

Introduction

All expense report lines should provide details as to the business purpose and make good business sense with well documented receipts.

- As a general rule, all expense lines should include the who, what, where and when.
- No protected, personal, or sensitive data should be included on the expense report.
- While Expense Support Specialists can make changes to expense reports, it is best practice to return to the expense owner if changing the dollar amount.

Approve Expense Reports Guidelines

The following list provides guidelines for approving Expense Reports in Workday.

1. Receipts

- Ensure the attached receipts are legible (must be an itemized receipt, not an estimate or proposal) and must include details of the purchase, including the amount paid.
- Receipts are required for all non-travel expenses, air and rail tickets, hotel, and car rentals regardless of the amount. Receipts for other travel expenses less than \$75 are not required.
- If the receipt is missing, provide details of the purchase and state why the receipt is missing in the **Missing Receipt Justification** field.
- Receipts for air and rail tickets must include the itinerary, class of ticket, dates of travel, ticket holder name, and price.
- For Grant funds, follow the University funds receipt requirements unless otherwise specified on the grant.
- If the receipt includes alcohol, the **Alcohol Included** box must be marked so the system will require a local fund source.
- Make sure that gas receipts do not say “pre-paid”. They must pay for the actual amount used.
- Ensure receipts are attached to the correct line item.

2. Expense Items

- **For T&E card** – Ensure T&E card transactions are not being processed as reimbursements and are not used for personal use. If done by mistake, ensure it is marked as personal.
- **Fees** – Ensure the expense items properly classify airfare, baggage fees, and agent fees (they all come classified as Airfare from Bank of America for T&E transactions).
- **Wifi** – Wifi on planes should be expensed using the expense item In-flight Wi-Fi instead of Telecom/Cell/Internet.

- **Vehicle Fuel** – Vehicle fuel purchases for a personal vehicle are only used for international locations.
- **Travel Training** – Ensure that all travel expenses related to travel training including conferences or other professional development use the corresponding Travel Employee Training expense item. For example, *Airfare | Domestic, Travel, Employee Training*.
- **Gifts and Gift Cards** – All gift-cards to employees, regardless of amount, must be expensed as taxable using Employee Award Taxable. Gift cards can only be expensed for the expense items Human Subject Payments, Employee Award Taxable, or Gift Card Non-Employee. The name of the recipient of the gift card must be known before expensing. Therefore, it is important it is purchased close to the date it is dispersed.
 - Human Subject gift cards must include the IRB Number.
 - Physical gifts to employees valued at \$100 or more must be expensed as taxable using Employee Award Taxable.
 - Use Employee Award Non-Taxable for floral arrangements, food, and greeting cards given to express sympathy or get well wishes regardless of the amount. No gift cards allowed.
 - Ensure the amount of the gift matches the receipt per recipient. The system automatically divides evenly, but since it is taxable it must be exact.
- **Total Amount** –
 - Ensure expense reports are not violating purchasing guidelines. Examples include \$10,000 or more with a given vendor in a given year, restricted items, and contracts.
 - Ensure expense lines marked as Personal / Non-Reimbursable don't create a negative "due me amount."
- **Memo** - Travel items should include the traveler's name in the **Memo** field.
- **Worktags** –
 - Ensure expenses have been allocated to the proper worktags and expense item.
 - Ensure that alcohol is allowed if using a Project worktag that is being reclassified to a gift or grant.
- **Duplicate expenses** - Possible duplicate expenses need details in the Purchase Justification field – not just "not a duplicate,"

3. Item Details

- Ensure Meal per diem locations match the travel location on each travel day. Please check the location for each day, especially for multi-city travel.
- If Companion is checked, verify they are a personal companion and that they have a bona fide business purpose. Ensure that a spend authorization is attached for any bona fide companion travel expenses. Review that the actual amount spent is not significantly more than the authorized amount.
- For expenses that require internal guests to be listed, make sure that the expense owner is not listed if the expense did not include them.