Expense Reports for Expense Ambassadors
## Agenda

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After completing this course, you will be able to:

• Create an expense report for self
• Create an expense report for worker
• Explain the overall business process and approval routing for expense reports
• Explain the delegation process for expense functionality
• Describe how to create an expense report in the Workday mobile app
• View, Edit, Change, and Cancel an expense report
• Create a spend authorization for yourself
• Create a spend authorization for worker
• Identify reports to view and find expense reports, spend authorizations and credit card transactions.

Reference materials = Expense Quick Reference Guides
<table>
<thead>
<tr>
<th>Continuing Expense Ambassador</th>
<th>New Expense Ambassador</th>
<th>Not an Expense Ambassador</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Expense Reports: Process & Approval Workflow
Expense Report Overview | What is an Expense Report?

- Used to **request reimbursement** for out-of-pocket charges and reconcile credit card transactions for charges made to a UVA Travel & Expense (T&E) credit card.

- Created by **You** for yourself (or by a Delegate) or by **Expense Data Entry Specialists** for other employees.
There are three main features of Expense Reports:

**Upload Receipts**
All receipts and supporting documentation can be uploaded and attached to expense reports.

**Generate Reports**
Multiple expense reports are allowed for a single trip or can combine multiple expenses in one report.

**Manage On-the-Go**
Expense reports can be managed on the go using the Workday mobile app on a smart device (i.e., iPad, iPhone, and Android).
Expense Report Overview | What are the Benefits?

One Stop Shop for Self-Service

The Expenses functionality in Workday allows for self-service in initiating and tracking requests related to Finance and HCM (HR) all in one place.

HCM=Human Capital Management

Enhanced Reporting

The Expenses functionality in Workday allows for an enhanced and user-friendly reporting experience.

Robust Approval

The Expenses functionality in Workday has a robust approval process, allowing approvers to view the entire expense report rather than individual expense lines.
## Expense Report Overview | Key Terminology

<table>
<thead>
<tr>
<th>Workday Term</th>
<th>Definition</th>
<th>Legacy Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memo</td>
<td>The field (on the Header page) used to provide the title to the expense report.</td>
<td>Report Name</td>
</tr>
<tr>
<td>Expense Item</td>
<td>Expense items define the transactions workers use in expense reports.</td>
<td>Expense Type</td>
</tr>
<tr>
<td>Expense Group</td>
<td>A group used to help workers search for and select expense items.</td>
<td>Main Expense Tiles</td>
</tr>
<tr>
<td>Spend Category</td>
<td>Grouping to search and report on purchases. It is tied to the expense item and drives accounting behavior.</td>
<td>Expenditure Type</td>
</tr>
<tr>
<td>Cost Center</td>
<td>The area that owns a subset of revenues and/or expenses to support management decision making or accountability.</td>
<td>Organization</td>
</tr>
<tr>
<td>Purchase Justification</td>
<td>The required reasoning for an event or a missing document.</td>
<td>Justification</td>
</tr>
</tbody>
</table>
The following represents a high-level look into the steps and roles involved for expense reports.
All employees will have the Employee as Self role. This role enables you to create and submit expense reports for yourself in Workday.

1. **Incur Expense (Travel / Non-travel Expense)**
2. **Create and Submit Expense Report**

### Workday Roles
- Employee as Self
- Expense Data Entry Specialist
- Expense Support Specialist
- Other Approval Roles
Expense Report Overview | Expense Data Entry Specialist Role

- Assigned mainly to Expense Ambassadors.
- Can create, edit, and submit an expense report **on behalf of an employee**.
- Once an Expense Data Entry Specialist submits the report, it will route to the **employee** for review and approval.

Steps

1. **Workday**
   - Create and Submit Expense Report on Behalf of Employee

2. **Workday**
   - Review and Approve Expense Report

Role

- Expense Data Entry Specialist
- Employee as Self

Workday Roles

<table>
<thead>
<tr>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee as Self</td>
</tr>
<tr>
<td>Expense Data Entry Specialist</td>
</tr>
<tr>
<td>Expense Support Specialist</td>
</tr>
<tr>
<td>Other Approval Roles</td>
</tr>
</tbody>
</table>
Expense Report Overview | Delegate

- Employees can assign a Delegate to submit expense reports on their behalf via the My Delegations.
- Delegate can create, edit, and submit an expense report on behalf of an employee.
- Once the Delegate submits the report, it will route to the employee for review and approval.

Steps:

1. Workday
   Create and Submit Expense Report on Behalf of Employee

2. Workday
   Review and Approve Expense Report

Role:

- Delegate
- Employee as Self

<table>
<thead>
<tr>
<th>Workday Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee as Self</td>
</tr>
<tr>
<td>Expense Data Entry Specialist or Delegate</td>
</tr>
<tr>
<td>Expense Support Specialist</td>
</tr>
<tr>
<td>Other Approval Roles</td>
</tr>
</tbody>
</table>
When submitting an expense report, the report will route to the Expense Support Specialist first for approval. Additional approvers will also be triggered based on certain criteria.*

*Additional Approvers:
- The expense report will route to a specific approver based on the entered fields in the expense line.
- Exceptions will route to the Senior Department Finance Approver or Expense Partner for review and approval.
Additional approval is required based on the following criteria:

<table>
<thead>
<tr>
<th>Criteria:</th>
<th>Routes to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense report has an expense line with a <strong>grant worktag</strong></td>
<td>Grant Manager</td>
</tr>
<tr>
<td>Expense report has an expense line with a <strong>project worktag</strong></td>
<td>Project Budget Specialist</td>
</tr>
<tr>
<td>Expense report has an expense line with a <strong>gift worktag</strong> (non-allocated gift)</td>
<td>Unit Gift Manager</td>
</tr>
<tr>
<td>Expense has an expense line with a <strong>designated worktag</strong> or <strong>gift worktag</strong> (allocated gift)</td>
<td>P2P Approver</td>
</tr>
<tr>
<td>Expense report includes a <strong>policy exception</strong></td>
<td>Sr Dept Finance Approver</td>
</tr>
</tbody>
</table>
Expense Report Overview | What are the Key Steps?

Create Expense Report

You will start the Create Expense Report / Create Expense Report for Worker task.*

*For UVA Travel & Expense (T&E) credit card transactions, you will receive a notification in Workday and can start the expense report from that page.

Enter Expense Details

You will enter expense details & add expense lines as needed. Worktags will populate based on your HR profile.*

*Besides the required fields, ensure at least one of the four worktags are entered: Gift, Grant, Designated or Project prior to submission. Leverage the expense item group in the Expense field to narrow down results.

Submit Expense Report

You will submit the expense report and it will be routed to the approvers based on the information in your report.*

*If you receive an error message, review and reconcile in order to submit your expense report. For example, receipts are required for most expenses.
The Expense Report can be created in two ways:

- **Expense Report for Self** – Search Create Expense Report and select the task.
  - The Expense Report For field will automatically display your name.

- **Expense Report for Worker** – Search Create Expense Report for Worker and select the task.
  - The Pay To field is completed to identify the employee who incurred the expense.

*The access to Create Expense Report for Worker task is dependent on security role (Expense Entry Data Specialist)
Memo – Serves as the **Header/Title** of your report. It is suggested to write a **descriptive memo** to provide adequate information to the approver.

Company on Expense Line – Refers to the company responsible for the expenses. For an **intercompany expense report**, select the **company** responsible for the expenses from the drop-down list.

Credit Card Transactions Tab – Transactions that are **not expensed** will **appear** at the bottom of the screen.

Quick Expenses Tab – Any **scanned receipts** uploaded via the Mobile app **appear** at the bottom of the screen.
Expense Report Overview | Enter Expense Details (Expense Line)

Enter Expense Details

- **Expense Item** – To find expense items, select the By Expense Item Group to **narrow** down results. Find **further details** for expense items by selecting the related actions (...) icon.

- **Memo** - Describes your expense item. Be specific to provide the approver with adequate information.

- **Item Details Section** – After entering the Expense Item, this section **appears** and **requires** you to enter specific fields.

- **Itemization Section** – Use this to **split** the expense between **more than one** worktag string (accounts) or when you have **more than one** expense item on the **same receipt**. Expense items such as, Hotel Accommodations also require itemization.
Error Messages – These only display if certain fields/actions were not completed that were required before submitting the expense report.

You will need to review and reconcile any errors in order to submit the report.

The expense report routes to the appropriate approvers based on the information in your report.
• **Travel Employee Training** expense items must be used for expenses related to training, workshops, conferences and other professional development.

• This is required for **State reporting** purposes.

• Find them via the **Travel Employee Training expense group** or other applicable travel expense group.
Match the task with the main step in the process:

<table>
<thead>
<tr>
<th>Task</th>
<th>Step in Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the Expense items</td>
<td>Submit Expense Report</td>
</tr>
<tr>
<td>Enter the title of your report</td>
<td>Enter Details on Expense Line</td>
</tr>
<tr>
<td>Reconcile any error messages</td>
<td>Enter Details on Header Page</td>
</tr>
<tr>
<td>Enter Itemization if needed</td>
<td></td>
</tr>
</tbody>
</table>
In this demonstration, you will see how to create an expense report for yourself and another employee.
In this scenario, you will practice how to create an expense report for yourself.
Break | Stretch Break
Expense Reports: Delegation
• Another way to create an expense report for another employee, is to be **assigned as a delegate**.

• Unlike the Expense Data Entry Specialist, **Delegates** create expense reports for the specific employee for whom they are a delegate.

• Delegation is set up in the My Delegations report.
Expense Report Overview | Delegating Expense Reports

Search and Access My Delegations

Access *My Delegations* through your *Workday Inbox* or *Search* and select *Manage Delegations*.

Enter Details for the Delegate

Select the person to be your delegate. Select the *Create Expense Report* task in the *Start On My Behalf* field to enable your delegate to create an expense report on your behalf.

Submit Delegation

Once submitted, the delegation becomes active.
• View tasks or business processes that you delegated to others by accessing **My Delegations** from your **Workday Inbox** (or the **Search** field).

• Navigate to each tab for relevant information about your delegations.

• Select **Manage Delegations** to **assign a delegate** to Create Expense reports for you.
# Delegating Expense Reports

### Status Description

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Delegations</strong></td>
<td>Displays your active delegations. Delegations are removed from this tab per the End Date or you stop the delegation.</td>
</tr>
<tr>
<td><strong>Current Task Delegations</strong></td>
<td>Displays all tasks that you've delegated and that the delegate hasn't yet completed.</td>
</tr>
<tr>
<td><strong>Delegation History</strong></td>
<td>Displays all your delegations including those that have expired or been stopped.</td>
</tr>
<tr>
<td><strong>Delegated Tasks</strong></td>
<td>Displays all tasks that a delegate has completed on your behalf.</td>
</tr>
<tr>
<td><strong>Business Processes allowed for Delegation</strong></td>
<td>Lists all the business processes that you can delegate.</td>
</tr>
</tbody>
</table>
1. Click **Manage Delegations** to assign a delegate to Create Expense reports for you.

2. Enter the **Begin** and **End Dates**.

3. Select the **delegate** and an **alternate**.

4. Select **Create Expense Report** in the **Start On My Behalf** column.
In this demonstration, you will see how to access the My Delegations report and set up a delegate via Manage Delegations.
You can view tasks or business processes that have been delegated to you by accessing **View My Delegation Assignments** from the **Workday Search** field.
# Expense Report Overview | Delegation Assignments

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delegating Worker</td>
<td>The employee that you are a delegate for.</td>
</tr>
<tr>
<td>Begin Date / End Date</td>
<td>The dates that the delegation assignment begin and end.</td>
</tr>
<tr>
<td>Delegate</td>
<td>The delegate’s name (your name).</td>
</tr>
<tr>
<td>Start On My Behalf</td>
<td>Displays the tasks you can start on the employee’s behalf.</td>
</tr>
<tr>
<td>For Business Process</td>
<td>The business processes you can perform on the employee’s behalf (from Inbox).</td>
</tr>
<tr>
<td>Retain Access to Tasks in Inbox</td>
<td>Defines whether or not the employee can still access their inbox tasks for which you are a delegate.</td>
</tr>
</tbody>
</table>
Delegate clicks their profile picture in Workday and selects **Switch Account**.

Delegate selects the **appropriate account** from the list.

Delegate selects **Create Expense Report** from the Delegation dashboard.
In this demonstration, you will see how to start an expense report as a delegate.
You can also create an expense report in the Workday Mobile app. The steps are very similar to creating an expense report on your computer with some considerations to note.

• Start creating your expense report by typing Expenses in the Search field.

• Navigate to the Tasks & Reports section of the search results.

• Under Results, select Expenses.
• Under **Expenses Reports**, select **Create Expense Report**.

• You can also **scan** and **upload receipts** for transactions that need to be expensed.
Once the receipt is uploaded, select the receipt you want to add to a report, and select:
  - **Add to Report**, then
  - **Create Expense Report**
Expense Report Overview | Mobile App

- Uploaded receipts can also be expensed from **Workday Expenses** on your computer.

- Uploaded receipts display under the **Quick Expense** tab in the desktop version.

  AND

- Can be linked to the expense report via the **Linked Quick Expense** field within an expense line.
Expense Report Application | Key Considerations

- **Workday Roles** – There are different types of Workday roles that play a part in the Expense Report process.
  - **Employee as Self** are all employees who can create and submit an expense report for themselves.
  - **Expense Data Entry Specialists** can create, edit, and submit an expense report on behalf of another employee.
  - **Expense Support Specialists** receive submitted expense reports for review and approval.
  - **Additional approvers** will be triggered depending on the information included in the report.

- **Approvers** – The approvers for a submitted expense report will be based on the information contained in your report. E.g., If the expense line contains a **grant worktag**, then that will be routed to the **Grant Manager** for approval.

- **New Expenses** – There are **two types** of expenses you can submit, **Manual** and **Credit Card Transactions**. For credit card transactions, you will receive a **notification** in Workday to reconcile and can start the expense report from that page. These transactions also appear in the **drop-down menu** when adding a new expense report.

- **Expense Fields** – Depending on the transaction and your HR profile, **certain fields** will **populate** on your expense report. Besides the required fields, ensure **at least one** of the four fields are entered: **Gift**, **Grant**, **Designated** or **Project** prior to submission. When entering the Expense Item field, you can use the **expense item group** to **narrow** down results.

- **Itemization** – Use **Itemization** when you need to **split the expense** between more than one worktag string (accounts) or more than one expense item. Some expense items require itemization such as, **Hotel Accommodations** (domestic and international).
In this demonstration, you will see how to create an expense report and enter a Quick Expense.
Break | Let’s Take a Break

Take a Break
Other Actions for Expense Reports
**Expense Report Application | View, Edit, Change and Cancel Expense**

**View, Edit, Change and Cancel** are other actions you can perform on an expense report once it is created. The action you can perform will be based on the status of the expense report.

The table below describes the different expense report statuses and the subsequent actions allowed on them:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Actions allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid</td>
<td>Report which has been paid</td>
<td>View</td>
</tr>
<tr>
<td>Draft</td>
<td>Report yet to be submitted</td>
<td>View, Edit, and Cancel</td>
</tr>
<tr>
<td>In Progress</td>
<td>Report pending some action in the business process</td>
<td>View, Change, and Cancel</td>
</tr>
<tr>
<td>Approved</td>
<td>Report received all the required approvals</td>
<td>View, Change, and Cancel</td>
</tr>
<tr>
<td>Canceled</td>
<td>Report which has been cancelled</td>
<td>View</td>
</tr>
</tbody>
</table>
Expense reports can be viewed from the following routes:

- Search
- Expenses Worklet
- Notifications
- Shortcuts (Quick Access)

*The expenses worklet may need to be set up individually to have it appear on your dashboard.*
Below is the high-level process flow for viewing an expense report:

1. **Access My Expense Reports**
   - Access the My Expense Reports report.

2. **Filter the Report**
   - Filter the report by entering status details and date range of the report(s) that you want to view.

3. **View Report**
   - Select the relevant report from the displayed results and view the report.
In the My Expense Reports prompts window, you can specify the report status and date range.

You can clear the default dates displayed but you then must select a status.

Click the magnifying glass icon to view the selected report.
• Defaults to the Expense Lines tab.
• Select any of the other tabs (Header, Attachments, Expense Payment, or Business Process) to review the associated details.*
• Select Business Process to see track approval routing.

*The tabs that display are dependent on the status of the report.
• In this demonstration, you will see how to view an expense report.
In this scenario, you will practice how to view your expense reports.
You can edit expense reports that have not been submitted yet i.e., the reports which are in Draft status. Below is the high-level process flow for editing an expense report:

1. **Access My Expense Reports**
   - Access the “Edit” action on My Expense Reports report.

2. **Edit the Report**
   - Make edits to the expense report details and expense line information.

3. **Submit Report**
   - Once updated, submit the report.
• Follow the steps to view my expense reports and filter the status by **Draft** to run the report.

• Click **Edit Expense Report** (on the right side of the screen) in the **row of the report** you want to edit.
Edit Expense Report | How to Edit Expense Reports

2. Select the expense line you want to edit on the left side of the screen.
   - The totals at the top of the screen update based on the amounts you enter in the expense report. You may need to select the expense line on the left side to “refresh” the totals.
To **add**:

- **a credit card transaction**, select **Credit Card Transactions** and then select the transaction from the list.

- **a receipt uploaded through the mobile app**, select **Quick Expense**, and then select the quick expense (receipt) from the list.

- **a new expense item** for reimbursement, select **New Expense**.
You can change expense reports that have been submitted or approved, i.e., the reports which are in **In Progress** or **Approved** status. When you change an expense report, it will need to be re-submitted.

Access the “Change” action on My Expense Reports report.

Make changes to the expense report details and expense line information.

Re-submit the report once updated.

If changed and submitted, then the expense report will route through all levels of approval again.
• Follow the main steps to view my expense reports and filter the status by **In-progress** or **Approved** to run the report.

• Click **Change Expense Report** (on the right side of the screen) in the **row of the report** you want to edit.
Edit Expense Report | How to Change Expense Reports

2.

- Select the expense line you want to change on the left side of the screen.
- The totals at the top of the screen update based on the amounts you enter in the expense report. You may need to select the expense line on the left side to “refresh” the totals.
Edit Expense Report | How to Change Expense Reports

To **add**:

- a **credit card transaction**, select **Credit Card Transactions** and then select the transaction from the list.
- a **receipt uploaded through the mobile app**, select **Quick Expense**, and then select the quick expense (receipt) from the list.
- a **new expense item** for reimbursement, select **New Expense**.
In this demonstration, you will see how to edit and change an expense report.
Cancel Expense Report | Simplified Process Flow

You can cancel expense reports in **Draft, In Progress**, or **Approved** status.

Access My Expense Reports

Filter the Report

Cancel Report

Access the My Expense Reports report to access the “Cancel” action.

Add status details and date range to filter the report.

Cancel the appropriate expense report.
Edit Expense Report | How to Cancel Expense Reports

1. Follow the main steps to view my expense reports and filter the status by **Draft, In-progress or Approved** to run the report.

2. Hover your mouse over Expense Report column (on the right side of the screen) in the **row of the report** you want to cancel to display the **related actions (…) icon.**
Click the related *Actions/ellipsis* (…) icon.
Hover your mouse over *Expense Report*, then click *Cancel*. 
In this demonstration, you will see how to cancel an expense report.
Match the status with the actions allowed:

<table>
<thead>
<tr>
<th>Status</th>
<th>Actions allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid &amp; Canceled</td>
<td>View, Change, and Cancel</td>
</tr>
<tr>
<td>Draft</td>
<td>View</td>
</tr>
<tr>
<td>In Progress &amp; Approved</td>
<td>View, Edit, and Cancel</td>
</tr>
</tbody>
</table>
Spend Authorization
A **Spend Authorization** is created to approve certain *companion travel* expenses before they can be purchased. They can be created by the **Employee as Self & Expense Data Entry Specialist** roles.*

- To better comply with the Internal Revenue Service (IRS), UVA is implementing the Spend Authorization process for specific companion travel. The *companion travel* must have a **bona fide business purpose** to be an allowable expense and reimbursable by UVA.

- Refer to **FIN-004** for the policy details and **Does My Expense Qualify as a Bona Fide Business Purpose**.

- To establish the companion travel as bona fide and request approval for your estimated travel companion expenses, you **must submit** a **Spend Authorization**.* A spend authorization must be submitted and approved before you make the purchase.

*A separate Expense Report needs to be created to close out each spend authorization.*
The following companion travel expenses require a spend authorization:

- Agency Fee | Domestic
- Agency Fee | International
- Air Fare | Domestic
- Air Fare | International
- Air Upgrade | Domestic
- Air Upgrade | International
- Baggage Fee | Domestic
- Baggage Fee | International
- Entrance Fee | Domestic
- Entrance Fee | International
- Public Transit | Domestic
- Public Transit | International
- Rail | Domestic
- Rail | International
You will start the Create Spend Authorization task. *The start and end dates will auto-populate with the current date. Adjust them to the start and end dates of your travel.

You will enter spend details and add spend authorization lines as needed. Certain worktags will populate based on your HR profile.*

*Besides the required fields, ensure at least one of the four worktags are entered: Gift, Grant, Designated or Project prior to submission. Leverage the expense item group field to narrow down results.

You will submit the Spend Authorization. Once the task is completed, it will be routed based on the approver workflow. *If you receive an error message, review and reconcile in order to submit your spend authorization report.
Create Spend Authorization Overview | Create Spend Authorization

Create Spend Authorization

- Search **Create Spend Authorization** and select the task.

*The start and end dates will auto-populate with the current day’s date. Adjust them to the start and end dates of your travel.*

The Create Spend Authorization task is also **available** via the **Expenses worklet**.

---

**OVERVIEW**

**CREATE AUTHORIZATION**

[Image of a search bar with options such as 'Create Spend Authorization Task' and 'Create Spend Authorization for Worker Task']

[UVA Finance logo]
Create Spend Authorization

- Search **Create Spend Authorization for Worker** and select the task.
- Select the applicable person in the **For** field.

Expense Data Entry Specialists only

CREATE AUTHORIZATION
Enter Spend Details

- **Description** – Describes who the companion travel is for and the reason for the companion travel expense.

- **Expense Item Field** – When entering the expense item fields, select the **By Expense Item Group** to narrow down results. Each expense item category provides further details by selecting the related actions icon.

- **Item Details Section** – After entering the Expense Item Field, this section will appear and **require** you to enter specific required fields.

- **Bona Fide Business Purpose** – At the expense line level, describes the purpose for the expense. Provide as much detail as you can. Must be a **bona fide business purpose**.
Submit Spend Authorization

• Error Messages –
  • Display if **certain fields/actions** were **not completed** that were required before submitting the spend authorization.
  • **Review** and **reconcile** any **errors** in order to submit the authorization.

• Spend Authorization routes to Expense Partner and then appropriate approver depending on the worktags entered.
Spend Authorization Overview | Approval Routing

Expense Partner (Central) > Approver based on worktags entered (Gift, Grant, Designated or Project)

<table>
<thead>
<tr>
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<th>Step Description</th>
<th>Status</th>
<th>Completed On</th>
<th>Due Date</th>
<th>Person (Up to 1)</th>
<th>All Persons</th>
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• In this demonstration, you will see how to create a spend authorization for yourself.
In this scenario, you will practice how to create a spend authorization for yourself.
Reports

- **My Spend Authorizations** – Lists your spend authorizations and their statuses.

- **My Expense Transactions** – Lists your T&E credit card transactions and uploaded receipts (Quick Expenses).

- **Find Expense Reports** – Search for expense reports for others than yourself.

- **Find Spend Authorizations** – Search for spend authorizations other than yourself.

- **Fiscal Admins Persona Spotlight** – A variety of finance reports geared toward fiscal administrators; includes Expense related reports.
In this demonstration, you will see how to view and find expense reports/transactions and spend authorizations.
In this course, we covered the following topics:

- Business and approval process for expense reports
- Creating an expense report
- Setting up and using the Delegation function
- Using the Workday mobile app to upload receipts and create expense reports
- Viewing, Editing, Changing, and Canceling an expense report
- Creating a spend authorization
- Reports for viewing your expense reports, spend authorizations and credit card transactions and finding expense reports and spend authorizations for other employees
Course Wrap-Up | Resources

- Expense Report Quick Reference Guides
- Community Hub
  - Expense Business Process
  - FST Home Page
- UVA Business Terms

Need access to the Community Hub?
- Contact the UVAFinance Communications Manager at bv8h@virginia.edu.
Your feedback is important to us!

Please take a moment to complete a brief survey on today’s training session.
Thank you!