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## Enhancements to Spend Authorizations and Expense Reports

*This message has been sent to Expense Data Entry Specialists, Expense Partners, and Tier 2 Support*

The Travel Enhancement Working Group has been meeting with the goal of simplifying and optimizing the Expense Report (ER) and Spend Authorization (SA) experience for both end users and expense partners. Several enhancements have been discussed, designed, and tested with the Travel Enhancement Working Group. The following optimizations will be migrated to Production the evening of November 21:

### **Update Business Purposes:**

- The business purpose will now drive the AASIS worktag for travel-related expense items.
- New business purposes have been designed to accommodate needs across institutions. The previous business purposes will be inactivated. New business purposes are as follows:
  - CONFERENCE ATTENDEE
  - CONFERENCE HOST
  - CONFERENCE PRESENTER
  - EXTERNAL MEETINGS OR EVENTS
  - INTERNAL MEETINGS OR EVENTS
  - NON-EMPLOYEE TRAVEL

- VICINITY OR IN-STATE MILEAGE
- In order to transition to this new design, the obsolete Business Purposes will temporarily have a “zzz” placed at the front of the name but will NOT be inactivated until a later date in order to ensure any in-transit ERs/SAs are not interrupted in the approval process. A custom validation will ensure no new ERs/SAs are submitted with the obsolete Business Purpose.

### Inactivate “Official Business” Expense Items

- The updated design will result in inactivating the “Official Business” expense items. End users will no longer need to choose between official business or non-official business items. State AASIS reporting for these items will be accomplished via the Business Purpose selected.
- The “Official Business” vs non-official business travel-related expense items were previously necessary due to State reporting needs (AASIS). This has caused confusion for end users on the correct item to select and has also resulted in large volumes of send-backs from Expense Partners.
- In order to transition to this new design, the Official Business Items will temporarily have a “zzz” placed at the front of the name but will NOT be inactivated until a later date in order to ensure any in-transit ERs/SAs are not interrupted in the approval process. A custom validation will ensure no new ERs/SAs are submitted with the obsolete expense items.

### Enhancement to Mileage Expense Items

- This enhancement adds a new Distance Calculation for Mileage Expense Items. This enables Workday to use a Google Maps API to retrieve routes based on the origin and destination addresses entered on expense reports and spend authorizations. Workday uses the default route that Google provides to calculate values based on configured reimbursement rates, helping you to improve compliance and reimburse expenses more accurately.
- Exact street addresses, airports, etc. may be entered in the origin and destination addresses for accurate distance calculations.

### Update Other Expense Items:

Several other Expense Items were reviewed and updated to simplify the end-user experience:

- Inactivated “International Mileage” as this has not been used since inception (July 2020)
- Fields hidden on both SA & ER:
  - Business Reason for Mileage items (not the same as Business Purpose at the Header level)
- Removed fields that were not needed on Spend Authorizations, as these dates will be driven at the header level:
  - Arrival/Departure dates for Meals items
  - Arrival/Departure dates for Hotels
  - Arrival/Departure dates for Flights
- Updated any expense item with GSA rate help text. Renamed “CONUS” to “OCONUS/International/Hawaii/Alaska”. Also provided link to a website that will calculate the appropriate GSA amounts for the hotel and meal expense items. This will help end users with requesting the appropriate amounts for advances/reimbursements.

### **Enhancement for Employees Holding Multiple Positions**

- This functionality allows end users to create/submit ERs and SAs under the position for which expenses are proposed
- The transaction will then route to the appropriate manager for the position selected.

### **Merchant Code Mapping**

- This enhancement maps Merchant Category Codes to Expense Items
- This allows the Expense Item to prepopulate on the ER based on assigned MCC from credit card import
- This is a 1:1 relationship. All assigned codes will map to Domestic items (not international items) since domestic travel is most commonly used

**Please share this information with those on your campus that enter spend authorizations and expense reports.**

Questions from those with expense roles can be directed to Amy Ludwig ([aludwig@uasys.edu](mailto:aludwig@uasys.edu)) and end user questions should be directed to their Workday Help Desk.

Find Workday resources at [uasys.edu/intranet](https://uasys.edu/intranet)

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