

# Reimbursements, Cash Advances and Lynn JPM Travel Card

Say Goodbye to the Travel Expense and Expenditure request forms!

The Expenses module in Workday makes creating, approving, and monitoring expense reports and spend authorizations at Lynn University a more streamlined process. With Workday, employees can attach receipts directly into the system for expense reports. Receipts in Workday can be uploaded via the mobile application of from your desktop. Employees can also check the status of their expense reports.

## Petty Cash Reimbursement - **NEW!**

Effective immediately the University will no longer reimburse employees for business expenses through petty cash in an effort to streamline our processes and remain safe. All reimbursements, regardless of the purpose or dollar amount, must be submitted through **Workday** as an Expense Report. Once you select your payment elections you will receive your reimbursement via direct deposit. Any employee with a Lynn University issued the JPMC VISA Travel &Expense card should use their corporate credit card as the method of payment for business related expense such as food, travel, hotel, car rental, etc. If you have any questions about the elimination of petty cash reimbursements, please contact the Procurement Department.

Process	Workday	Before Workday
Expense Report for reimbursements to employees	Expense reports are submitted so that you are reimbursed for institution related costs, such as mileage, airfare or hotel expenses. Receipts are required.	Travel Expense Form  Expenditure Request Form
Expense Report on behalf of supervisors, managers or other employees.	(1) Create a delegation naming the person who will submit the expense report on your behalf. (2) Delegate will switch accounts and create expense report on your behalf.	Travel Expense Form  Expenditure Request Form
Lynn card for Travel and Hospitality expenses "T-EXP" (brown card JPMC Expense Visa)	Qualifying T&E expenses may be charged to your new JPMC Travel expense card only. Your Lynn expense card transactions will be imported into Workday for processing and approvals. You will see your credit card transactions under the <b>Expense icon</b> when you Create Expense Report under the Credit Card Transactions header on the Create New Expense Report Form. <u>Receipts and description(s) in the memo field are required.</u> Submit the expense report. JPMC Travel Card expense reports are no pay as the University has already paid directly to JPMC.  <u>PaymentNet will no longer be used.</u>	One card. All transactions were processed on a single VISA card and approved in JPM PaymentNet website.

Lynn card for procurement expenses "P-Card" (black JPMC Visa P-Card)	A JPMC VISA P-Card will be assigned to your department exclusively for Goods & Services. These transactions will be found under the <b>Purchases icon</b> . Go to the Verify Procurement Card Transactions Under Actions (See job aid under Role Specific Job Aids and Training, Procurement and Finance). <b><u>Receipts and description(s) in the memo field are required.</u></b>  <b><u>PaymentNet will no longer be used.</u></b>	One card. All transactions were processed and approved in JPM PaymentNet website.
Supplier (vendor) invoices	If there is not a corresponding PO for the invoice you would like to submit for payment, you must use Create a Supplier Invoice Request. The invoice and details are required.	Expenditure Request Form

Frequently Asked Questions on Expense Reports:

**Must I provide receipts for all of my travel expenses?**

Yes, expense reports require attached receipts. There are two options for attaching receipts:

- Attach individual receipts to each Expense Report Line.
- Attach a bundle of receipts using the Attachment tab. Then click the "Receipt Attached" box for each Expense Report Line.

**What if I lost an expense receipt?**

Please complete and attach a missing receipt document where you detail the expense: Amount, Business Name, Date, Form of Payment, etc.

**Do I need to include any document for my mileage reimbursement?**

Yes. You can attach an online mileage calculator (Google Maps, Mapquest etc).

**How do I itemize?**

Itemized lodging costs may room rate, room tax, room service, lodging service fees, and internet/wifi, etc. Click the **Itemize** button along the right side of the screen when completing the Expense Report form. You may use the Itemize function to exclude personal expenses charged to your receipts.

**Can I split an expense line between multiple budgets on an Expense Report?**

Yes. To split an expense line between multiple budgets, click the itemize button located along the right-side of the screen. Split by amount and enter Cost Center and other Worktags (if applicable) for each budget.

**How do I set up direct deposit for my travel expense reimbursements?**

Make sure you complete **“Payment Elections”** under the Pay application. Add your bank information in the “Expense Payments” fields. You will not be able to proceed to creating an expense report unless you have a valid payment election.

### **What if there is more than one Expense Report tied to the Spend Authorization for a trip?**

You can submit multiple expense reports for one spend authorization. When you complete the last expense report for the trip check the box indicating “Final Expense Report for Spend Authorization.”

### **Can another employee complete and submit my expense report on my behalf?**

Yes. You must create a delegation first. Type “My Delegations” in the search box. Click the “Manage Delegations” button. Complete the delegation dates and choose your delegate. Under the column “Start on My Behalf”, type in “Create Expense Report.” Under the column “Do Inbox Tasks On My Behalf”, click “For Business Process” and type in “Expense Report Event.” Then click **Submit**. The submission will then route to your manager for approval.

### **Can I request a cash advance for my trip?**

Yes. You must create a spend authorization for all cash advances. Choose the expense item, enter the cash advance amount, and select the “Cash Advance Required” box.

### **I create expense reports for my supervisor. How do I do this in Workday?**

First, your supervisor must create a delegation for you to initiate expense reports on his/her behalf. Then as you log into Workday, click on your profile, switch accounts and on the delegation dashboard create the expense report.

### **I used the expense form to pay invoices for services. How do I process invoices for vendors?**

Do not use the expense reports form to process vendor payments. In order to allocate expenses properly and guarantee the best prices, all Lynn employees should process a requisition to create a purchase order (PO) to procure goods and services for the institution. By creating a requisition, the procurement department will help in locating the best supplier, quality and pricing. In the few occasions that vendors provide services without a purchase order, Lynn employees must use create supplier invoice request.

### **I went to a conference abroad do I submit my expenses in a foreign currency?**

All expenses must be submitted in US Dollars. Procurement recommends using Oanda currency converter <https://www.oanda.com/us-en/>. The conversion date is the day of the event. Example - convert Euro to USD on 6/26/20.

They should attach the conversion print out to the expense report.

## **Lynn Expense Card**

### **What if I charged the Lynn Expense with a personal expense in error?**

If you use your Lynn University JPMC expense card or p-card for a personal purchase in error, please contact Laurie Hotchkiss [LHotchkiss@Lynn.edu](mailto:LHotchkiss@Lynn.edu) in the Procurement Department. Reimbursement of the full amount must be made to the Cashier's office within 3 days.

### **What if I charged the Lynn Expense Card with a procurement transaction in error?**

Enter the detailed description of the item, the receipt and the reason why you used your VISA T EXP card for a good or service. Please code the item to the expense category MISC.

### **How do I account for fraudulent credit card charges in Workday?**

If you see fraudulent credit card charges on your account, please contact JPMC at the number on the back of your card to report and notify the Procurement Department as soon as possible. Please be sure to register your VISA card for fraud alert. For more information, contact Laurie Hotchkiss [LHotchkiss@Lynn.edu](mailto:LHotchkiss@Lynn.edu) in Procurement.

### **On this section:**

- [Create Expense Reports](#)

### **For instructions to procure goods and services for the institution:**

- [Procurement and Finance Instructions](#)