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Spend Authorizations & Travel Expense Reports

Spend Authorizations are used to request travel authorization and estimate travel costs for out-of-state travel (including international). They are required for all out-of-state travel and must be created and approved prior to booking any out-of-state travel. A Spend Authorization is the Workday equivalent of a Travel Department Authorization (TDA) in I/3.
- See: Spend Authorizations Smart Guide

Expense Reports are used to submit both in-state and out-of-state travel-only expenses for reimbursement of any purchase allowed by State policy. They are created after expenses have been incurred during travel and must be submitted no later than 30 days from the return date. They are the Workday equivalent of Travel Payments in I/3. When creating Expense Reports, please use the comments section to include information for the reviewer if needed. For reference, see:
- Expense Reports Smart Guide
- Travel Cards Smart Guide
- Reassign Travel Card Transactions Smart Guide

Additional Resources:
- Spend Authorizations and Travel Expense Reports (recorded webinar)
- HCM FAQs Document (Expenses pages 10-13)
- Expense Management Dashboard Job Aid (for Expense Partners)

Mobile Expensing

Employees using the Workday mobile application can scan receipts, enter quick expenses, and create Expense Reports on the go.
- See: Mobile Expenses Smart Guide

Workday vs. I/3 Submissions

All new out-of-state employee travel requests are to be submitted in Workday via a Spend Authorization. Expenses for travel previously initiated and approved in the Online Travel Authorization (OTA) portal prior to September 17, 2021, should be processed in I/3, even if travel occurred after Go Live. Reimbursement for all other in-state and out-of-state travel will be processed via an Expense Report in Workday.
- See: Workday Phase 1: Allowable Expense Items Guide