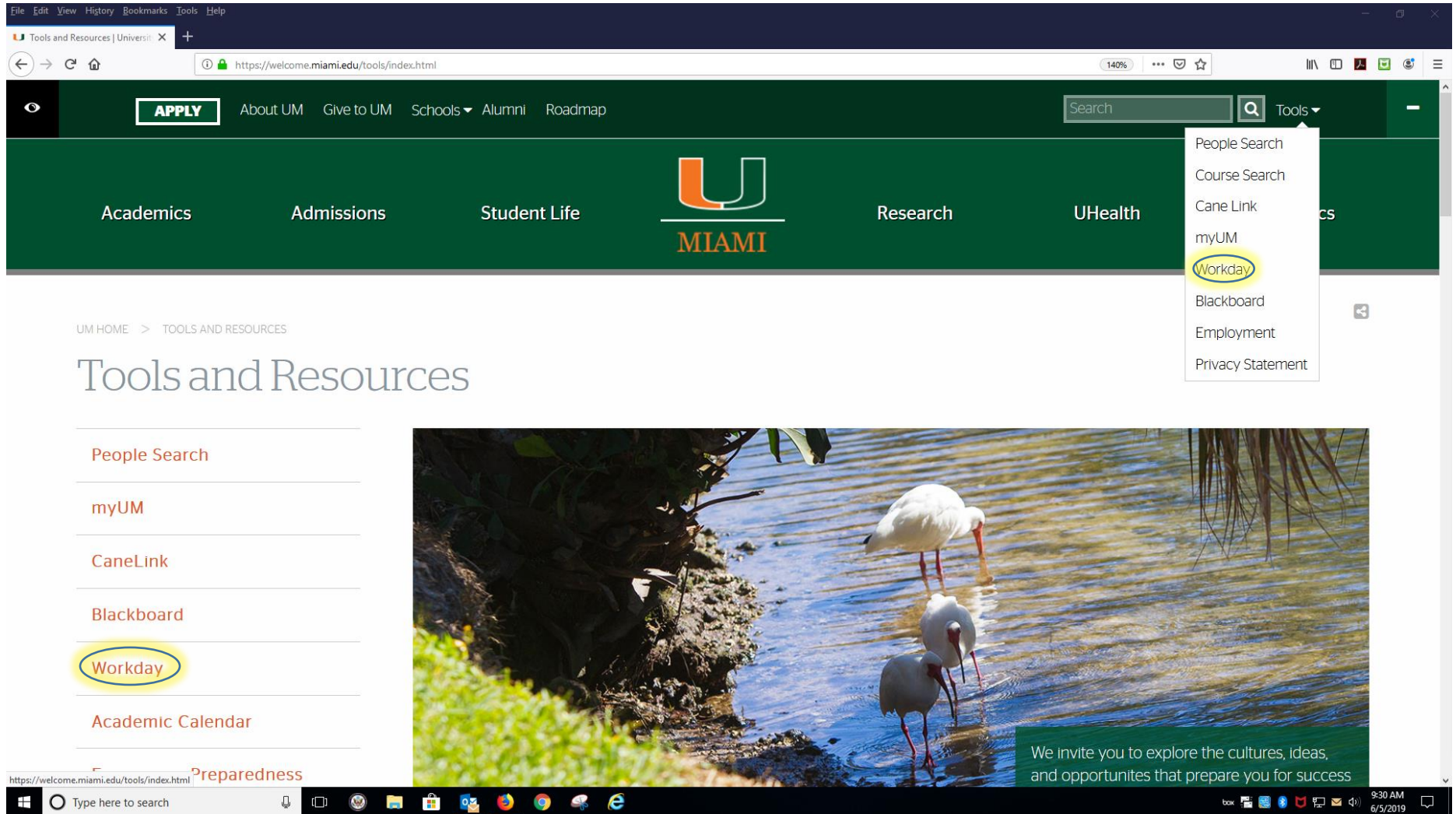University of Miami
RSMAS Undergraduate Program
Standard Operating Procedure
<mark>EXPENSE REPORT</mark>

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

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

2 Select "Expenses"

$\mathfrak{Z}$ Select "Create Expense Report"

Anything with a red asterisk * <u>must</u> be filled in.
Most other items without a red asterisk are optional and should be left blank.

Create Expense Report

∨ **Expense Report Information**

Expense Report For * Employee: Ruth Goodin

Creation Options ⦿ Create New Expense Report ④**Creation Options** defaults to "Create New Expense Report." Leave this as it is.

◯ Copy Previous Expense Report

◯ Create New Expense Report from Spend Authorization

Company * ☒ 200 Academy ⑤ **Company** defaults to "200 Academy." Leave it as it is.

Expense Report Date * 06 / 04 / 2019 📅 ⑥ **Expense Report Date** should be left to today's date (the day you input this expense report).

⑦ Fill in your **Program** Worktag Driver (a.k.a. account number), unless you are being reimbursed from a grant or other type of account. In that case, fill in the **Grant, Gift**, or **Project** Worktag.

Program

Grant

Gift

Project

Program Worktag Driver (Account #)

PG003689 - MSC Undergraduate Program - Field Trips

PG003671 - MSC Student Lab Supplies/Expenses
      - Last minute supplies (emergencies only).

PG000485 - UGalapagos

Create Expense Report - Workd✕   +

ⓘ 🔒 https://www.myworkday.com/umiami/d/inst/13102!CK5mGhIKBggDEMenAhIICgYI1A0QvQE~/cacheable-task/2997$2151.htmld

🔍 Search

Create Expense Report

⌄ Expense Report Information   ⌄ **Instructions**

Expense Report For   ★ Employee: Ruth Goodin

Creation Options   ● Create New Expense Report

       ○ Copy Previous Expense Report   [☰]

       ○ Create New Expense Report from Spend Authorization   [☰]

For more information on University Travel Policies please visit:
Travel Policy
Link to Workday Finance Tip Sheet:
Workday Finance Tip Sheets

Company   ★ [✕ 200 Academy ☰]

Expense Report Date ★ [06 / 04 / 2019 📅]

Program   [☰]

Grant   [☰]

Gift   [☰]

Project   [☰]

Cost Center   ★ [✕ CC00406 Rosenstiel School of Marine and Atmospheric Science - Undergraduate Studies ☰]

Legacy Value   [✕ 163600 MARINE SCIENCE UNDERGRAD PROGR ☰]

⑧ **Cost Center, Legacy Value, and Additional Worktags** auto-populate. Leave these as they are.

Additional Worktags ★ [✕ Financial Class: FC001 Instruction ✕ Fund: FD010 Unrestricted - General ☰]

Multicurrency Expense Entry   ☐

Enable Tax   ☑

⑨ The **Enable Tax** box defaults to having a checkmark in it. Leave it checked.

Credit Card Transactions

For optimal performance, select 25 transactions or less

Select All   ☐

0 items

Include?	Transaction	Date	Expense Item	Charge Description/Memo
			No Data	

⑩ Press the "OK" button.

[OK]   [Cancel]

Select **Business Purpose** from dropdown menu.

File   Edit   View   History   Bookmarks   Tools   Help

Create Expense Report - Workd...

https://www.myworkday.com/umiami/d/inst/13102!CK5mGhIKBggDEMenAhIICgYI1A0QvQE~/cacheable-task/2997$2151.htmld

Expense Report Information

Company	★ 200 Academy
Expense Report Date	★ 06 / 04 / 2019
Business Purpose	

Expense Report Reference Information

Reimbursement Payment Type	★ ✕ Direct Deposit
Spend Authorization	
Final Expense Report for Spend Authorization	☐
Memo	**12** TYPE BUSINESS PURPOSE HERE **VERY IMPORTANT!**

Elaborate on Business Purpose. Include any details that may be helpful to explain why you are requesting reimbursement.

Expense Report Lines   Attachments

⊕ Add   ⊕ Import Existing Record   Viewing:

| 06/04/2019 | 0.00 |

Expense Report Line

Credit Card	
Credit Card Transaction	(empty)
Charge Description	(empty)
Date	★ 06 / 04 / 2019
Expense Item	★
Quantity	★ 1
Per Unit Amount	★ 0.00
Total Amount	★ 0.00
Tax Code	
Tax Amount	0.00
Memo	TYPE BUSINESS PURPOSE HERE
Personal	☐
Billable	☐
Program	
Grant	
Gift	
Project	

⊕ Itemize

Spend Authorization Line

| Available Spend Authorization Lines | |

Attachments from File

Drop files here
or
Select files

Attachments from Mobile Application

Add

Receipt Included ☑

Submit   Save for Later   Cancel

*Cost Center   ✕ CC00406 Rosenstiel School of Marine and Atmospheric Science - Undergraduate

Create Expense Report - Workd...

https://www.myworkday.com/umiami/d/inst/13102!CK5mGhIKBggDEMenAhIICgYI1A0QvQE~/cacheable-task/2997$2151.htmld

Expense Report Information

Company	★ 200 Academy	
Expense Report Date	★ 06 / 04 / 2019	
Business Purpose		

Expense Report Reference Information

Reimbursement Payment Type	★ ✕ Direct Deposit	
Spend Authorization		
Final Expense Report for Spend Authorization	☐	
Memo	TYPE BUSINESS PURPOSE HERE	

13 Add all **Attachments**

Expense Report Lines   **Attachments**

⊕ Add   ⊕ Import Existing Record   Viewing:

06/04/2019	0.00

Expense Report Line   ⊕ Itemize

Credit Card		
Credit Card Transaction	(empty)	
Charge Description	(empty)	
Date	★ 06 / 04 / 2019	
Expense Item	★	
Quantity	★ 1	
Per Unit Amount	★ 0.00	
Total Amount	★ 0.00	
Tax Code		
Tax Amount	0.00	
Memo	TYPE BUSINESS PURPOSE HERE	
Personal	☐	
Billable	☐	
Program		
Grant		
Gift		
Project		

Spend Authorization Line

Available Spend Authorization Lines	

Attachments from File

Drop files here

or

Select files

Attachments from Mobile Application

Add

Receipt Included ☑   **Always check this box on every screen.**

Do not add attachments here. Use the main "Attachments" tab (top left of screen) **13**

Submit   Save for Later   Cancel

*Cost Center ✕ CC00406 Rosenstiel School of Marine and Atmospheric Science - Undergraduate

Expense Report Information

Company   ★ 200 Academy

Expense Report Date ★   06 / 19 / 2019 📅

Business Purpose   ✕ Faculty/Researcher Field Trip ☰

Expense Report Reference Information

Reimbursement Payment Type   ★ ✕ Direct Deposit ☰

Spend Authorization ☰

Final Expense Report for Spend Authorization ☐

Memo   VERY IMPORTANT!!! FILL IN BUSINESS PURPOSE FOR THIS EXPENSE REPORT!!!

*After you have added all of your attachments, go back to the **Expense Report Lines** tab.*

14

Expense Report Lines   Attachments

Attachments

Drop files here

or

Select files

13

*After you have selected the "**Attachments**" tab above (toward the top left of the screen), select and add all of your attachments here.*

Submit   **Save for Later**   **Cancel**

Create Expense Report - Workda

https://www.myworkday.com/umiami/d/inst/13102!CK5mGhIKBggDEMenAhIICgYl1A0QvQE~/cacheable-task/2997$2151.htmld

Expense Report Information

Company   * 200 Academy
Expense Report Date * 06 / 04 / 2019
Business Purpose

Expense Report Reference Information

Reimbursement Payment Type * ✕ Direct Deposit
Spend Authorization
Final Expense Report for Spend Authorization ☐
Memo   TYPE BUSINESS PURPOSE HERE

Expense Report Lines   Attachments

⊕ Add   ⊕ Import Existing Record   Viewing:

06/04/2019	0.00

Expense Report Line 🗑

Credit Card
Credit Card Transaction   (empty)
Charge Description   (empty)
Date   * 06 / 04 / 2019
Expense Item   *
Quantity   * 1
Per Unit Amount * 0.00
Total Amount * 0.00
Tax Code
Tax Amount   0.00
Memo   TYPE BUSINESS PURPOSE HERE
Personal   ☐
Billable   ☐

Program
Grant
Gift
Project

Spend Authorization Line

Available Spend Authorization Lines

Attachments from File

Drop files here
or
Select files

Attachments from Mobile Application

Add

Receipt Included ☑

Type in **Date** of expense
15 (or click on calendar icon to find date).

16 Choose **Expense Item** from the dropdown menu.

*Cost Center   ✕ CC00406 Rosenstiel
School of Marine and
Atmospheric Science -
Undergraduate

Submit   Save for Later   Cancel

Expense Report Information

Company   ★ 200 Academy

Expense Report Date ★   06 / 19 / 2019 📅

Business Purpose   ✕ Faculty/Researcher Field Trip ☰

Expense Report Lines   Attachments

⊕ Add   ⊕ Import Existing Record

06/19/2019	0.00

Expense Report

Credit Card

Credit Card Transaction

Charge Description

Date ★

Expense Item ★ [search] ☰

Quantity ★ 1

Per Unit Amount ★ 0.00

Submit   Save for Later   Cancel

Total   0.00

Tax Code

(dropdown menu)

← Business Travel Domestic

○ Mileage Rate - State of Florida

○ Other Employee Domestic Travel

○ Parking - Domestic

○ Per Diem - Domestic Travel

○ Per Diem - Florida Grant

○ Phone Charges/Long Distance Calls

16 Choose **Expense Item** from the dropdown menu.

EXAMPLE

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.

Be sure to fill in any **Business Purpose** or **Business Reason** text boxes.

Expense Report Lines   **Attachments**

⊕ Add   ⊕ Import Existing Record

| 06/19/2019 | 0.00 |
| Airfare - Domestic | |

Expense Report Line 🗑

Credit Card		☰
Credit Card Transaction	(empty)	
Charge Description	(empty)	
Date	＊ 06 / 19 / 2019 📅	
Expense Item	＊ ✕ Airfare - Domestic	☰
Quantity	＊ 1	
Per Unit Amount	＊ 0.00	
Total Amount	＊ 0.00	
Tax Code		☰
Tax Amount	0.00	
Memo		
Personal	☐	
Billable	☐	
Program	✕ PG003689 Marine Science Undergrad Progr	☰
Grant		☰
Gift		☰
Project		☰
*Cost Center	✕ CC00406 Rosenstiel School of Marine and Atmospheric Science - Undergraduate Studies	☰
Legacy Value	✕ 163600 MARINE SCIENCE UNDERGRAD PROGR	☰
*Additional Worktags	✕ Financial Class: FC001 Instruction ✕ Fund: FD010 Unrestricted - General	☰

Instructional Text

Populate Departure Date with date of departure from origination and Arrival Date with date of arrival back to origination.

Sponsored:
The Uniform Guidance, section 200.474 (e), requires for airfare cost to be the least expensive unrestricted class offered by requirement, please:

- Itemize the Airfare expense – add additional line for 'Airfare Upgrades' to reflect the amount of the upgrade
- Attach a justification for not purchasing the least expensive airfare
- If this upgrade is considered personal it can NOT be tagged to a Grant, assign it to a non-grant driver worktag

Spend Authorization Line

| Available Spend Authorization Lines | | ☰ |

Item Details

Airline	＊	☰
Departure Date	＊ MM / DD /YYYY 📅	
Arrival Date	＊ MM / DD /YYYY 📅	
Class of Service	＊	☰
Origination	＊	☰
Destination	＊	☰
Country	＊	☰
Business Reason	＊	

Attachments from File

Drop files here
or
Select files

Attachments from Mobile Application

Submit   **Save for Later**   **Cancel**

Program, Cost Center, Legacy Value, and **Additional Worktags** should auto-populate from the information entered in Step 7.

Leave these as they are.

21

Credit Card Transaction (empty)

Charge Description (empty)

Date * 06 / 05 / 2019

Expense Item * ✕ Airfare - Domestic

Quantity * 1

Per Unit Amount * 0.00

Total Amount * 0.00

Tax Code

Tax Amount 0.00

Memo

Personal ☐

Billable ☐

Program ✕ PG003689 Marine Science Undergrad Progr

Grant

Gift

Project

***Cost Center** ✕ CC00406 Rosenstiel School of Marine and

Be sure to fill in any boxes with a red asterisks *. Airline carrier, flight departure dates, return dates, and class of flight must be filled in. **(Be sure to attach your <u>detailed</u> flight itinerary).**

AIRFARE COMPARISON: If you are going on a business trip and would like to go a day or two (or more) early, or stay a day or two (or more) late, you must include an airfare comparison. One airfare must show the days of travel just for the trip, and the other airfare must show the days of travel for the extra days. Both flight itineraries (with all of the details) must be attached to the expense report.

Populate Departure Date with date of departure from origination and Arrival Date with date of arrival back to origination.

Sponsored:
The Uniform Guidance, section 200.474 (e), requires for airfare cost to be the least expensive unrestricted class offered by commercial airlines. If your airfare does not meet this requirement, please:

- Itemize the Airfare expense – add additional line for 'Airfare Upgrades' to reflect the amount of the upgrade
- Attach a justification for not purchasing the least expensive airfare
- If this upgrade is considered personal it can NOT be tagged to a Grant, assign it to a non-grant driver worktag

Spend Authorization Line

Available Spend Authorization Lines

Item Details

Airline *

Departure Date * MM / DD / YYYY

Arrival Date * MM / DD / YYYY

Class of Service *

Origination *

Destination *

Country *

Business Reason *

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.**

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.

Expense Report Lines   Attachments

⊕ Add   ⊕ Import Existing Record   Viewing:

06/20/2019	0.00
Per Diem - Domestic Travel	

Expense Report Line 🗑   **Fill out all items with a red asterisk * and then click here:** ⊕ Complete Travel Journal

Credit Card   [   ] ☰

Credit Card Transaction   (empty)

Charge Description   (empty)

Date   * 06 / 20 / 2019 📅

Expense Item   * ☒ Per Diem - Domestic   ☰
                              Travel

Quantity   * 1

Per Unit Amount   0.00

Total Amount   0.00

Tax Code   [   ] ☰

Tax Amount   0.00

Memo   [   ]

Personal   ☐

Billable   ☐

Instructional Text

Populate Arrival Date with first day of per diem eligibility and Departure Date with last date of per diem eligibility. Arrival and departure dates determine number of lines - each line representing a day - available to complete in Travel Journal.

Travel Journal Details:
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
Full Day eligibility, enter 24 hours.
Half Day eligibility, enter <24 hours.
This expense item is mapped to spend category SC08611 - Employee Domestic Travel

Spend Authorization Line

Available Spend Authorization Lines   [   ] ☰

Item Details

Arrival Date   * [MM / DD / YYYY 📅]

Departure Date * [MM / DD / YYYY 📅]

Destination   * [   ] ☰

Country   * [   ] ☰

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

Total Amount

Date 06/01/2019

Total Amount 45.75

Tax Code [ ] ≡

Tax Amount 0.00

Destination * × Aberdeen, Maryland, United States of America ≡

Country * × United States of America ≡

Number of Hours * 12

Eligibility * × Half Day ≡

Breakfast provided? [ ]

Lunch provided? [ ]

Dinner provided? [ ]

Memo [ ]

Billable [ ]

Personal [ ]

Program × PG003689 Marine Science Undergrad Progr ≡

Grant [ ] ≡

Gift [ ] ≡

Project [ ] ≡

***Cost Center** × CC00406 Rosenstiel School of Marine and Atmospheric Science - Undergraduate Studies ≡

Legacy Value × 163600 MARINE SCIENCE UNDERGRAD PROGR ≡

***Additional Worktags** × Financial Class: FC001 Instruction ≡
× Fund: FD010 Unrestricted - General

Under "Eligibility," fill in 12 hours for the first day and last day 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: https://www.gsa.gov/travel/plan-book/per-diem-rates. Foreign per diem rates can be found at: https://aoprals.state.gov/web920/per_diem.asp

Date 06/02/2019

Total Amount 61.00

Tax Code [ ] ≡

Tax Amount 0.00

Destination * × Aberdeen, Maryland, United States of America ≡

Country * × United States of America ≡

Number of Hours * 24

Eligibility * × Full Day ≡

Breakfast provided? [ ]

Lunch provided? [ ]

Dinner provided? [ ]

Memo [ ]

Billable [ ]

Personal [ ]

Program × PG003689 Marine Science Undergrad Progr ≡

Grant [ ] ≡

Gift [ ] ≡

Project ≡

(Done) (Cancel)

File Edit View History Bookmarks Tools Help

Home - Workday   Create Expense Report - Workday   +

https://www.myworkday.com/umiami/d/seamless/restore/task:2997$995,created:1561038132081.htmld   110%

06/20/2019   0.00

Expense Report Line   🗑   ⊕ Itemize

			Spend Authorization Line
Credit Card			
Credit Card Transaction	(empty)		Available Spend Authorization Lines
Charge Description	(empty)		
Date	* 06 / 20 / 2019 📅		**Attachments from File**
Expense Item	* search		
	← Other		
Quantity	* ○ Miscellaneous		Drop files here
Per Unit Amount	* ○ Other Employee Domestic Travel		or
Total Amount	* ○ Other Employee Foreign Travel		Select files
Tax Code	○ Other Rentals		
Tax Amount	○ Outside Services		
Memo	○ Registration Fee		**Attachments from Mobile Application**
Personal	○ Research Participants Incidentals		
Billable			Add
Program	Science Undergrad Progr		
			Receipt Included ☐
Grant			
Gift			
Project			
*Cost Center	✕ CC00406 Rosenstiel School of Marine and Atmospheric Science - Undergraduate Studies		

Under "**Expense Item**," select "**By Expense Item Group**," "**Other**," then, "**Other Employee Domestic Travel**" or **Other Employee Foreign Travel**."

Submit   Save for Later   Cancel

Type here to search

12:07 PM
6/20/2019

AFTER YOU PRESS THE "SUBMIT" BUTTON, **<u>WRITE DOWN THE ER-00000XXXXX NUMBER</u>** 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.