

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

The screenshot displays a web form titled "Spend Authorization Information" and "Spend Authorization Details".

Spend Authorization Information:

- Company:** A dropdown menu showing "CO503 Georgia Institute of Technology".
- Start Date:** A date picker set to "10/08/2020".
- End Date:** A date picker set to "10/08/2020".
- Description:** An empty text input field.
- Business Purpose:** A dropdown menu.
- Currency:** A label "USD".

Spend Authorization Details:

- Reimbursement Payment Type:** A dropdown menu showing "Direct Deposit".
- Justification:** A large empty text area.

Bottom Section:

- Spend Authorization Lines:** A section with a blue underline and a "+ Add" button.
- Attachments:** A label.
- Buttons:** "Submit" (orange), "Save for Later" (grey), and "Cancel" (grey).
- Viewing:** A label "Viewing:" followed by a dropdown menu.

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.

Spend Authorization Lines		Attachments																										
<div> <div>+</div> <div>Add</div> </div>																												
<div>Click here to sort</div> <table> <tr> <td>Meals (Spend Authorization Only) - Domestic</td> <td>360.00</td> </tr> <tr> <td>Registration</td> <td>300.00</td> </tr> <tr> <td>Airfare - Paid by Traveler - Domestic</td> <td>270.00</td> </tr> <tr> <td>Hotel w/ Tax - Domestic</td> <td>750.00</td> </tr> </table>	Meals (Spend Authorization Only) - Domestic	360.00	Registration	300.00	Airfare - Paid by Traveler - Domestic	270.00	Hotel w/ Tax - Domestic	750.00	<div> <div>Spend Authorization Line</div> <div> <div>×</div> <div>Hotel w/ Tax - Domestic</div> <div>⋮</div> </div> </div> <table> <tr> <td>Expense Item</td> <td>*</td> <td>Hotel w/ Tax - Domestic</td> </tr> <tr> <td>Quantity</td> <td>*</td> <td>3</td> </tr> <tr> <td>Per Unit Amount</td> <td>*</td> <td>250.00</td> </tr> <tr> <td>Total Amount</td> <td>*</td> <td>750.00</td> </tr> <tr> <td>Memo</td> <td></td> <td></td> </tr> <tr> <td>Cash Advance Requested</td> <td></td> <td><input type="checkbox"/></td> </tr> </table>		Expense Item	*	Hotel w/ Tax - Domestic	Quantity	*	3	Per Unit Amount	*	250.00	Total Amount	*	750.00	Memo			Cash Advance Requested		<input type="checkbox"/>
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- 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.

Worktags	
Project	<input type="text"/>
Grant	<input type="text"/>
Gift	<input type="text"/>
Designated	<input type="text" value="Search"/>
GTRI Charge Code	<input type="text"/>
Custodial Entity	<input type="text"/>
Program	<input type="text"/>
*Additional Worktags	<input type="text"/>

- 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.

Item Details	
Hotel	<input type="text"/>
Arrival Date	<input type="text" value="MM/DD/YYYY"/>
Departure Date	<input type="text" value="MM/DD/YYYY"/>
Destination	<input type="text"/>
Business Reason	<input type="text"/>

Item Details	
Airline	<input type="text"/>
Departure Date	<input type="text" value="MM/DD/YYYY"/>
Arrival Date	<input type="text" value="MM/DD/YYYY"/>
Origination	<input type="text"/>
Destination	<input type="text"/>
Country	<input type="text"/>
Business Reason	<input type="text"/>

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