

## HOW DO I SUBMIT A TRAVEL REQUEST IN WORKDAY?

### Terminology:

- Travel Request is now referred to as:
  - *Spend Authorization*
  - *Travel Spend Authorization*
  - When you become an expert, you'll start calling it a *Spend Auth* or *Travel Spend Auth* ☺
- *Expense Item*: These are the different expenses associated with a spend authorization. For travel that would include registration fee, hotel, airfare, meals, mileage, etc.
- *Expense Report*: Submitting travel receipts and travel costs for reimbursement is now referred to as submitting an *Expense Report* in Workday.

### Travel Request/Claim Form vs. Workday Spend Authorization/Expense Report Process

	Old Process PS Financials	New Process in Workday
<b>PRIOR TO TRAVEL</b>	You filled out the <b>left side</b> of the <b>Travel Request/Claim Form</b> to initiate your request	You will initiate a <i>Spend Authorization</i>
<b>ONCE TRAVEL IS COMPLETE</b>	You filled out the <b>right side</b> of the <b>Travel Request/Claim Form</b> to <b>submit your final receipts</b> and expenses for which you need to be reimbursed.	You will initiate an <i>Expense Report</i>

### How do I submit a Travel/Online Event Request in Workday?

- 1) At least two weeks before your travel begins, complete the *Workday Travel/Online Event Request Form* and submit to [your designated school assistant](#).
- 2) Create your *Spend Authorization* in Workday for all anticipated travel expense, i.e. registration fees, meals per diem, mileage, hotel reservations, Uber fees, etc. Once you have submitted all of the Spend Authorization Expense Items and the attached the documents in *Workday* you still click **“Save for Later”**. Do **NOT** choose *Submit*. **WHY CLICK “SAVE for LATER” instead of Submit?**
  - By clicking “Save for Later” your dean’s office assistant will review your Travel Spend Authorization to confirm everything is accurate and all necessary attachments are included. Once the dean’s assistant has confirmed it is ready to be routed for approval, they will click “Submit” on your behalf and begin the approval process within Workday.
  - By having the dean’s office assistant review your spend authorization, any errors will be caught at the beginning of the process and will not delay processing. If errors are caught after the approval process has begun the Travel Spend Authorization request will be cancelled and you will have to start all over again.
- 3) Within two weeks after your travel is complete, create your *Expense Report* for all travel expenses you paid out of pocket (even if you received a cash advance for that expense) that were associated with the *Spend Authorization* for this trip.

- **NOTE:** You do not need to submit an *Expense Report* for travel expenses the college paid on your behalf, i.e. airline tickets booked through *Concur*, conference registration fees, etc.

**For purposes of this training job aid, here are the details of the travel event:**

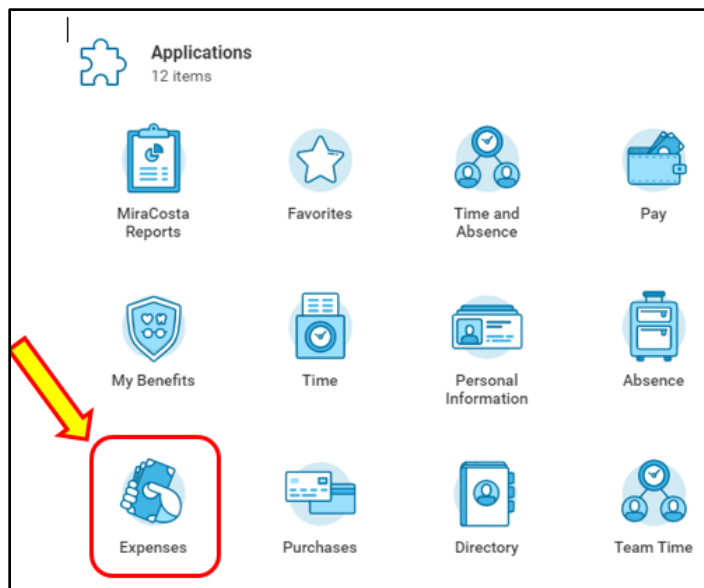
- **Travel Dates:** 7/12/2021 - 7/16/2021
- **Conference Dates:** 7/13/2021 - 7/16/2021
- **Conference Title:** Curriculum Institute
- **Conference Location:** San Francisco, CA
- **Meals Provided by Conference:**
  - Breakfast each morning (7/13-7/16/2021)
  - Lunch every day of the conference (7/13 - 7/16/2021)
  - Dinner on 2<sup>nd</sup> day of conference (7/14/2021)

This is important for calculating your Meals per Diem.

**1. Complete the *Workday Travel/Event Request* form and submit to your designated school assistant.**

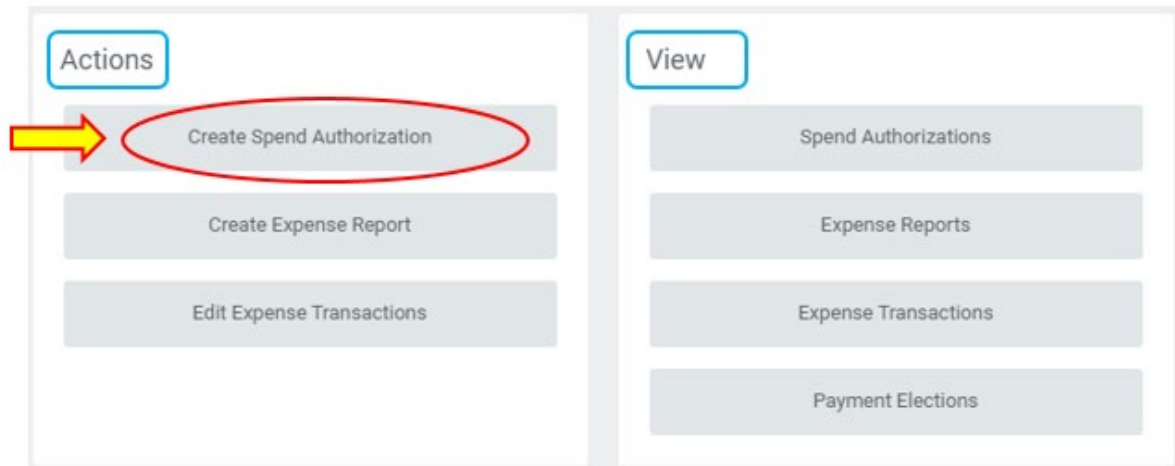
- The purpose of this form is to ensure you gather all of the documents and costs associated with this travel **prior to** entering this information into Workday. It also provides your school’s administrative assistant the information they need to ensure the correct budget(s) is/are being charged with the cost of your travel. Finally, it also ensures proper coordination re: funding between your school and the PDP office, when applicable.

**2. Find the *Expenses* App/Worklet**



### 3. Actions vs. View

Since you are **creating** a “Travel Spend Authorization”, you are taking an **action** so you’ll click on “Create Spend Authorization”.




**Question:** Why doesn't it say “Create *Travel* Spend Authorization”?

**Answer:** A *Spend Authorization* is a request for an expenditure that **you** plan to make for a **future** purpose. **Travel is just one type of expenditure** for which you might request authorization. Here is a list of other types of spend authorizations:

- Athletic Travel - In State
- Athletic Travel - Out of State
- Conference - In State
- Conference - Online
- Conference - Out of State
- Food and Refreshments Expense Reimbursement (On Campus Only)
- Foundation Reimbursement
- Individual Professional Membership
- Meetings and School Related Business (Off Campus only) - In State
- Meetings and School Related Business (Off Campus only) - Out of State
- Mileage Only Reimbursement
- Training - Online
- Non-Travel Expense Reimbursement
- Online Webinar, Event
- Retreats (Off Campus only)
- Student Field Trips - In State
- Student Field Trips - Out of State
- Training (Non-Conference) - In State
- Training (Non-Conference) - Out of State

#### 4. Enter the Spend Authorization INFORMATION

This is where you will provide the details about your travel, i.e. travel dates, conference/meeting title, what type of travel/online event it is, and if the travel is out of state provide the justification wording.

- **Start Date:**
- **End Date:**
- **Description:** Conference/Event/Meeting Title
- **Business Purpose:** Click the  to access the dropdown menu. For this example select “Conference – In State”
- **Spend Authorization Total:** *Leave this field blank.* As you enter each *Expense Lines*, i.e. meals per diem, mileage, hotel, etc. it will automatically update the total with each entry.
- **Reimbursement Payment Type:** This is where you will determine how you would like to be paid for any cash advances you select.
- **Justification:** If you are traveling out-of-state you will need to write your justification for the out-of-state travel in this box.

Please review the college policy for more details on spend authorizations:  
[Travel Policy AP 7400](#)  
After travel approval, reservations can be made through the [CalTravelStore](#), for airfare and car rental to be paid by MiraCosta using the Spend Authorization number.  
*Please use the Justification box for your out of state justification reason.*

#### ▼ Spend Authorization Information

Company \*

**Start Date** \*

**End Date** \*

**Description** \*

**Business Purpose** \*

**Spend Authorization Total** \*

Currency USD

#### ▼ Spend Authorization Details

Reimbursement Payment Type \*

**Justification** **REQUIRED for Out-of-State Travel Only:** You will write the justification for why your travel to this conference/event/meeting that takes place out of state is an integral part of the work you do at MiraCosta College.

**What if my conference is out of state?**

Conference - In State  
 Conference - Out of State

**Leave this field blank.** It will automatically update as you enter each Expense Item, i.e. meals, mileage, hotel, etc.

#### 5. Enter Spend Authorization LINES

This is where you will enter **each** of the applicable **estimated** costs, referred to as an “Expense Item” associated with your travel. Here is a list of the *expense items* associated with *Travel Spend Authorizations*:

- **Meals** – **IMPORTANT TO NOTE:** Your allocation is prorated on the 1st & last day of travel and is adjusted for the meals provided by the conference/event/meeting. Workday will overestimate your meals allotment so we do not recommend you get a cash advance for “Meals”.
- **Mileage** – Must be cleared as an authorized district driver


- **Airfare** – Do not make reservations until your travel Spend Authorization is **fully approved**.
- **Registration Fees**
- **Hotel Reservation Cost** – **IMPORTANT**: If your reservation does not include it, be sure to add 14% to the estimated hotel cost to account for hotel tax & fees.
- **Parking** - Must be cleared as an authorized district driver
- **Uber/Shuttle/Taxi** – While traveling remember to get a receipt for these costs.
- **Rental Care Reservation Cost** - Must be cleared as an authorized district driver

## How to Enter *Meals per Diem Expense Item* in Workday

**IMPORTANT** considerations regarding your *Meals per Diem Expense Item*:

- ❖ **Complete the [2021 Per Diem and Mileage Worksheet](#)**: **Prior to entering** your meals per diem and your mileage expense items into Workday complete the [2021 Per Diem and Mileage Worksheet](#) which has been created by Admin. Services to ensure you are calculating your meals per diem and mileage accurately, based on [AP7400: Employee Travel](#). If you don't, you'll find that your *meals per diem* allotment in Workday could be greatly exaggerated, especially if the conference/meeting provides any meals.
- ❖ **Cash Advance for Meals**: If you're requesting a cash advance for meals, keep in mind that it will be based on the amount that *Workday* calculates, which again, could be **much higher than your actual** meals per diem allotment.

### 1) Expense Item:

- Click the  and select "By Spend Category"
- Under "Spend Category" select "1062\_SC-Mileage"
- Then select *Spend Authorization-Meals per Diem*

Click "Add" to add an expense line for each type of travel expense, i.e. mileage, hotel, registration, etc.

1. By Spend Category

2. 1062\_SC - Meals Per Diem (Travel)

3. Spend Authorization - Meals Per Diem

Do **NOT** Select this option

Select **THIS** option

## 2) Item Details (section to the right):

For purposes of calculating your meals per diem, your *Arrival Date*, *Departure Date* and *Number of Business Travel Days* will be the days you are officially on work time. For example, if you decide to fly to San Francisco on Saturday, July 10<sup>th</sup> but you don't check you're your hotel until Monday, July 13<sup>th</sup> your *Arrival Date* for your *Meals per Diem Expense Item* would be Monday, July 13<sup>th</sup> **not** Saturday, July 10<sup>th</sup>.

- **Arrival Date:** First day you are officially on work time.
- **Departure Date:** Last day you are officially on work time.
- **Destination:** Select *Cities* then select the correct *Per Diem Rate* you determined on the [2021 Per Diem and Mileage Worksheet](#).
- **Number of Business Travel Days:** This is the number days you are on **official work business**, in this example the number is 5.

## 3) Quantity/Per Unit/Total Amount:

- Quantity** remains a "1".
- Per Unit Amount** and **Total Amount** will calculate automatically based on the information you entered under *Item Details*.

**Instructional Text**

An overnight stay is required. Meal per Diem is per the [USGA's M&IE rates](#). Note that the first and last day of travel is at 75% of the daily meal per Diem as per the USGA's M&IE rates. Reference link to GSA and type in city, state and scroll down to Meals and I&E to figure out your per diem rate. In the [Destination](#) tab choose the cities menu and select your rate based off of the GSA link. Provided meals must be deducted from the traveler's daily per Diem. **DO NOT INCLUDE PERSONAL DAYS OF TRAVEL** in the date range.

Quantity	* 1
Per Unit Amount	* 380.00
Total Amount	* 380.00

**Item Details**

Arrival Date \* 07 / 13 / 2020

Departure Date \* 07 / 17 / 2020

Destination \*


Number of Business Travel Days \* 5

**Cities**

- Per Diem- Cities at M&IE Rate \$55 (First/Last Day \$41.25)
- Per Diem- Cities at M&IE Rate \$56 (First/Last Day \$42.00)
- Per Diem- Cities at M&IE Rate \$61 (First/Last Day \$45.75)
- Per Diem- Cities at M&IE Rate \$66 (First/Last Day \$49.50)
- Per Diem- Cities at M&IE Rate \$71 (First/Last Day \$53.25)
- Per Diem- Cities at M&IE Rate \$76 (First/Last Day \$57.00)

**NOTE:** Leave *Quantity* at **1**. That way, when you enter the *Number of Business Travel Days* and you select the *Per Diem-Cities at M&IE Rate* the *Per Unit Amount* and *Total Amount* will calculate automatically.

## 4) Cash Advance: Remember that the cash advance for meals could be over estimated.

- 5) **How will this be paid:** Under the Worktags section you'll indicate how your *Meals per Diem* expense item will be paid. Click the  to access the dropdown menu.
- For *Meals Per Diem* you will select "I will Pay and be Reimbursed (Spend Authorization Use Only)" **even if** you got a cash advance for meals.

**Worktags**

\*How will this be paid

Search

My Worktags

How will this be paid

← How will this be paid

- Booked through Concur Travel (Spend Authorization Use Only)
- I will Pay and be Reimbursed (Spend Authorization Use Only)
- MCC to Pay (Spend Authorization Use Only)
- US Bank Credit Card (Purchase Requisition Use Only)

Search

Designation

Grant

Project

\*Cost Center

\*Program

Gift

\*Fund

**\*\*Faculty & IS Classified\*\***  
 You will **not enter any information** in these boxes.  
 Your designated school assistant will enter the budget string information, that will be based on the information you provided on the **Workday Travel/Event Request Form**

~~Submit~~

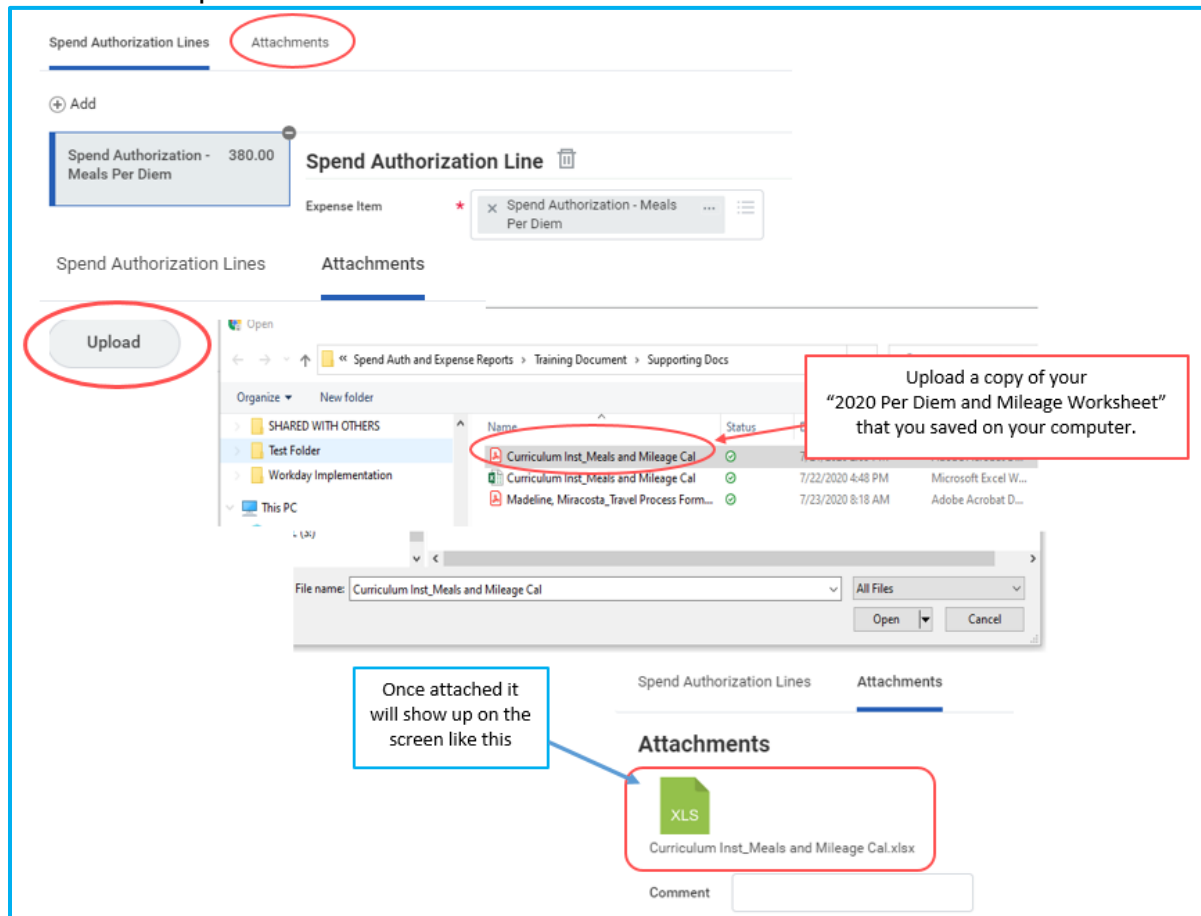
Save for Later

Cancel

Do **NOT** Select this option

Select **THIS** option

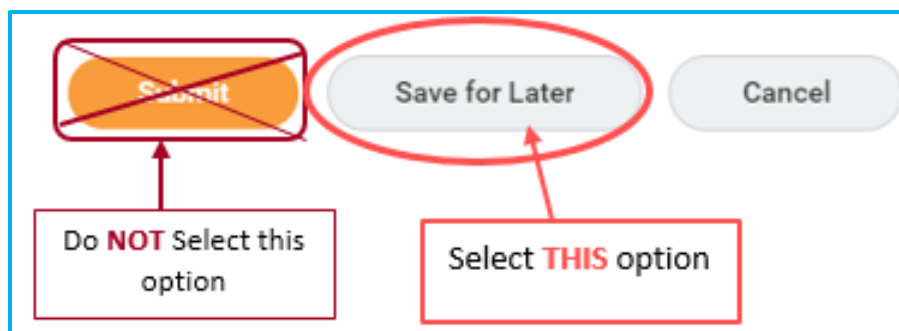
- 6) **Attachments:** At the top of this section, next to the *Spend Authorization Line* you will see a place to add your “Attachments”.
- Click “**Upload**”
  - Select the saved copy of your *2021 Per Diem and Mileage Worksheet* you created for this travel request.



7) **Save for Later:**

By clicking on “**Save for Later**” your designated school assistant can enter the budget string information that is based on the fund source(s), i.e. department funds, PDP funds, etc. you identified on the *Workday Travel/Event Request* form in Step. 1 of this process.

**Do NOT** click **Submit** otherwise **your request will be denied** and you’ll have to re-enter everything all over again.






## How to Enter *Mileage* Expense Item in Workday

**NOTE:** In order to be eligible to be reimbursed for mileage you must be cleared by the district to drive before your travel begins.

### 1) Expense Item:

- a. Click the  and select “By Spend Category”
- b. Under “Spend Category” select “1063\_SC-52 Mileage”
- c. Then select “Mileage”


**NOTE:** The “Instructional Text” information will pop up to the right, after you select “Mileage”. This text reminds you that you must be an approved driver for the district and to attach a copy of the Google Maps that shows how you arrived at the amount for the total mileage.

### 2) Quantity:

From your *202 Per Diem and Mileage Worksheet* enter the total miles you calculated under the “Mileage Reimbursement” section of the spreadsheet.

### 3) Total Amount:

This cell will automatically calculate the amount you are eligible to receive for mileage reimbursement.

**How will this be paid:** Under the *Worktags* section, click the  and select “I will Pay and be Reimbursed (Spend Authorizations Use Only)”

**NOTE:** You will choose this option **even if** you got a cash advance for your mileage because the “MCC to Pay Spend Authorization Use Only” is only applicable when the district is paying for an *Expense Item* on your behalf with the district’s credit card, i.e. registration fees.

### 4) Attachments:

At the top of this section, next to *Spend Authorization Line* you will see a place for you to add your “Attachments”.

- a. Click “**Upload**”
- b. Select the saved copy of your *Googlemaps* pdf that you created for this travel request.
- c. [If needed, see screenshot on page 7.](#)

### 5) Click **Save for Later** to save the information.

# Workday Screenshots of Mileage Expense Item

**1.**

By Expense Item Group  
 By Spend Category  
 By Alphabetical Order

1061\_SC - Registration  
 1062\_SC - Meals Per Diem (Travel)  
 1063\_SC - Mileage

Search  
 1063\_SC - Mileage  
 Mileage  
 OCN/CLC Mileage One Way  
 OCN/SAN Mileage One Way

**Instructional Text**  
 Are you an MCCD approved driver for mileage reimbursement? If not, please contact Risk Management to obtain more information.  
 Current IRS rates. Provide documentation of mileage (Google maps, MapQuest, etc.)  
<https://www.irs.gov/efile/plan-book/transportation-airfare-rates-pov-rates/privately-owned-vehicle-pov-mileage-reimbursement-rates>

Chose this option for travel that is **NOT** between campuses, i.e. campus to the airport.

**2.**

**Spend Authorization Line**

Expense Item \* X Mileage ...  
 Quantity \* 78.8  
 Per Unit Amount 0.575  
 Total Amount 45.31  
 Memo Mileage to and from SD Airport  
 Cash Advance Requested

Enter mileage here based on the mileage on the Meals & Mileage calculation spreadsheet.  
**NOTE:** The "Total Amount" will then be auto-calculated.

**3.**

**Worktags**

\*How will this be paid  
 How will this be paid  
 Search

How will this be paid  
 Booked through Concur Travel (Spend Authorization Use Only)  
 I will Pay and be Reimbursed (Spend Authorization Use Only)  
 MCC to Pay (Spend Authorization Use Only)  
 US Bank Credit Card (Purchase Requisition Use Only)

**Mileage Expense Item after all info entered.**


**Spend Authorization Line**

Expense Item \* X Mileage ...  
 Quantity \* 78.8  
 Per Unit Amount 0.575  
 Total Amount 45.31  
 Memo Mileage to and from SD Airport  
 Cash Advance Requested


**Worktags**

\*How will this be paid  
 I will Pay and be Reimbursed (Spend Authorization Use Only)

## How to Enter *Airfare* Expense Item in Workday

- 1) **Expense Item:**
  - a. Click the  and select “*By Spend Category*”
  - b. Under “*Spend Category*” select “1058\_SC – 52 *Airfare/Amtrak*”
  - c. Then select “*Airfare/Amtrak*”
  
- 2) **Item Details:**

For purposes of the *Airfare/Amtrak* expense item, your *Arrival Date* and *Departure Date* are the **dates you are traveling to/from the event**. For example, if you decide to fly to San Francisco on Saturday, July 10<sup>th</sup> but the conference doesn’t begin until Tuesday, July 13<sup>th</sup> your *Arrival Date* for the *Airfare/Amtrak* expense item would be Saturday, July 10<sup>th</sup>.

  - a. **Arrival Date:**
  - b. **Departure Date:**
  
- 3) **Quantity, Per Unit Amount, Total Amount:**
  - a. *Quantity*: keep that at “1”
  - b. *Per Unit Amount*: enter the total, estimated cost of your flight, which will be listed on your *Workday Travel/Event Request Form*.
  - c. *Total Amount* will autofill when you enter the flight estimate in *Per Unit Amount*.
  
- 4) **How will this be paid:** Under the *Worktags* section, click the  and select one of the following two options:
  - a. *Booked through Concur Travel (Spend Authorization Only)*: If you want **the district to pay for your flights** you will select this option.  
**IMPORTANT:** You cannot book your flights in Concur **until** your Spend Authorization is **fully approved**. Also, please note that the district no longer uses TR#’s. Instead you will use the Spend Authorization # that is issued.
  - b. *I will Pay and be Reimbursed (Spend Authorization Use Only)*: If **you** want to **pay for your flights** and be reimbursed after the travel is complete.
  
- 5) **Attachments:** At the top of this section, next to *Spend Authorization Line* you will see a place for you to add your “Attachments”.
  - a. Click “**Upload**”
  - b. Attach a copy of your flight estimate.
  
- 6) Click **Save for Later** to save the information.

# Workday Screenshots of Airfare Expense Item

**1.** By Spend Category

1058\_SC - Airfare/Amtrak

Airfare/Amtrak

**2.** Arrival Date: 07 / 13 / 2020  
Departure Date: 07 / 17 / 2020

Travel Region: [X] California  
Country: [X] United States of America

**3.** Quantity: 1  
Per Unit Amount: 108.00  
Total Amount: 108.00

**4.** How will this be paid: Booked through Concur Travel (Spend Authorization Use Only)

**Do NOT Select this option**

*Airfare Expense item after all info entered.*

**Spend Authorization Line**

Expense Item: x Airfare/Amtrak

Quantity: 1  
Per Unit Amount: 108.00  
Total Amount: 108.00

Memo: [Empty]

Cash Advance Requested: [ ]



**Item Details**

Arrival Date: 07 / 13 / 2020  
Departure Date: 07 / 17 / 2020  
Travel Region: x California  
Country: x United States of America

**Worktags**

\*How will this be paid: x Booked through Concur Travel (Spend Authorization Use Only)

## How to Enter Registration Fees Expense Item in Workday

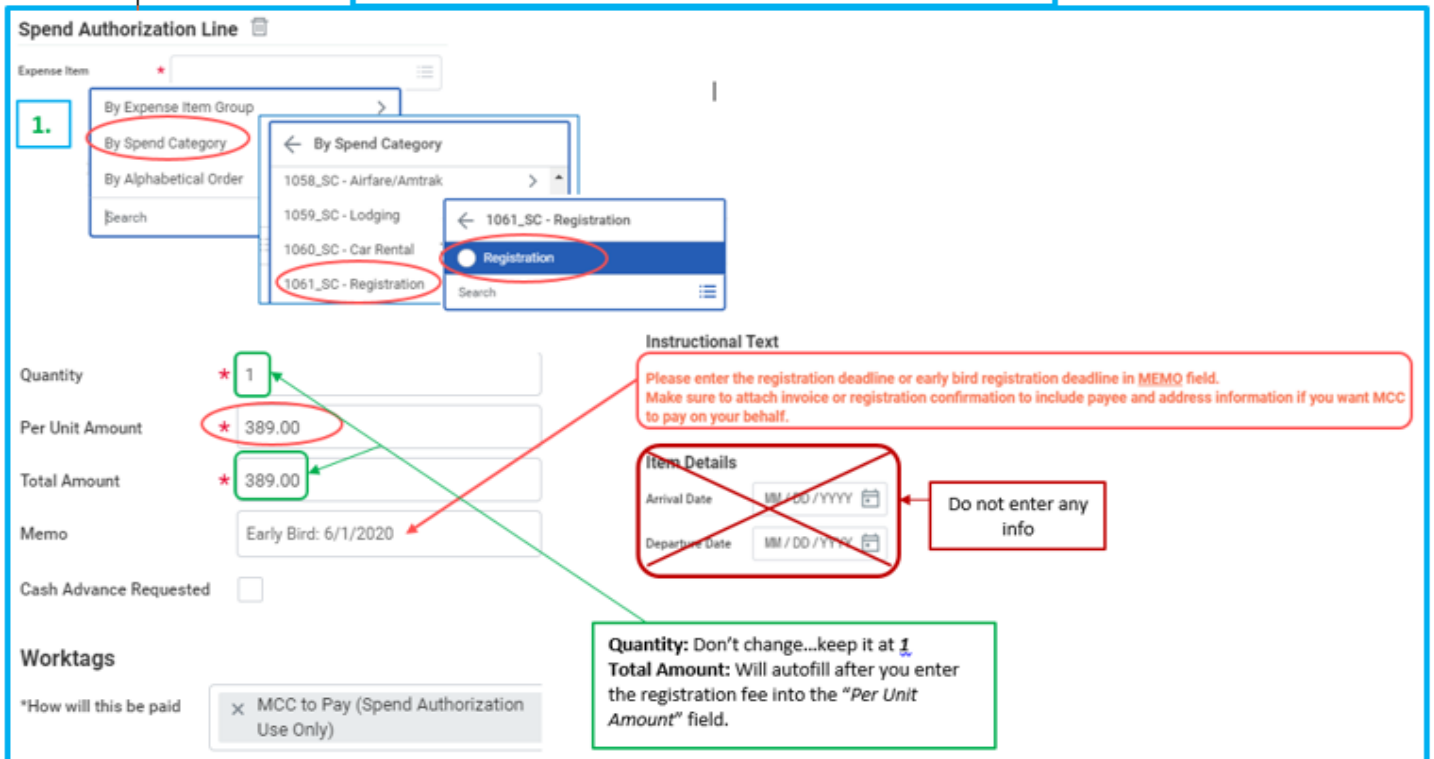
- 1) **Expense Item:**
  - a. Click the  and select "By Spend Category"
  - b. Under "Spend Category" select "1061\_SC – 52 Registration"
  - c. Then select "Registration"
- 2) **Item Details:** The "Item Details" info will pop up after you select "Registration". You don't need to enter any info for *Arrival Date* or *Departure Date*.
- 3) **Quantity, Per Unit Amount, Total Amount:**
  - a. *Quantity*: keep that at "1"
  - b. *Per Unit Amount*: Enter the registration fee here.
  - c. *Total Amount*: This field will autofill when you enter the registration fee in *Per Unit Amount*.
- 4) **Memo:** Enter the Registration payment due date
- 5) **How will this be paid:** Under the *Worktags* section, click the  and select *MCC to Pay (Spend Authorization Use Only)*.

**NOTE:** If you select *MCC to Pay*... make sure there is **at least two weeks lead time** before the registration fee is due.

If the registration fee is due in less than two weeks, you will need to pay the registration fee and be reimbursed. In that case, you will select *I will Pay and be Reimbursed (Spend Authorization Use Only)* instead.

- 6) **Attachments:** At the top of this section, next to *Spend Authorization Line* you will see a place for you to add your "Attachments".
  - a. Click "**Upload**"
  - b. Attach a copy of your registration confirmation invoice.
- 7) Click **Save for Later** to save the information.

### Workday Screenshots of Registration Expense



**1.** By Expense Item Group

By Spend Category

By Alphabetical Order

Search

1058\_SC - Airfare/Amtrak

1059\_SC - Lodging

1060\_SC - Car Rental

1061\_SC - Registration

← 1061\_SC - Registration

Registration

Search

Quantity \* 1

Per Unit Amount \* 389.00

Total Amount \* 389.00

Memo Early Bird: 6/1/2020

Cash Advance Requested

Worktags

\*How will this be paid x MCC to Pay (Spend Authorization Use Only)

**Instructional Text**

Please enter the registration deadline or early bird registration deadline in MEMO field. Make sure to attach invoice or registration confirmation to include payee and address information if you want MCC to pay on your behalf.

**Item Details**

Arrival Date MM/DD/YYYY

Departure Date MM/DD/YYYY

Do not enter any info


**Quantity:** Don't change...keep it at 1

**Total Amount:** Will autofill after you enter the registration fee into the "Per Unit Amount" field.

## How to Enter *Hotel/Lodging* Expense Item in Workday

**REMINDER:** *If the conference is offering a hotel with discounted rates you must book your reservations at that hotel.*


### 1) Expense Item:

- a. Click the  and select “*By Spend Category*”
- b. Under “*Spend Category*” select “*1059\_SC 52- Lodging*”
- c. Then select “*Lodging*”

### 2) Quantity, Per Unit Amount, Total Amount:

- **Quantity** at “*1*”
- **Per Unit Amount:** Enter the total, estimated cost for your hotel stay. If your estimate does not already include it, be sure to add 14% to the total for estimated taxes & fees.
- **Total Amount:** Will autofill when you enter the *Per Unit Amount*.

3) **Cash Advance:** Check the box if you would like to get a Cash Advance to pay for your hotel.

4) **How will this be paid:** Under the *Worktags* section, click the  and select “*I will Pay and be Reimbursed (Spend Authorization Use Only)*”

### 5) Item Details:

- a. **Hotel:** You can leave this blank.
- b. **Arrival Date:** Check-in Date
- c. **Departure Date:** Check-out Date
- d. **Reservation #:** This is optional.

6) **Attachments:** At the top of this section, next to *Spend Authorization Line* you will see a place for you to add your “Attachments”.

- a. Click “**Upload**”
- b. Attach a copy of your hotel reservation confirmation.

7) Click **Save for Later** to save the information.

# Workday Screenshots of Lodging Expense Item

**Spend Authorization Line**

**Expense Item**

1. By Expense Item Group  
By Spend Category  
By Alphabetical Order  
Search

Search  
By Spend Category  
1058\_SC - Airfare/Amtr  
1059\_SC - Lodging  
Lodging

**Quantity** 2. \* 1  
**Per Unit Amount** \* 1,140.00  
**Total Amount** \* 1,140.00  
**Memo**  
**Cash Advance Requested**  3.

**Worktags** 4.  
\*How will this be paid  
How will this be paid  
Booked through Concur Travel (Spend Authorization Use Only)  
I will Pay and be Reimbursed (Spend Authorization Use Only)  
MCC to Pay (Spend Authorization Use Only)  
US Bank Credit Card (Purchase Requisition Use Only)  
Search



**Item Details** 4.  
Hotel  
Arrival Date 07 / 13 / 2020  
Departure Date 07 / 17 / 2020  
Reservation Number ABCD1234

**Instructional Text**  
Reimbursable for room and tax rate only when authorized travel is greater than forty miles from the traveler's home and primary worksite. If lodging is to be paid in advance by the District, attach the lodging invoice with the total amount including taxes and fees along with payee and address information. Check the "MCC to pay for me" box under "Lodging" on the Travel Request form. If you are paying the lodging yourself and to be reimbursed after, check the "I will pay myself" box

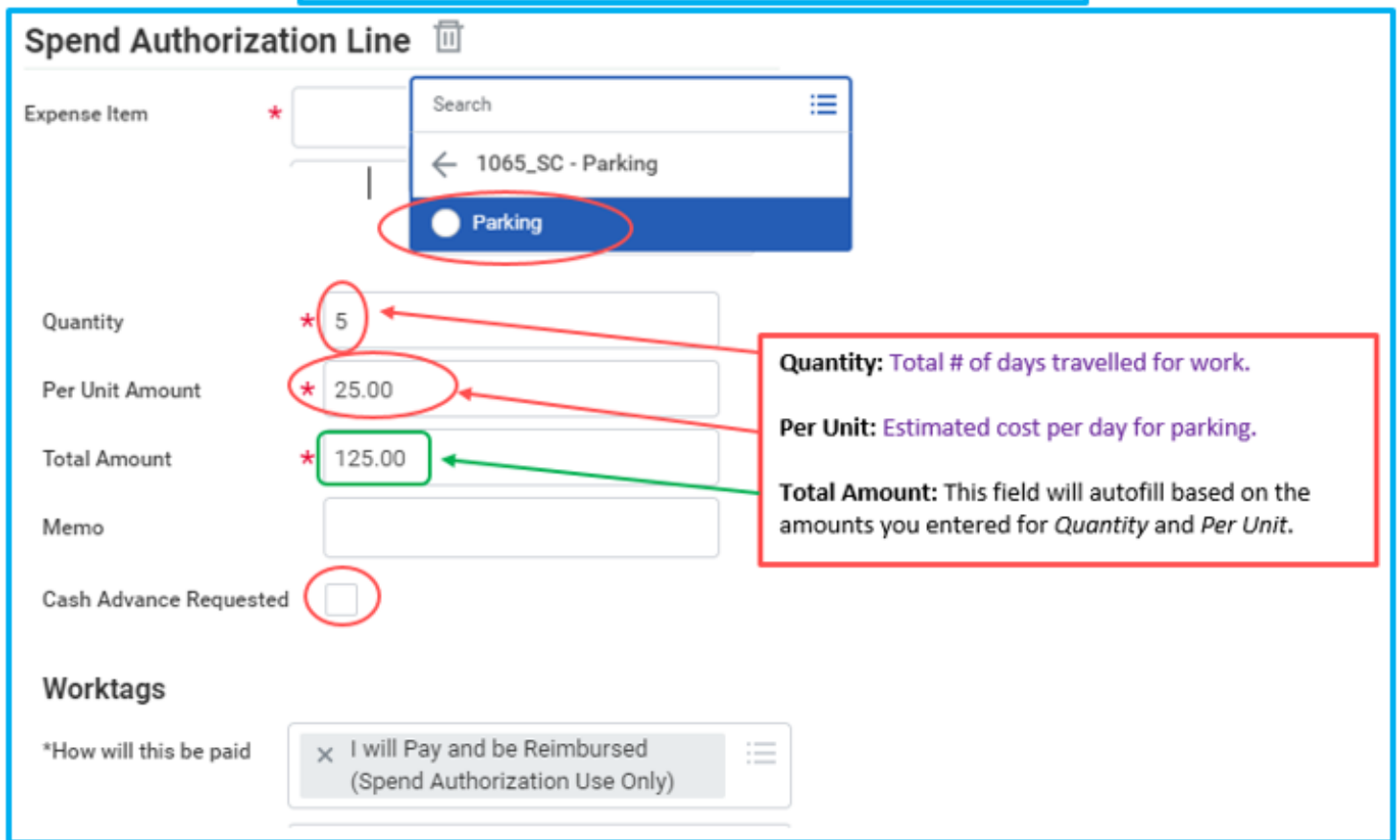
Read Instructional Text closely!


See written instructions for how to choose the option that applies to your travel.



## How to Enter *Parking* Expense Item in Workday

- 1) **Expense Item:**
  - a. Click the  and select “By Spend Category”
  - b. Under “Spend Category” select “1065\_SC – 52 Parking”
  - c. Then select “Parking”
- 2) **Quantity, Per Unit Amount, Total Amount:**
  - a. **Quantity:** Total # of travel days for work.
  - b. **Per Unit Amount:** Estimated cost **per day** for parking.
  - c. **Total Amount:** Will autofill when you enter the *Per Unit Amount*.
- 3) **Cash Advance:** Check the box if you would like to get a cash advance
- 4) **How will this be paid:** Under the *Worktags* section, click the  and select *I will Pay and Be Reimbursed (Spend Authorization Use Only)* **even if** you request a cash advance.
- 5) **Attachments:** No attachment required for parking.
- 6) Click **Save for Later** to save the information.

### Workday Screenshots of *Parking* Expense Item



**Spend Authorization Line** 

Expense Item \*  Search   
← 1065\_SC - Parking  
● Parking

Quantity \* 5



Per Unit Amount \* 25.00

Total Amount \* 125.00

Memo

Cash Advance Requested



**Worktags**

\*How will this be paid  I will Pay and be Reimbursed (Spend Authorization Use Only) 

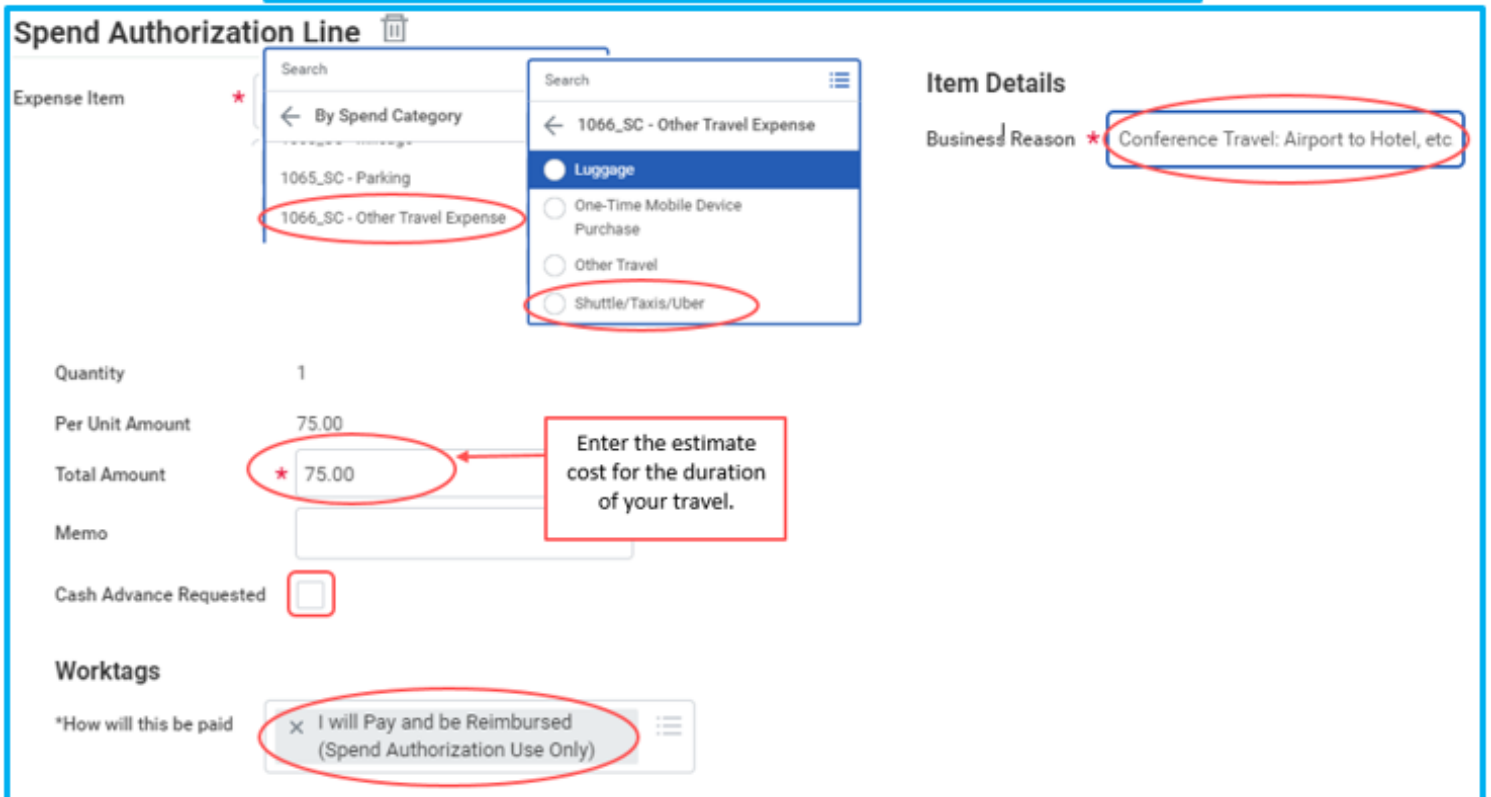
**Quantity:** Total # of days travelled for work.  
**Per Unit:** Estimated cost per day for parking.  
**Total Amount:** This field will autofill based on the amounts you entered for *Quantity* and *Per Unit*.



## How to Enter Shuttle/Taxi/Uber Expense Item in Workday

- 1) **Expense Item:**
  - a. Click the  and select "By Spend Category"
  - b. Under "Spend Category" select "1066\_SC – 52 Other Travel Expense"
  - c. Then select "Shuttle/Taxis/Uber"
- 2) **Total Amount:**
  - a. Enter the estimated, total cost for your shuttle/taxi/Uber.
- 3) **Cash Advance:** Check the box if you would like to get a cash advance.
- 4) **How will this be paid:** Under the *Worktags* section, click the  and select *I will Pay and Be Reimbursed (Spend Authorization Use Only)* **even if** you request a cash advance.
- 5) **Attachments:** No attachment required!
- 6) Click **Save for Later** to save the information.

### Workday Screenshots of Shuttle/Taxi/Uber Expense Item



The screenshot displays the 'Spend Authorization Line' form in Workday. The 'Expense Item' section shows a search for '1066\_SC - Other Travel Expense' with 'Shuttle/Taxis/Uber' selected. The 'Total Amount' is set to 75.00. The 'Business Reason' is 'Conference Travel: Airport to Hotel, etc.'. The 'Worktags' section shows 'I will Pay and be Reimbursed (Spend Authorization Use Only)' selected. Red circles and arrows highlight the '1066\_SC - Other Travel Expense' category, the '75.00' total amount, the 'Shuttle/Taxis/Uber' option, the 'Conference Travel: Airport to Hotel, etc.' business reason, and the 'I will Pay and be Reimbursed' worktag.

**Spend Authorization Line**

Expense Item \*  By Spend Category

- 1065\_SC - Parking
- 1066\_SC - Other Travel Expense

Shuttle/Taxis/Uber

Luggage

One-Time Mobile Device Purchase

Other Travel

Shuttle/Taxis/Uber

Item Details

Business Reason \* Conference Travel: Airport to Hotel, etc.

Quantity 1

Per Unit Amount 75.00

Total Amount \* 75.00

Memo

Cash Advance Requested

Worktags


\*How will this be paid  I will Pay and be Reimbursed (Spend Authorization Use Only)

Enter the estimate cost for the duration of your travel.

## How to Enter *Rental Car* Expense Item in Workday

**IMPORTANT:** You **must be** a [district-approved driver before you start your travel](#) in order to be eligible for reimbursement of a rental car.

### 1) Expense Item

- a. Click the  and select “*By Spend Category*”
- b. Under “*Spend Category*” select “*1060\_SC- 52 Car Rental*”
- c. Then select “*Car Rental*”

### 2) Quantity, Per Unit Amount, Total Amount:

- a. *Quantity*: Remains at “1”
- b. *Per Unit Amount*: Enter the **total**, estimated cost of your rental car for **the entire work trip**.
- c. *Total Amount*: Will autofill based on what you enter in the *Per Unit Amount* field.

### 8) Cash Advance: Check the box if you would like to get a cash advance to pay for your hotel.

**NOTE:** If you are booking your rental car through [Concur](#), the district’s travel website, you do not need to request a cash advance because the district pays for your rental car when it is booked through [Concur](#).

### 3) How will this be paid: Under the *Worktags* section, click the and select one of the following two options:

- a. *Booked through Concur Travel (Spend Authorization Only)*: Choose this option if you booked your car rental through [Concur](#) and the district will pay for your rental car.
- b. *I will Pay and be Reimbursed (Spend Authorization Use Only)*: If you book your rental car outside of [Concur](#), then you will select this option.

### 4) Attachments: At the top of the *Spend Authorization Line* section, you will see a place for “Attachments”.

- a. Click “**Upload**”
- b. Attach a copy of your rental car reservation confirmation or estimate (if you plan to book through [Concur](#)).

### 5) Click **Save for Later** to save the information.

## Workday Screenshots of Rental Car Expense Item

The screenshot shows the 'Spend Authorization Line' interface in Workday. It includes a search for '1060\_SC - Car Rental', a quantity of 1, a per unit amount of 190.00, and a total amount of 190.00. The 'Cash Advance Requested' checkbox is checked. The 'Worktags' section shows 'Booked through Concur Travel (Spend Authorization Use Only)' selected. Red annotations include: 'Read Instructional Text closely!' pointing to the 'Instructional Text' at the top; 'No need to enter info here' pointing to the crossed-out 'Item Details' section; and 'See written instructions for how to choose the option that applies to your rental car booking option.' pointing to the 'How will this be paid' options.

**Instructional Text**  
Are you an MCCD approved driver? If not, please contact Risk Management to obtain more information. Please note that you cannot rent a car if you are not an MCCD approved driver.

**Item Details**  
Car Rental Agency  
Number of Business Travel Days 0

**How will this be paid**  
Booked through Concur Travel (Spend Authorization Use Only)  
I will Pay and be Reimbursed (Spend Authorization Use Only)

***“I’m all done entering my travel Expense Items and have attached the required documents! What do I do now?”***

***You’re done...until your travel is complete!***

***Then you’ll enter your Expense Reports in Workday!!***

### **FACULTY & IS DIVISION CLASSIFIED ONLY**

If you recall, in step one, you completed the *Workday Travel/Event Request Form* and submitted it to your designated school assistant. When you submitted that form to your school assistant, it notified them that you are submitting a travel *Spend Authorization* in *Workday*. Your school assistant will then go into *Workday*, grab your travel *Spend Authorization* and enter all of the account string information, based on the funding source(s) you identified on the *Workday Travel/Event Request Form*, i.e. your department’s travel funds, PDP funds, and, if applicable, another department’s travel funds.

### **Additional References for Travel**

- [See AP7400](#) for more information about *Reimbursements* and *Non-permissible Travel Expenses*.
- **Have questions about travel policies?** If you have any questions about the travel policies or how to enter your spend authorizations into *Workday* please email [travelprocessor@miracosta.edu](mailto:travelprocessor@miracosta.edu).