value | × 163600 MARINE SCIENCE UNDERGRAD PROGR | Attachments from Mobile A | pplication |
| | *Additional Worktags | × Financial Class: FC001 | Receipt Included (| to check this box on |
| Submit Save | e for Later Cancel | × Fund: FD010 Onrestricted - General | each Ex | pense Item page. |
| = o | | | | |

HOTEL: Date of Arrival to hotel, departure date, number of nights in hotel, and name of hotel brand/company must be filled in. All of these details must show on your receipt.

PER DIEM EXAMPLE

You must use per diem for the entire trip reimbursement.

If you would prefer to use food receipts instead, you must use food receipts for the entire trip reimbursement.

If you are using per diem, and there is a particular meal where other guests joined you, and you would like to be reimbursed, create a separate expense report for it.

| 06/20/2019 0.00 | Expense Repor | rt Line 🖩 🛛 🖬 🖬 🖬 | items with a red asterisk * and then click here: (*)omplete Travel Jo |
|----------------------------|---|--------------------------------------|--|
| Per Diem - Domestic Travel | | Fin Out an | items with a red asterisk and then enek here. |
| | Credit Card | := | Instructional Text |
| | Credit Card Transaction | (empty) | Populate Arrival Date with first day of per diem eligibility and Departure Date with last date of per diem eligibility. A and departure dates determine number of lines - each line representing a day - available to complete in Travel Jou |
| | Charge Description | (empty) | Travel Journal Details: |
| | Date | * 06/20/2019 💼 | Enter only the city name in Destination field. Select State/Region in which city is located in Travel Region field - e.g. Los Angeles, California |
| | Expense Item | ★ × Per Diem - Domestic := Travel | Full Day eligibility, enter 24 hours. Half Day eligibility, enter <24 hours. This expense item is mapped to spend category SC08611 - Employee Domestic Travel |
| | Quantity Per Unit Amount Total Amount | * 1 | This expense item is mapped to spend category 30000 FF - Employee Domestic Traver |
| | | 0.00 | Spend Authorization Line |
| | | | Available Spend Authorization Lines |
| | | 0.00 | |
| | Tax Code | := | Item Details |
| | Tax Amount | 0.00 | Arrival Date * MM / DD / YYYY |
| | Memo | | Departure Date * MM / DD / YYYY |
| | Personal | | Destination * |
| | Billable | | Country * |

You will be taken to the Per Diem Travel Journal on the following page:

PER DIEM TRAVEL JOURNAL EXAMPLE

Total Amount

:=

:=

Atmospheric Science -Undergraduate

Studies

× 163600 MARINE SCIENCE UNDERGRAD PROGR

× Financial Class:

FC001 Instruction

× Fund: FD010 Unrestricted - General

| Date | 06/01/2019 | Destination | * | × Aberdeen, Maryland, | Memo | | | |
|--------------|------------|--------------------|-----------|---|----------|--|---|----|
| Total Amount | 45.75 | | | America | Billable | | | |
| Tax Code | := | Country | * | \times United States of America $\qquad \vdots \equiv \qquad$ | Personal | | | |
| Tax Amount | 0.00 | Number of Hours | * | 12 | | | | |
| | | Eligibility | * | imes Half Day $ee ee$ | Program | | × PG003689 Marine Science Undergrad Progr | ≔ |
| | | Breakfast provided | !? | | | | i riogi | |
| | | Lunch provided? | | | Grant | | | := |
| | | Dinner provided? | | | Gift | | | := |
| | | | | | Project | | | := |

of travel (no matter what time you leave or return from your home). This will calculate at 75% of per diem. The other days will pre-populate to 24 hour days. Leave those at 24 hours each.

You must include a printout of the applicable GSA rate under the attachment tab (Step 13). Domestic per diem rates can be found at: <u>https://www.gsa.gov/travel/plan-book/per-diem-rates</u>. Foreign per diem rates can be found at: https://aoprals.state.gov/web920/per_diem.asp

| Date | 06/02/2019 | Destination | * | × Aberdeen, Maryland, United States of America | := | Memo | | |
|--------------|------------|-------------------|----------------|--|----|----------|--|----|
| Total Amount | 61.00 | Country | * | × United States of America | := | Billable | | |
| Tax Code | | | | | := | Personal | | |
| Tax Amount | 0.00 | Number of Hours | * | 24 × Full Day | := | Program | × PG003689 Marine Science Undergrad | := |
| | | Breakfast provide | ! ? | | | | Progr | |
| | | Lunch provided? | | | | Grant | | = |
| | | Dinner provided? | | | | Gift | | = |
| | | | C | Done Cancel | | Proiect | | = |

Legacy Value

*Additional Worktags

PARK ENTRANCE FEES/ADMISSION EXAMPLE

| | os://www.myworkday.com | n/umiami/d/seamless/restore/ta | sk:2997\$99 | F (110%) ···· & | |
|-----------------------|---------------------------------|------------------------------------|------------------------------------|-------------------------------------|-------------|
| 06/20/2019 0.00 | Expense Report | t Line 🔟 | | | (+) Itemize |
| | Credit Card | | ∷≡ | Spend Authorization Line | |
| | Credit Card Transaction | (empty) | | Available Spend Authorization Lines | |
| | Charge Description | (empty) | | | |
| | Date | * 06/20/2019 | | Attachments from File | |
| | Expense Item | * search | := | | |
| | Quantity | ★ Other | | Drop files here | |
| | Per Unit Amount | Miscellaneous | ^ | or | |
| | Total Amount | Other Employee Domestic Travel | | Select files | |
| | Tax Code Tax Amount | | | Select mes | |
| | | Other Employee Foreign Travel | | | |
| | Memo | Other Rentals | | | |
| | Personal Billable Program | Outside Services | or Other Employee Foreign Tr | Attachments from Mobile Application | |
| | | Registration Fee | | Add | |
| | | Research | | | |
| | | Participants Incidentals | ~ | Receipt Included | |
| | | Progr | | | |
| | Grant | | \equiv | | |
| | Gift | | := | | |
| | Project | | := | | |
| | +Cost Contor | × CC00406 Reconstic | := | | |
| Submit Save for Later | Cancel | | | | |

| e <u>E</u> dit <u>V</u> iew Hi <u>s</u> tory <u>B</u> ookmarks <u>T</u> ool | ls <u>H</u> elp | | | | | | | — | ٥ | × |
|---|---|--|--------------|---|---|---|-----------------|---------------|---------------------|--------|
| Create Expense Report - Workd × + | | | | | | | | | | |
| -) → C' û | 🛈 🔒 https://w | ww.myworkday.com/un | niami/d/inst | /13102!CK5mGhIKBggDEMenAhIICgYI1A0QvQE~/cacheab | le-task/2997\$2151.htmld | 80% 🗵 | ז מו מ | ート | 5 | = |
| Expense Report Information Company * 200 Academy Expense Report Date * 06 / 04 / 2019 | | | | | Expense Report Reference Reimbursement Payment Type Spend Authorization | ence Information ★ Direct Deposit = | | | | |
| Buziness Purpose | Ξ | | | | Final Expense Report for Spend Authorizatio | ON TYPE BUSINESS PURPOSE HERE | ji. | | | |
| ⊕ Add ⊕ Import Existing Record | | | | | | | Ň | /iewing: | | |
| 06/04/2019 0.00 | Expense Report | Line 🔟 | | | | | (+) Iter | nize | | |
| с с с р с л т т т т | Charge Description Date * Expense Item * Quantity * Per Unit Amount * Total Amount * | (empty) (empty) 06 / 04 / 2019 = 1 0.00 0.00 0.00 | | Double-check all of you entries to be sure you have filled in all information correctly. Double-check to be sure you attached all receipts and necessary document | Available Spend Authorization | In Lines | | | | |
| œ | Memo | TYPE BUSINESS PURPOSE HER | E | | Attachments from | n Mobile Application | | | | |
| | Personal Billable | | | | Add | | | | | |
| Р | Program | | := | | Receipt Included | | | | | |
| G | Grant | | := | | | | | | | |
| うしてく | Gift Project | | = | | | | | | | |
| Submit Save for Later | Cost Center Cancel | × CC00406 Rosenstiel School of Marine and Atmospheric Science - Undergraduate | | | | | | | | |
| O Type here to search | | l [] 🛞 | | 🛯 💁 🧧 🥰 🤕 | | | tox 📴 🍔 🌖 번 🖫 🕯 | ∠ (10) | 4:59 PM 6/4/2019 | \Box |

AFTER YOU PRESS THE "SUBMIT" BUTTON, WRITE DOWN THE ER-00000XXXXX NUMBER SO YOU WILL BE ABLE TO FIND IT LATER.

Click the "Details and Process" tab to see who is next in line to approve this expense report.