Plan travel expenses

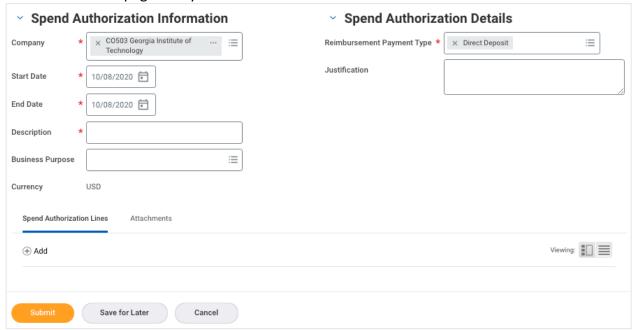
If you are going to have a business travel (e.g., conference), you have to get an approval of your spend from the administration first.

- 1. Access to Travel&Expense reimbursement page
 - Log in to Techwork page (http://techworks.gatech.edu/) and find "Workday Financials" under My Work menu

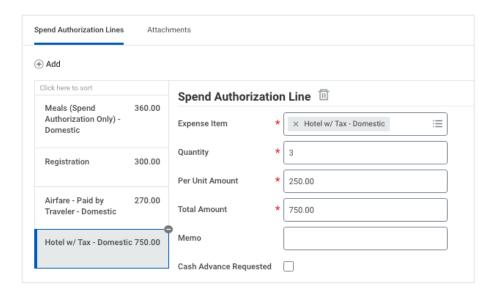


- Otherwise, you can directly go to GT-workday page (Link)
- 2. Select "Expenses" under Applications
- 3. Select "Create Spend Authorization" under Actions panel

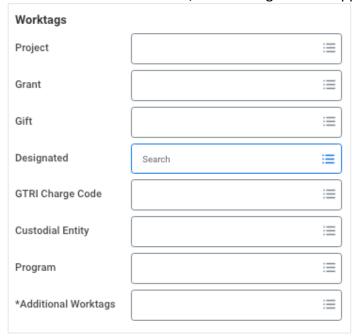
4. This is the default page that you will see



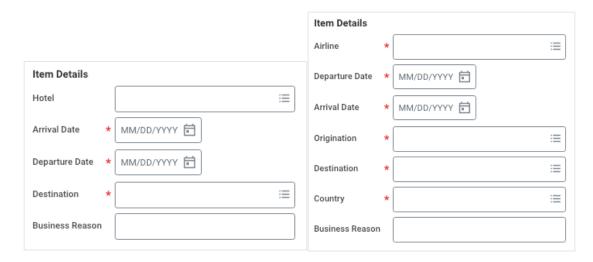
- 5. Change start and end date according to your travel plan.
 Fill the Description (e.g., VSS2020) and Business Purpose (e.g., Conference/Seminar; You can search category using the text box).
 Unless you are willing to get reimbursement as a check, keep the Reimbursement Payment Type as Direct Deposit.
- 6. After filled out Spend Authorization Information and Details, press 'Add' button under Spend Authorization Lines. You can specify your expense items here. Different item should be added separately. In the example below, you can find different items (e.g., Meals, Registration, Airfare, and Hotel) are included separately. Input quantity and per unit amount, then the system will automatically compute total amount. In case of meals, per diem rates are different city to city that you are visiting. Check https://www.defensetravel.dod.mil/site/perdiemCalc.cfm and input Per Unit Amount properly.



- 7. For each item's Worktags section, find proper funding sources you are using for your travel. For example, if you are traveling with Doby's seed-grant money, search Rahnev in the Designated text box. Additional Worktags will be automatically filled when you chose a funding source.
 - * Remember to include SGA/CoS funding if that is applied to you.



8. Different item might require different additional information. For instance, the left figure is additional information you need to submit for hotel and the right figure is for airfare. Provide inputs accordingly.



9. Submit your request once you filled out the form.