



DO I USE A SPEND AUTHORIZATION OR EXPENSE REPORT IN WORKDAY?

Please keep reading for examples of which document (Spend Authorization or Expense Report) to use for a given Business Purpose.

- Spend Authorization
 - Business Purpose
 - Business/Professional Development for Travel or Virtual Conference
 - Council on Excellence for Travel or Virtual Conference (Faculty)
 - Tuition Reimbursement- Paid by HR cost center CC1303
 - Annual Tuition
 - Scholars Tuition Reimbursement
 - Student Field Trips
 - Relocation Expenses for new employees
 - Airfare
 - Hotel
 - Athletic Travel
- Expense Report
 - Business Purpose
 - Non-Travel/Tcard Recon – Monthly credit card reconciliations
 - Business/Professional Development for Travel or Virtual Conference (Create from Spend Authorization)
 - Council on Excellence for Travel or Virtual Conference (Faculty) (Create from Spend Authorization)
 - Employee Reimbursement/Local Travel
 - Credentials/Licenses – Paid by their own cost center
 - Local Travel
 - Employees reimbursed for general supplies
 - Recruiting Expenses – Paid by HR cost center CC1303
 - New Hire Interview expenses
 - Fingerprinting
 - Background check
 - Staff Meeting
 - Recruiting Expenses

Accounts Payable:

Spend Authorization or
Expense Report



Employee

- Athletic Travel
 - Business/Professional Development
 - Council on Excellence (COE)
 - Employee Reimbursement/Local Travel
 - Non-Travel/T-Card
 - Recruiting Expenses
 - Relocation Reimbursement
 - Staff Meeting Expense
 - Student Field Trip
 - Tuition Reimbursement
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