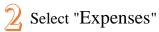
University of Miami RSMAS Undergraduate Program Standard Operating Procedure EXPENSE REPORT

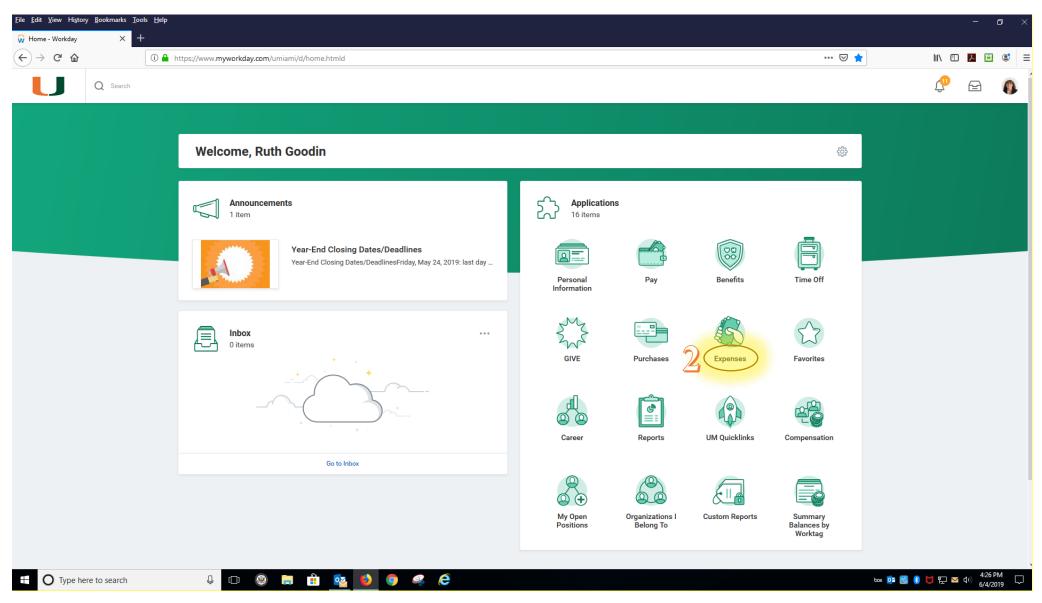
Use Chrome or Firefox (Do not use Internet Explorer).

From the University of Miami website home page, under "Tools" or under "Tools and Resources", select "Workday".

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		05/13/2019 - \$103.47 and \$31.33 for snacks for ATM/GS	C/MSC Majors during reading days and final exam days		
		05/01/2019 - \$99.17 and \$16.31 for snacks for 400 ATM	/ GSC / MSC Majors during reading days and final exam		
		05/01/2019 - UMAC Tampa Trip for the weekend, April 20	-21st. The University of Miami Aquarium Club visited th		
		04/26/2019 - RSMAS Undergraduate	Research Symposium Refreshments		

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Create Expense Report

Expense Report Information

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Created by Ruth Goodin 7/19/2019 -	RSMAS Undergraduate Program	PG000485 - UGalapagos						

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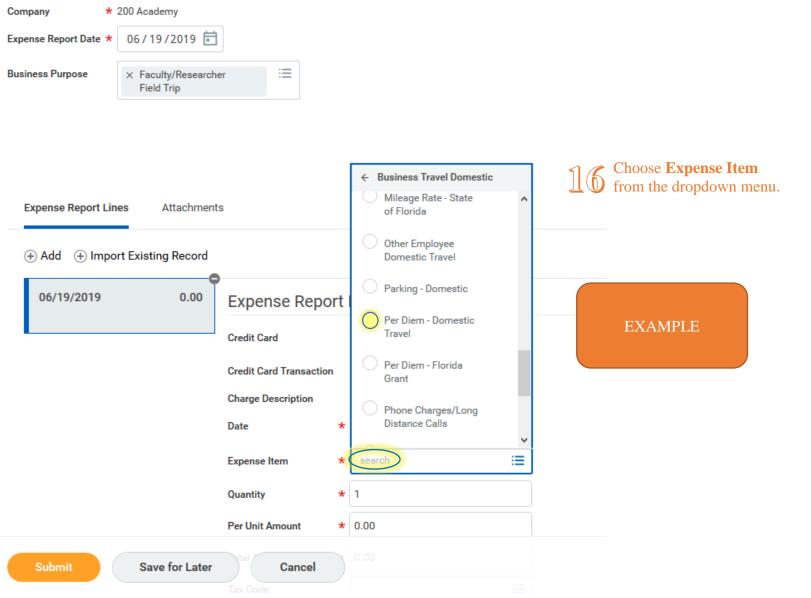
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Expense Report Information



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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Gift		trip, and the other airfare must show	Destination 🔸		∷≡		
Project		the days of travel for the extra days.	Country 🔸		≔		
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expense report.

HOTEL EXAMPLE

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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	
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	Grant		\equiv		
	Gift		:=		
	Project		:=		
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Submit Save for Later	Cancel				

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Create Expense Report - Workd × +										
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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					
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Submit Save for Later	Cost Center Cancel	× CC00406 Rosenstiel School of Marine and Atmospheric Science - Undergraduate								
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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.