Expenses: R&D, DFRF, & Endowed Chair

Workday User Guide

Overview

- Expenses pertaining to R&D Awards, DFRF, and Endowed Chair should be submitted through Workday Expenses using a **Spend Authorization**. *The Spend Authorization is created for you upon request through the Provost Office prior to creating and submitting an expense report in Workday.*

- Expenses pertaining to Kenderdine should continue to be submitted to randd@dickinson.edu.

Key Terminology:

Term	Definition
Spend Authorization	Pre-Approved allowances for Travel, Research, Endowed Chair spending, etc. within Workday.

Task: Create Expense Report (Related to R&D Awards, DFRF, and Endowed Chair)

1. On the **Global Navigation** sidebar, under **Personal**, click **Expenses Hub**.
2. Click the **Create Expense Report** button.
3. Select **Create New Expense Report from Spend Authorization.** Select the Spend Authorization related to your expenses. You can select one Spend Authorization per expense report.
4. Enter the following:

Memo	Please enter the type of award/fund being reimbursed Examples: R&D Award, Dean's Fund, &Endowed Chair
Position	Only visible if you have multiple jobs. Select the relevant position from the dropdown.
Expense Report Date	Defaults to today's date.
Program (This is the only worktag needed, all other information will auto-fill)	Select based on your Spend Authorization Type: - **R&D**: PG10273 R&D College Supported Research - **Endowed Chair**: PG10025 Endowed Faculty Chair Research & Development - **DFRF**: PG10098 Dean's Faculty Research Fund

5. If including P-card transactions, scroll down to the **Credit Card Transactions** tab.
    a. Select linked P-card transactions by checking the box under **Include** next to each transaction or select all to add all transactions to your expense report.

    NOTE:

    - For P-card transactions, do not update Merchant Name. If accidentally erased or modified, scroll to the top of the expense line item and select the Credit Card transaction hyperlink to view the Merchant Name and enter it again as such in the field.
6. If including Quick Expenses (photos of expenses taken through the Workday mobile app), click the **Quick Expense** tab.
    a. Select linked Quick Expense transactions by checking the box under Include next to each transaction or select all to add all transactions to your expense report.
7. Select **OK**.
8. Once the Expense Report has been generated, select the tab at the top called **Expense Lines**.
9. Click **Add** and choose to either:
    a. Add an additional P-card Transaction. Select **Credit Card Transactions** and select you transaction from the search box.
    b. Add an expense. Select **New Expense**.
10. Fill out the required information, as indicated by the Red Asterisks.
    a. Uncheck **Paid with Corporate Card** if not applicable.
    b. **Expense Date** – Select the date of the expense.
    c. **Expense Item** - Start by typing a few words like “mileage” or “hotel” and the correct expense item will appear. If you need help finding the expense item, use the drop-down filters of **Spend Categories** or **Expense Item Groups** to search.
    d. **Total Amount** - Enter the total amount spent on the expense line item.
    e. **Memo** – The memo is required and should include the business reason for the expense.
    f. **Receipts** - To attach a receipt, under the title Expense Line, click **Select Files** and browse to your receipt or drag and drop your receipt file into the gray box.
        i. **Receipts are required for all purchases**.
        ii. If you use the Scan Receipt option in Workday from your mobile device, you will see the option to add the receipt from that list.
11. If a transaction needs to be coded to multiple cost centers or expense items, select **Add** under **Itemization**, and code appropriately. To add lines, select **Add**.
12. The final total for the expense report cannot be over the amount of the Spend Authorization unless you have identified an account for the overage in the comment box.
13. Continue adding transactions until your expense report is complete then select **Submit**.
    TIP: If you need to complete your expense report later, you can choose "Save for Later."

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Helpful Information:

- Pcard expenses made on a Department Pcard must be **reassigned from the ADC to the Faculty member** to use against their Spend Authorization.

Business vs. Travel Meals

- **Travel Meals** – Food while traveling away from campus.
- **Business Meals** – Any food purchased while not traveling, to discuss a specific topic.

Expenses over Spend Authorization amount:

If you spent in excess of your allotted award, please use the comments field to signal whether you would like to cover the additional amount with your **DFRF, Endowed Chair, or Start-Up** funding. If no comments is logged, then the award will be reimbursed to its approved limit.

NEXT STEPS: Once submitted, your expense report will then be routed to various approvers based on the details of the expense such as:

- Manager, Management Chain (level based on expense thresholds) CFO, Gift Manager, Grant Manager, Project Manager, Program Manager, Agency Manager, Cost Center Manager, and Finance Executive

Support: Still have questions?

For technical assistance, please contact the HelpDesk via email or call 717-245-1000.

For questions about specific spending on these Spend Authorization categories, please contact randd@dickinson.edu.

Please contact pcard@dickinson.edu for additional help regarding this process.