



Smart Talk

May 2023

Let's Talk Travel

Spring and fall are often busy “conference seasons” with increased work-related travel for State of Iowa employees. Here is a refresher on Workday travel expense reimbursement tools and best practices when traveling for work.

Two key travel-related business processes in Workday are:

- 1) [Create Spend Authorizations](#) - Spend Authorizations are required to be submitted and approved prior to out-of-state and international travel.
- 2) [Create Expense Reports](#) - Expense reports are required to receive reimbursement for travel expenses allowed by State policy.

Additional Smart Guides are available for other travel-related processes in Workday:

- [Mileage Reimbursement](#)
- [Mobile Expenses](#)
- [Travel Cards](#)
- [Reassign Travel Card Transactions](#)

Best Practice for Travelers

Entering City Names in Workday

With more than 2,500 cities in Workday, a drop down menu with all options is not feasible. The best way to search for an origination or destination city name is to type all or part of the city name and ENTER. Do NOT include a state or country name. The desired city should display.

Travel Expense Support

Because many agencies have internal requirements specific to travel expenses in Workday, please contact your agency's Business Office or Finance Office staff for assistance before submitting a WorkSmart Support ticket. They can assist you with many travel-related entries and questions.

For WorkSmart Information

Visit WorkSmart.iowa.gov or contact the WorkSmart Team at WorkSmart@iowa.gov
For Workday assistance, refer to the [Workday Support Chart](#)

