



Voiland College of  
Engineering & Architecture

WASHINGTON STATE UNIVERSITY

# WORKDAY TRAINING

# PURCHASING AND TRAVEL

Purchasing Team  
VCEA Dean's Office

# I need to:

- **Request a Purchase within WSU:**
  - **Interdepartmental Requisition and Invoice (IRI)**
- **Request a Purchase outside of WSU:**
  - **Request Non-Catalog Items (Requisition)**
- **Travel:**
  - **Create a Spend Authorization**
- **Claim Reimbursement for my Travel:**
  - **Create an Expense Report**
- **Claim Reimbursement for a Purchase:**
  - **Prepare a State Of Washington Invoice Voucher**
  - **Create an Expense Report**

# Interdepartmental Requisition and Invoice (IRI)

Use this form to purchase within WSU

- **Step One:** Fill out the **IRI Form**\* (see next page for an example)
- **Step Two:** E-mail the IRI form to the Purchasing Team at **vcea.purchasing@wsu.edu**
- **Step Three:** Purchasing Team will follow up on the next steps depending on what the request is.

\* Form available at <https://policies.wsu.edu/prf/documents/2017/10/70-05-interdepartmental-requisition-and-invoice.pdf/>

# IRI Example

**WASHINGTON STATE UNIVERSITY**  
 INTERDEPARTMENTAL REQUISITION AND INVOICE

Refer to BPPM 70.05 for complete instructions.

INVOICE NUMBER  
 \_\_\_\_\_  
 Page \_\_\_\_\_ of \_\_\_\_\_

REQUISITIONING DEPARTMENT

DEPARTMENT	SPEND CATEGORY	COST CENTER	FUND	FUNCTION	REGION
Voiland College of Engineering and Architecture (VCEA)	SC00040	CC0208	FD049	FN057	RG10
	GIFT	GRANT	PROGRAM	PROJECT	ALTERNATE REPORTING
			PG00000209		

SUPPLIER DEPARTMENT

DEPARTMENT	REVENUE CATEGORY	COST CENTER	FUND	FUNCTION	REGION
Surplus Stores					
	GIFT	GRANT	PROGRAM	PROJECT	ALTERNATE REPORTING

DATE	DELIVER TO: (BUILDING/ROOM)	MAIL CODE	DEPT REO NO.	CONTACT INDIVIDUAL	TELEPHONE	E-MAIL ADDRESS
07/12/2021	Dana Hall 15	2718		Mae Siev	335-7229	maynard.siev@wsu.edu

ITEM	STOCK NO.	DESCRIPTION/RECEIVED BY	QUAN ORD	UNIT	FOR VENDOR DEPARTMENT USE		
					QUAN DEL	UNIT PRC	TOTAL
		Double space between items.					
		Plastic Panel	01	ea		20.00	20.00
		Supplies for the FIZ					

Enter appropriate Gift, Grant, Program or Project

Enter department's name

Enter requester's information

Enter items information and purpose of the purchase/event

# Request Non-Catalog Items

- Request Goods
- Request Service

W  ← Type in the search bar OR

Welcome, Fernanda Wetzel Amaral

**Announcements**  
1 item

**Applications**  
11 items

**Inbox**  
1 item

Create Receipt: Supplier Accounts Match Event for Supplier Invoice: SI0000025061  
19 day(s) ago

Go to Inbox

Pay Time Settlement Procurement

**Purchases** My Requisitions Favorites Benefits

Absence Directory Requests

Click on the Purchase App

## ← Purchases

And then on Request Non-Catalog Items

**Actions**

Search Catalog

**Request Non-Catalog Items**

Connect to Supplier Website

Add from Templates/Requisitions

Select from My Procurement Favorites

More (6)

**View**

Requisitions

Receipts

Templates

Business Assets

Supplier Requests

More (2)

# Choose Requisition Type and Funding

Request Non-Catalog Items

Company \* X Washington State University ...

Requester \* X Fernanda Wetzel Amaral ...

Currency \* X USD ...

Requisition Type

Deliver-To X Washington State University > WHITMAN > WSU PULLMAN CAMPUS > CARPENTER HALL

Ship-To \* X 230 Dairy Road Central Receiving and Delivery Pullman, WA 99164-1120 United States of America

Project

Program

Gift

Grant

Cost Center X CC0205 Voiland College of Engineering and Architecture | Administration

Fund X FD001 General Fund ...

Function X FN025 Academic Administration ...

Region X RG10 Pullman ...

Additional Worktags

OK Cancel

Requisition Type Search

Deliver-To

Ship-To \*

Project

Program

- Biohazard Safety
- Delegated Signature Required
- High Tech Tax Deferral
- Machinery and Equipment Tax Exempt
- One Time Goods or Services Purchase
- Prevailing Wage
- Radioactive Materials and Equipment

- Choose based on items being requested.
- Most common:
  - One Time Goods or Services Purchase
  - Machinery and Equipment Tax Exempt

Choose appropriate Project, Program, Gift or Grant worktag.

Cost Center, Fund, Function, Region, and Additional Worktags should auto-fill.

# Fill out all required fields

(see next slide for example)

- Request Type: “Request Good” or “Request Service”
- Good Request Details:
  - Item Description
  - Spend Category
  - Supplier (if available)
  - Quantity
  - Unit Cost
  - Unit of Measure
  - Memo

[Add to Cart](#)

REPEAT FOR AS MANY SUPPLIERS OR  
ITEMS AS NECESSARY. WHEN DONE,  
VIEW CART AND [Checkout](#)

1

### Request Non-Catalog Items

Company: Washington State University | Requester: Fernanda Wetzel Amaral | Requisition Type: One Time Goods or Services Purchase

Requisition Currency: USD

### Non-Catalog Request Type

- Request Goods
- Request Service

### Goods Request Details

Item Description: Intel Network Cards for VCEA HPC/Research infrastructure

Supplier Item Identifier: [Empty]

Spend Category: SC00039 Computer Equipment Non-Inventoriable

Supplier: Amazon.Com Inc

Supplier Contract: [Empty]

Quantity: 3

Unit Cost: 238.88

Unit of Measure: Each

Extended Amount: 716.64

Memo: 3 each x550-T2 cards: https://www.amazon.com/Fiber-com-Ethernet-Converged-Adapter-Compatible-Interface/dp/B075S8LLH9

Add to Cart | Continue Shopping | Cancel

Add to cart

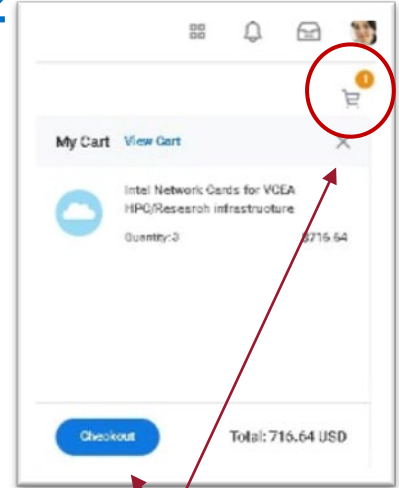
Searchable Field, common spend categories:

- SC00038 Office Supplies
- SC00039 Computer Equip Non-Inventoriable
- SC00040 Instruction/Lab/Medical Supplies
- SC00041 Supplies and Materials
- SC00049 Food
- SC00053 Postage
- SC00091 Membership Dues
- SC00092 Conference Registration Fees

Add comments to ease the purchase process:

- Shipping information
- URL
- Product catalog number
- Specific Instructions

2



When ready to checkout, click on the cart and then on Checkout.

# Checkout

- Shipping Address and Requisition Information: will repeat from last step.
- Goods: will be separated by lines, scroll to the right to see everything (next two slides).
  - Add the Tax Code based on the destination of the goods.
- Attachments: attach any supporting document (e.g., quote, e-mail, bids, sole source, freeze exempt, tax exempt).

**Submit**

## Most of the items in the Goods Line will auto-fill

Goods

1 Item

Page	Item	Item Description	*Spend Category	*Quantity	Unit Cost	Extended Amount	Deliver-To	*Ship-To Address
	Item <input type="text"/> Purchase Item	Intel Network Cards for VCEA HPC/Research	SC00039 Computer Equipment Non-Inventoried	Quantity * 3 Unit of Measure * Each	Unit Cost 238.88	716.64	Washington State University > WHITMAN > WSU PULLMAN CAMPUS > CARPENTER HALL	230 Dairy Road Central Receiving and Delivery Pullman, WA 99164-1120 United States of America

If the Supplier is not selectable (i.e., not recognized in Workday), they must be paid using a Pcard. Alternatively, we need to request to add them as a supplier to Workday, which may significantly delay the purchase process.

- If purchase type is Machinery and Equipment Tax Exempt, make sure to select M&E Tax Exempt
- If Item is Non-Taxable, leave Tax-Code blank.

Goods

1 Item

Ship-To Contact	Requested Delivery Date	Supplier	Supplier Item Identifier	Item Identifiers	RFQ Required	Tax	Tax Recoverability	Memo	Project
Fernanda Wetzel Amaral	MM/DD/YYYY	Supplier Amazon.Com Inc	B075S8LLH9		<input type="checkbox"/>	Tax Applicability * Taxable - Washington Sales, Use, or Retail Tax Tax Code 3812 WSU Pullman Sales and Use Tax	Pullman Sales and Use Tax: State of Washington Allocated Nonrecoverable Tax Washington Sales and Use Tax: State of Washington Allocated Nonrecoverable Tax	3 each x550-T2 cards: https://www.am	

Enter Catalog, ASIN, Merchant, etc. Number used by supplier to identify the item.

Tax Code is based on the destination of the goods/service.

# Most of the items in the Goods Line will auto-fill

Goods

1 item

Project	Program	Gift	Grant	Cost Center	*Fund	*Function	*Region
	PG00008111 VCEA Associate Dean - F & A (FD076)			CC0206 Voiland College of Engineering and Architecture   Research and Graduate Education For Engineering	FD076 Indirect Cost Recovery	FN025 Academic Administration	RG10 Pullman

*Region	Additional Worktags	Splits
RG10 Pullman	Assignee: Field, David P	0

Use this to split the total amount among multiple funds.  
See next slide for instructions.

# Split Funding on the request must be done on each line item

0

Split by

Amount }  
Quantity } **Select One**

Update funding: Project/Program/Gift/Grant

0

Split by

Intel Network Cards for VCEA HPC/Research Infrastr... 3 0

	Quantity	Amount	Memo	Project	Program	Gift	Grant	Cost Center
+								
-	<input type="text" value="2"/>	477.76		<input type="text" value="Search"/>	<input type="text" value="PG00008122 VCEA Central Support - Information Svcs"/>	<input type="text" value="Search"/>		<input type="text" value="CC0209 College Engin Architect Service"/>
-	<input type="text" value="1"/>	238.88			<input type="text" value="PG00008111 VCEA Associate Dean - F &amp; A (FD076)"/>			<input type="text" value="CC0206 College Engin Architect Resear Graduat For Eng"/>

Done Cancel

Attach documents here (if applicable).

- Quote
- Bids
- Sole Source
- Freeze Exempt

### ▼ Attachments

Drop files here

or

Select files

### ➤ Tax

↑  
When Ready

Special Note: If you are completing a request for Machinery and Equipment Tax Exempt a questionnaire will be available once you submit. The questionnaire has replaced the previously required Tax-Exempt Request Form.

# TRAVEL

## Create Spend Authorization

- Used to seek approval for an upcoming travel

The screenshot shows a search interface with a search bar containing the text "create spend authorization". Below the search bar, the "Search Results" section displays three items under the "Tasks and Reports" category:

- Create Spend Authorization
- Create Spend Authorization for Non-Worker
- Create Spend Authorization for Worker

Red arrows point from the search results to explanatory text on the right:

- An arrow points from "Create Spend Authorization" to the text: "If preparing a spend authorization for yourself."
- An arrow points from "Create Spend Authorization for Non-Worker" to the text: "If preparing a spend authorization on behalf of an external committee member (e.g., a Student, Pre-Hire, Candidate, or Affiliate)."
- An arrow points from "Create Spend Authorization for Worker" to the text: "If preparing a spend authorization on behalf of another worker."

On the left side of the search results, there is a "Categories" list with the following items:

- Common
- Assets
- Banking
- Endowments
- Expenses
- Financial Accounting
- Grants
- Inventory
- Organizations
- People
- Processes

A tip at the bottom of the search results reads: "Tip: try selecting another category from the left to see other results".

## Create Spend Authorization

For Employee: Fernanda Wetzel Amaral

Cash Advance Requested  
0.00 USD

Spend Authorization Total  
0.00 USD

Any attachments must be in PDF format

### Travel Expenses

See BPPM 90 for policy information.

#### ▼ Spend Authorization Information

Company \*

Start Date \*

End Date \*

Description \*



Business Purpose

Currency USD

Spend Authorization Lines

Attachments

+ Add

Viewing:   

#### ▼ Spend Authorization Details

Reimbursement Payment Type \*

Justification



## INFORMATION


- Company: always WSU
- Start Date: when travel starts
- End Date: when travel ends
- Description: purpose and destination of the travel
- Business Purpose: one word purpose (use drop down menu)

## DETAILS

- Reimbursement Payment Type: Check, Direct Deposit or Wire – this should reflect from your Workday profile. See <https://jira.esg.wsu.edu/servicedesk/customer/kb/view/156962995> for more information.
- Justification: use for additional details about your travel.

+ Add

Viewing:  

Spend Authorization Line 	
Expense Item	* <input type="text"/>
Quantity	* 1
Per Unit Amount	* 0.00
Total Amount	* 0.00
Memo	<input type="text"/>
Cash Advance Requested	<input type="checkbox"/>
<b>Worktags</b>	
Project	<input type="text"/>
Program	<input type="text"/>
Gift	<input type="text"/>
Grant	<input type="text"/>
*Cost Center	<input type="text" value="CC0205 Volland College of Engineering and Architecture Administration"/>
*Fund	<input type="text" value="FD001 General Fund"/>
*Function	<input type="text" value="FN025 Academic Administration"/>
*Region	<input type="text" value="RG10 Pullman"/>
Additional Worktags	<input type="text"/>

Add your estimated expenses for your travel:

- Air Transportation
- Lodging (Per Diem)
- Meals (Per Diem)
- Mileage (Private Automobile)
- Other Travel Expenses

## SPEND AUTHORIZATION LINES

- Expense Item: search by group: in-state, out-of-state or foreign
- Total Amount/Quantity: estimate cost of expenses or miles (for mileage\*)
- Memo: any other details
- Worktags: Project, Program, Gift or Grant

## ATTACHMENTS

- Add any files you want, not required.

## SUBMIT

\* Mileage: The mileage is based on the main destination. If your travel is out-of-state but you are driving in-state to an airport, you must use "Out-of-State Private Automobile Mileage" in the Expense Item.

Submit

Save for Later

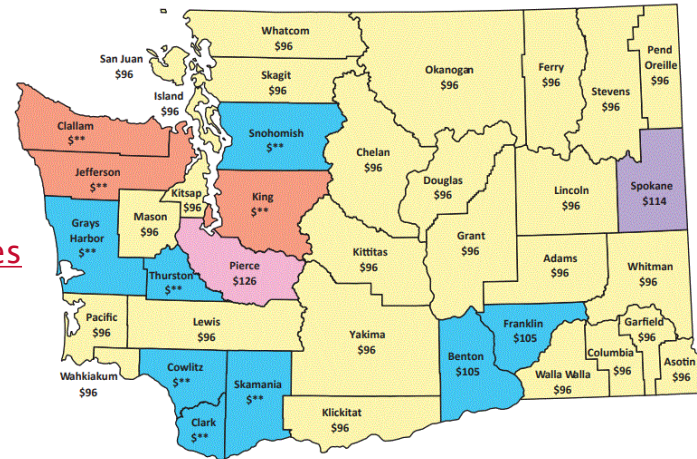
Cancel

# NOTE: Expense Item

- For Lodging and Meals always use the *Per Diem* options
- “Lump Sum” coding: to be used by Faculty Led and Non-Employee only
- “z” coding: to be used for daily expenses only

- *Per Diem* Rates by State:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>



TOTAL	B	L	D
\$55	\$14	\$16	\$25
\$61	\$15	\$18	\$28
\$66	\$16	\$20	\$30
\$71	\$18	\$21	\$32
\$76	\$19	\$23	\$34

Clark, Cowlitz, & Skamania	06/01 - 10/31	\$182
	11/01 - 05/31	\$152
Clallam & Jefferson	07/01 - 08/31	\$161
	09/01 - 06/30	\$104
Grays Harbor	07/01 - 08/31	\$137
	09/01 - 06/30	\$111
King	05/01 - 10/31	\$232
	11/01 - 04/30	\$176
Snohomish	06/01 - 08/31	\$139
	09/01 - 05/31	\$116
Thurston	09/01 - 10/31	\$112
	11/01 - 08/31	\$133

**POV Mileage Rate**  
The privately owned vehicle mileage reimbursement rate is \$0.56 per mile. (effective 1/1/2021)

For Out-of-State Per Diem Rates, refer to the GSA website at: <http://www.gsa.gov>. To get the total meal and incidental expense rate breakdown of individual meal allowances, refer to the State Administrative and Accounting Manual (SAAM), Subsection 10.40.10.c

# TRAVEL

## Create Expense Report

- Used to seek reimbursement after a travel



Q create expense report



### Search Results

#### Categories

Common

Assets

Banking

Endowments

Expenses

Financial Accounting

Grants

Inventory

Organizations

People

Processes

Search Results 3 items

Tasks and Reports

[Create Expense Report](#)

[Create Expense Report for Non-Worker](#)

[Create Expense Report for Worker](#)

Tip: try selecting another category from the left to see other results

If preparing an expense report for yourself.

If preparing an expense report on behalf of an external committee member (e.g., a Student, Pre-Hire, Candidate, or Affiliate).

If preparing an expense report on behalf of another worker.

# Header Page

## Create Expense Report

### Expense Report Information

Expense Report For Employee: Fernanda Wetzel Amaral

- Creation Options
- Create New Expense Report
  - Copy Previous Expense Report
  - Create New Expense Report from Spend Authorization

### Instructions

**Travel Expenses**  
See BPPM 90 for policy information.

**Continuing Reimbursements**  
See BPPM 70.20 for policy information.

Create new, copy an old one or create from a Spend Authorization

Memo

Company: Washington State University

Expense Report Date: 07/26/2021

Business Purpose

Project

Program

Gift

Grant

Cost Center: CC0205 Vollard College of Engineering and Architecture Administration

Fund: FD001 General Fund

Function: FN025 Academic Administration

Region: RG10 Pullman

Additional Worktags

## INFORMATION

- Memo: must include purpose and destination of the trip
- Company: always WSU
- Expense Report Date: date you returned from your trip
- Business Purpose: one word purpose (travel...)
- Project/Program/Gift/Grant: add your funding

OK

Pay To Employee: Fernanda Wetzel Amaral Status Draft Personal 0.00 USD Company Paid 0.00 USD Prior Balance Applied 0.00 USD Cash Advance Applied 0.00 USD Reimbursement 0.00 USD Total 0.00 USD

Header Attachments Expense Lines

Add

1 item

Expense Line

Drop files here  
or  
Select files

Instructions

Please refer the [Create](#) guides for instruction

Item Details

Itemization

Remaining Amount to Itemize 0.00/0.00 USD

Add

Receipt Included

← Air

- Business
- Economy
- First
- Premium Economy

Search

Date \* 07/01/2021

Expense Item \* X In-State Air Transportation

Total Amount \* 0.00

Currency \* X USD

Memo

Project

Program X PG00008399 VCEA-Dean's Office

Cif

Submit

Save for Later

Close

### EXPENSE LINE

- Date: date the airfare ticket was purchased
- Expense Item: In-State, Out-of-State or Foreign Air Transportation
- Total Amount: total cost of the ticket
- Memo: details, if needed
- ATTACH ALL RECEIPTS

Add another line to add booking fees, if necessary: "In-State Air Transportation Fee"

# Expense Line: Air Transportation

### ITEM DETAILS

- Classes of services: search by type > Air

ITEMIZATION: use to split the total amount among multiple funds.

SUBMIT

Pay To Employee: Fernanda Wetzel Amaral Status: Draft Personal: 0.00 USD Company Paid: 0.00 USD Prior Balance Applied: 0.00 USD Cash Advance Applied: 0.00 USD Reimbursement: 0.00 USD Total: 0.00 USD

Header Attachments Expense Lines

Add

1 item

Expense Line

Drop files here  
or  
Select files

Date \* 07/01/2021

Expense Item \* In-State Per Diem Lodging

Total Amount \* 0.00

Currency \* USD

Memo

Project (empty)

Program (empty)

Gift (empty)

Instructions

Please refer the [Create Spend Authorization](#) and [Create Expense Report](#) reference guides for instructions to complete expense items.

Item Details

Arrival Date \* 06/29/2021

Departure Date \* 07/01/2021

Itemization

Remaining Amount to Itemize 0.00/0.00 USD

Add

0 items

Daily Expenses

Edit

2 items

z - Hotel Item - In-State Lodging Room up to per diem	0.00 USD
Tue, Jun 29, 2021	
z - Hotel Item - In-State Lodging Room up to per diem	0.00 USD
Tue, Jun 29, 2021	

Submit Save for Later Close

EXPENSE LINE

- Date: date of check-out of the Hotel
- Expense Item: In-State, Out-of-State or Foreign *per-diem* lodging
- Total Amount: total cost of the stay
- Memo: details, if needed
- ATTACH ALL RECEIPTS

# Expense Line: Lodging

ITEM DETAILS

- Arrival Date: check-in date
- Departure Date: check-out date

ITEMIZATION: use to split the total amount among multiple funds.

- DAILY EXPENSES: A new window will pop up, see next slide for information on how to fill it out

# Lodging Room

## Daily Expenses

Remaining 0.00/300.00 USD

Check in Date \* 06/29/2021

Expense Item \*

- 2 - Hotel Item - In-State Lodging Room up to per diem

Number of Nights \* 2

Daily Rate \* 100.00

Total Amount \* 200.00

Memo

Project

Program \* PG00008399 VCEA-Dean's Office

Gift

Grant

\*Cost Center \* CC0205 Volland College of Engineering and Architecture Administration

\*Fund \* FD026 Dedicated Local Accounts

\*Function \* FN025 Academic Administration

\*Region \* RG10 Pullman

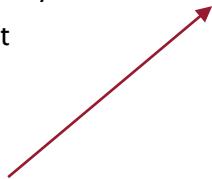
Additional Worktags

Personal Expense

Destination \*

- Destination: City and county
- Daily Rate: cost per night before taxes

Scroll down this window on Workday to see next page



# Lodging Tax

Remaining 0.00/300.00 USD

Check in Date \* 06/29/2021

Expense Item \* 2 - Hotel Item - In-State Lodging Tax

Number of Nights \* 2

Daily Rate \* 50.00

Total Amount \* 100.00

Memo

Project

Program \* PG00008399 VCEA-Dean's Office

Gift

Grant

\*Cost Center \* CC0205 Volland College of Engineering and Architecture Administration

\*Fund \* FD026 Dedicated Local Accounts

\*Function \* FN025 Academic Administration

\*Region \* RG10 Pullman

Additional Worktags

Personal Expense

Add

Done

- Daily Rate: cost of taxes per night
- Done

- IF LODGING EXCEEDS *per diem*: change the Expense Item to a “z” one that says “over 150% per diem” or “up to 150% per diem”.
  - CLASS OF SERVICE: Add an exception #1-7
- See next slide for more information.

### Daily Expense Coding:

This information is the same for each category of In-State, Out-of-State, and Foreign Travel

z - Hotel Item - In-State Lodging Room up to per diem  
Lodging base rate is lower than or equal to per diem in the area of travel

z - Hotel Item - In-State Lodging Room up to 150% per diem  
o Lodging base rate exceeds per diem in the area of travel

z - Hotel Item - In-State Lodging Room over 150% per diem  
o Lodging base rate exceeds the 150% threshold for the area of travel.

How to calculate 150% rate. (Daily meal per diem + daily lodging per diem) x 150%.  
Example: Pullman, WA (\$55+\$96) X 150% = \$226.50 (150% base rate per diem)

### Exception number information (for up to/over 150% per diem):

- 1- When costs in the area have escalated for a brief period, either during special events or disasters.
- 2- When lodging accommodations are not available in the area at or below the Maximum Lodging Amount, and the savings achieved from occupying less expensive lodging at a removed site would be consumed by additional transportation and other costs.
- 3- When the traveler attends a meeting, conference, convention, or training session where they are expected to have business interaction with other participants in addition to scheduled events, and it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility.
- 4- When a traveler is assigned to accompany an elected official, foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility.
- 5- To comply with provisions of the Americans with Disabilities Act, or when the health and safety of the traveler is at risk.
- 6- When a meeting room is required and it is more economical to acquire special lodging accommodations, e.g., a suite, than to acquire a meeting room and a room for lodging.

### **B.P.P.M. 95.06 - Expenses Exceeding 150 Percent**

When all three of the following circumstances apply, the University Controller may approve payment of lodging expenses in excess of 150 percent of the applicable maximum per diem amount for the location (also referred to as the Lodging Exception Ceiling):

The traveler is required to attend a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events; and

It is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facilities where the meeting, conference, convention, or training session is held; and

The lowest available advertised lodging rate at the lodging facility exceeds 150 percent of the applicable maximum per diem amount for the location.

Documentation supporting the lodging rates is to be attached to the TEV or its file location referenced.

# Expense Line: Meals

**Edit Expense Report** ER0000006024 Trip to Seattle, WA for Workday Training

Pay To: **Employee: Fernanda Wetzel Amaral** Status: Draft Personal: 0.00 USD Company Paid: 0.00 USD Prior Balance Applied: 0.00 USD Cash Advance Applied: 0.00 USD

Reimbursement: 300.00 USD Total: 300.00 USD

Header Attachments **Expense Lines**

**Add**

2 items Sort By: **Expense Line**

Thu, Jul 1

In-State Per Diem Lodging 300.00 USD

Drop files here  
or  
Select files

Date \* 07/01/2021

Expense Item In-State Per Diem Meals

Total Amount 0.00

Currency USD

Memo

Project (empty)

Program (empty)

## EXPENSE LINE

- Date: return date from the trip
- Memo: details, if needed

## Item Details

Departure Date \* 06/29/2021

Departure Time \* 07:00 AM

Arrival Date \* 07/01/2021

Arrival Time \* 03:00 PM

## ITEM DETAILS

- Departure Date/Time: date and time you left for your trip.
- Arrival Date/Time: date and time you came back home.

## Travel Journal

Total Amount 0.00 USD

**View Details**

3 items

Tue, Jun 29, 2021	0.00 USD
Wed, Jun 30, 2021	0.00 USD
Thu, Jul 1, 2021	0.00 USD

Receipt Included

## TRAVEL JOURNAL

- VIEW DETAILS: a window will pop up for daily details to be filled out. Please see next slide.

## Travel Journal - Details

Date	* 06/29/2021	Destination	+ [ ]
Total Amount	0.00	Breakfast provided?	<input type="checkbox"/>
Memo	[ ]	Lunch provided?	<input type="checkbox"/>
Project	[ ]	Dinner provided?	<input type="checkbox"/>
Program	x PG00008399 VCEA-Dean's Office		
Gift	[ ]		
Grant	[ ]		
*Cost Center	x CC0205 Volland College of		

---

Date	* 06/30/2021	Destination	+ [ ]
Total Amount	0.00	Breakfast provided?	<input type="checkbox"/>
Memo	[ ]	Lunch provided?	<input type="checkbox"/>
Project	[ ]	Dinner provided?	<input type="checkbox"/>
Program	x PG00008399 VCEA-Dean's Office		
Gift	[ ]		
Grant	[ ]		
*Cost Center	x CC0205 Volland College of		

---

Date	* 07/01/2021	Destination	+ x SEATTLE, KING COUNTY, Washington, United States of America
Total Amount	23.00	Breakfast provided?	<input type="checkbox"/>
Memo	[ ]	Lunch provided?	<input checked="" type="checkbox"/>
Project	[ ]	Dinner provided?	<input type="checkbox"/>
Program	x PG00008399 VCEA-Dean's Office		
Gift	[ ]		
Grant	[ ]		
*Cost Center	x CC0205 Volland College of		

- Destination: City and county
- Meals Provided? Check all that apply
  - Provided means you provided yourself the meal and would like to seek reimbursement
- Memo: use to note when you are not claiming a meal you are eligible for: "Hotel furnished breakfast"

DONE

Last day of travel: meals are based on where you last lodged.

W er000006024

**Edit Expense Report** ER000006024 Trip to Seattle, WA for Workday Training. ...

Pay To: **Fernanda Wetzal Amaral** Employee: Fernanda Wetzal Amaral  
 Status: Draft Personal: 0.00 USD Company Paid: 0.00 USD Prior Balance Applied: 0.00 USD Cash Advance Applied: 0.00 USD  
 Reimbursement: 437.00 USD Total: 437.00 USD

Header Attachments **Expense Lines**

**Add**

3 Items Sort By

**Expense Line**

Drop files here  
or  
Select files

Thu, Jul 1	
In-State Per Diem Meals	137.00 USD
In-State Per Diem Lodging	300.00 USD

Date \* 07/01/2021

Expense Item \* In-State Private Automobile Mileage

Quantity \* 152

Rates used 0.56

Total Amount 85.12

Currency USD

Memo Round trip from Pullman to Spokane Airpo

Project

Program \* PG00008399 VCEA-Dean's Office

Gift

Grant

\*Cost Center \* CC0205 Volland College of

# Expense Line: Mileage

## EXPENSE LINE

- Date: date returned from travel
- Expense Item: In-State, Out-of-State or Foreign Private Automobile Mileage
- Quantity: total of miles
- Memo: travel information, round trip/one-way and destination
- Attach file/receipt if have one, not required

## SUBMIT

Mileage is based on the main destination. If your travel is out-of-state but you are driving in-state to an airport, you must use "Out-of-State Private Automobile Mileage" in the Expense Item.

WA Mileage Chart:

<https://wsdot.wa.gov/Publications/HighwayMap/Mileage/default.htm>

Pay To Employee: **Fernanda Wetzal Amara** Status: Draft Personal: 0.00 USD Company Paid: 0.00 USD Prior Balance Applied: 0.00 USD Cash Advance Applied: 0.00 USD

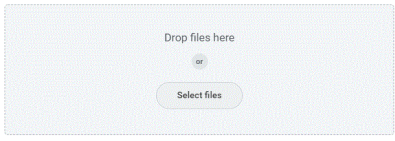
Reimbursement Total  
522.12 USD 522.12 USD

Header Attachments **Expense Lines**

Add

4 items Sort By: ▾

**Expense Line**



**Thu, Jul 1**

In-State Private Automobile Mileage 85.12 USD  
Round trip from Pullman to Spokane...

In-State Per Diem Meals 137.00 USD

In-State Per Diem Lodging 300.00 USD

Date 07/01/2021

Expense Item In-State Other Travel Expenses

Total Amount 160.00

Currency USD

Memo Rental car while in Seattle, WA.

Project

Program P600008399 VCEA-Dean's Office

Gift

Grant

\*Cost Center CC0205 Voland College of Engineering and Architecture Administration

\*Fund FD026 Dedicated Local Accounts

\*Function FN025 Academic Administration

\*Region RG10 Pullman

Additional Worktags

**Instructions**

Please refer to the [Create Spend Authorization](#) and [Create Expense Report](#) reference guides for instructions to complete expense items.

**Itemization**

Remaining Amount to Itemize 160.00/160.00 USD

Add

0 items

# Expense Line: Others

Other expenses while in travel status: rental car, rental car fuel, baggage claim, rides, parking ticket, etc.

## EXPENSE LINE

- Date: date returned from travel or date on the receipt
- Expense Item: In-State, Out-of-State, or Foreign Other Travel Expenses
- Total Amount: amount on the receipt
- Memo: identify the purchase
- Attach all receipts

ITEMIZATION: use to split the total amount among multiple funds.

## Edit Expense Report ER0000006024 Trip to Seattle, WA for Workday Training. ⋮

Pay To **Employee: Fernanda Wetzel Amaral** Status **Draft** Personal **0.00 USD** Company Paid **0.00 USD** Prior Balance Applied **0.00 USD** Cash Advance **0.00 USD**

Reimbursement **522.12 USD** Total **522.12 USD**

Header Attachments **Expense Lines**

Add

4 items Sort By: ▾

Thu, Jul 1

In-State Private Automobile Mileage Round trip from Pullman to Spoken...	85.12 USD
In-State Per Diem Meals	137.00 USD
In-State Per Diem Lodging	300.00 USD

### Expense Line



ER Others.GIF  
✓ Successfully Uploaded!

Comment



ER.GIF  
✓ Successfully Uploaded!

Comment

Upload

Date \* 07/01/2021

Expense Item \*

Total Amount \* 190.00

Currency \*

Memo

## Note:

Similar expenses can be put on the same line:

- Total amount: add total amount for both expenses: "\$190.00"
- Memo: identify both purchases: "Rental car while in Seattle \$160.00 and fuel \$30.00"
- Attach both receipts

# PURCHASE REIMBURSEMENT

Miscellaneous small or emergency purchases done by Employee as self have to be requested and approved by supervisor in advance.

It can only be approved if the goods and services to be purchased cannot be obtained from one of the following:

- An on-campus vendor (service center), e.g., University Stores.
- An off-campus vendor using standard purchasing procedures (through the VCEA Dean's Office Purchasing Department).

Prepare a State of Washington Invoice Voucher ([see BPPM 30.45](#)):

**SUPPLIER OR CLAIMANT:** Indicate the name, home address, and WSU ID number of the employee purchaser

**DESCRIPTION/QUANT/AMOUNT:** Itemize the product or service purchased Include a detailed description of the circumstances that required the use of this exceptional procedure

**SUPPLIER'S CERTIFICATION:** Obtain the employee's signature

**AUTHORIZED SIGNATURE:** Obtain an authorized signature (dean/director/chair, area finance administrator, expenditure authority, or a responsible administrator)

If the expenditure is supported by an account in function FN057, include appropriate justification and approval ([see BPPM 70.33](#)).

Attach the receipt or other record indicating that the employee paid the supplier.

Submit the documents in Workday through the Expense Report Task  
 → **Create Expense Report** (Note: Use "Confirming Reimbursement" in the Expense Item field).

STATE OF WASHINGTON INVOICE VOUCHER							PURCHASE ORDER NO. / SPEND AUTHORIZATION NO.			
WASHINGTON STATE UNIVERSITY 365										
DEPARTMENT NAME VCEA Dean's Office										
DEPARTMENT ADDRESS					MAIL CODE					
DEPARTMENTAL CONTACT				CONTACT TELEPHONE NO.						
<b>SUPPLIER OR CLAIMANT</b>										
NAME										
ADDRESS										
CITY/STATE/ZIP CODE										
WSU SUPPLIER ID										
SOCIAL SECURITY NO. OR EMPLOYER TAXPAYER ID NO. (NON-WSU INDIVIDUAL)*										
<small>INSTRUCTIONS TO SUPPLIER OR CLAIMANT                      Submit this form to claim payment for materials, merchandise, or services. Show complete details for each item.</small>							<b>SUPPLIER'S CERTIFICATION</b> I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise, or services furnished to the state of Washington.			
Are you a U.S. citizen? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If no, indicate visa type _____										
Are you a current or retired state of Washington employee? YES <input type="checkbox"/> NO <input type="checkbox"/>										
BY: (Supplier/Claimant's Signature in Ink)					TITLE					
<small>* It is unlawful for any state agency to deny any right, benefit, or privilege provided by law because an individual refuses to disclose their social security number except in specified circumstances. WSU is requiring that non-WSU individuals requesting payment from WSU disclose social security number or employee ID (EIN) pursuant to Section 6109 of the Internal Revenue Code. When required, WSU will use social security numbers for IRS reporting purposes only.</small>										
DATE	DESCRIPTION	QUANT	UNIT	UNIT PRICE	AMOUNT					
						<b>TOTAL</b>				
							0.00			
DEPARTMENT: Please sign and enter the appropriate account code.							AUTHORIZED SIGNATURE <input checked="" type="checkbox"/>			
							DATE			
							TYPED/PRINTED NAME			
ACCOUNT CODE								COMP. TAX	NET INVOICE	
PROJECT	PROGRAM	GIFT	GRANT	COST CENTER	FUND	FUNCTION	SPEND CATEGORY	REGION	AMOUNT	AMOUNT
<b>TOTALS</b>									0.00	0.00
WSU1273-CONTR123-0221										

# WORKDAY RESOURCES

- Workday Help Desk  
<https://jira.esg.wsu.edu/plugins/servlet/desk/portal/91>
- Request Non-Catalog Item  
<https://jira.esg.wsu.edu/servicedesk/customer/kb/view/156963461>
- Create Spend Authorization  
<https://jira.esg.wsu.edu/servicedesk/customer/kb/view/156963485>
- Create Expense Report  
<https://jira.esg.wsu.edu/servicedesk/customer/kb/view/156963308>
- WORKDAY REPORTS (Use the Search Bar)
  - My Requisitions, Find Requisitions
  - My Spend Authorizations, Find Spend Authorizations
  - My Expense Reports, Find Expense Reports

- DEAN'S OFFICE PURCHASING DEPARTMENT
  - [vcea.purchasing@wsu.edu](mailto:vcea.purchasing@wsu.edu)
- Denise Faerber | Jennifer Slee | Fernanda Amaral