

Workday's Approach to Expenses

In Workday, there will be several enhancements to the expenses process. See below for an overview of some of the upcoming expenses changes.

What's Changing?

- **Expense Reports – Currently, the expense reporting process is archaic requiring paper documents and physical receipts.**
 - With Workday, the expense report process will go from a manual process to an electronic automated process.
 - Workday eliminates the need for paper documents for expense reports. Receipts will be electronically attached to expense reports.
 - In Workday, insightful real-time data will allow a user to see the status of their submitted expense report.
 - Workday allows users to save a draft expense report so they can return to edit and submit at a later time, as needed.
 - Expense reports in Workday can be submitted on behalf of another worker (VP, Associate VP, Dean, etc.).
 - Expense reports can be created, submitted, and approved in the Workday mobile app.
- **Workday Mobile App – Currently, there is no mobile-first app for PeopleSoft.**
 - With Workday, the Workday mobile app can be used for submitting expense reports, uploading receipts, time tracking, absence requests, approvals, managing inboxes, push notifications, and more.
- **Procurement Card Utilization Policy Change – Currently, P-Cards may be used for travel and other expenses.**
 - With Workday, P-Cards will still be used for non-travel related expenses. However, for travel related expenses, you will now submit your travel pre-approval via a spend authorization. Employees will be reimbursed through the Expense module in Workday for these expenses. Each institution may use a different credit card for travel related expenses.
- **Taxable Expenses – There is an IRS requirement to treat expenses as taxable if not substantiated within 60 days of incurred costs. Currently, all five schools in the USM Consortium do not have this policy in place.**
 - With Workday, after 60 days, expenses will be taxable and paid through payroll. Expenses older than 60 days may be allowed in some cases, but each case will be reviewed individually, with the decision based on extenuating circumstances.
 - A dashboard will be provided to payroll to find canceled expense reports with a reason code of “Greater than 60 days.”
- **Per Diem for Same-Day Travel – Currently, SU allows Per Diem for same-day travel.**
 - With Workday, there will be a policy change where Per Diem for same-day travel will not be allowed to adhere to tax requirements of same-day travel reimbursement.
- **Spend Authorizations – In Workday, a spend authorization is a pre-approval for work related travel expenses.**
 - With Workday, spend authorizations must be submitted before any and all

travel.

- Spending is preapproved before travel leading to more confidence in the ultimate expense report approval process while limited the amount of paper documents.
- Spend Authorizations can be submitted on behalf of another worker (including student workers)
- Can be created, submitted, and approved all in the Workday mobile app!



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