

Travel FAQ:

Spend Authorization & Expense Report

What is a Spend Authorization?

An employee submits a Spend Authorization request in Workday to get approval for university financial support of overnight travel expenses. 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 and approved by the appropriate academic chair and cost center manager.

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. A spend authorization requests approval for a business trip and encumbers the estimated expenses.

When is my Expense Report due?

To comply with Bentley policy, expenses incurred during your trip should be submitted in a report either within 30 days of the completion of the trip.

Are my business travel expenses considered taxable income to me?

Any expenses reported to Bentley more than 60 days after they are incurred may be deemed taxable income by the IRS.

How do I verify and reconcile the charges for my trip that were paid with my corporate travel card?

When you log on to complete an expense report all charges on your travel card will appear on the bottom of the screen within a few days of incurring the cost.

MORE ABOUT SPEND AUTHORIZATIONS

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. Allocate the cost of an expense item to each.

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." If there is only one expense report, click "Final Expense Report" and the full amount of the encumbrance is released.

MORE ABOUT EXPENSE REPORTS

Must I provide receipts for all of my travel expenses?

Yes, expense reports require attached receipts for items over \$40. 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?

Complete and attach the Workday Missing Receipt Form.

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

No, you may attach an online mileage calculator (such as via Google Maps).

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. Split by amount and enter the Cost Center and Worktags for each budget.

How do I convert my foreign expense to USD?

If you use the Bentley travel card, the expense will be converted to US dollars. For out of pocket expenses, you must record the item in US dollars then use the following link <http://www.xe.com/currencyconverter>.

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 or select "change elections" to change your current account.

At go-live the system will use the "balance" account from your payroll elections and will default to Direct Deposit.

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 THE TRAVEL C-CARD

What if I charged the Bentley Travel 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 Bentley corporate card in error. If a travel reimbursement is owed to you, then, 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 the university.

What if I charged the Travel Card with a procurement transaction in error?

The travel card can be used for local travel and entertainment and other incidental charges such as occasional supplies or dues/memberships. You should complete an expense report and select the appropriate expense item. No spend authorization is needed.

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**.

Another worker 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 colleagues' 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.**