### Workday Expense Checklist

**Travel**

A Spend Authorization is required before Travel begins.

There are 3 ways to liquidate SA's - line item, check mark on ER or manually close SA.

#### Per Diem - Domestic (Before/Extends)

<table>
<thead>
<tr>
<th>Meal</th>
<th>Rate</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$6</td>
<td>(6AM to 8AM)</td>
</tr>
<tr>
<td>Lunch</td>
<td>$11</td>
<td>(Noon to 2PM)</td>
</tr>
<tr>
<td>Dinner</td>
<td>$19</td>
<td>(6PM to 8PM)</td>
</tr>
</tbody>
</table>

#### Mileage

- Commuter Mileage not paid
- Attach a map (Google/Campus to Campus)
- Fixed at $.445 cents per mile
- Include times of departure/return

#### Hotel

- <=$150 State per night Florida (justify higher)
- Other States - most economical
- Meals included - Per Diem must be reduced
- Must include itemized hotel receipt
- Note: Orbitz/Expedia need itemized receipt

#### Conference Registration/Memberships

- National/Enterprise preferred
- Compact cars - rate includes insurance
- Must include itemized car rental receipt
- Justification required if not Compact Car

#### Conference/Workshops/Seminars

- National/Enterprise preferred
- Include Benefit to State/Agenda/Other
- Meals included - Per Diem must be reduced
- Membership dues need justification

#### Car Rental

- Use US Dept of State website to calculate:
  - Total Country M&E rate less the I or Incidental
- Compact cars - rate includes insurance
- Include Benefit to State/Agenda/Other
- Membership dues need justification

#### Airfare

- Economical rate/class of service
- Include time of departure
- Proof of payment required
- Destination should be completed
- Baggage charges - receipts required
- Upgrades are at traveler's expense
- Canceled tickets are at traveler's expense
- $5 changes of any sort need managers approval

#### Incidents

- Receipt required - >$25
- Portage = $1 per bag/$5 per incident
- Tips not to exceed 15% Taxi or $1 parking
- Limo service not allowed
- Alcohol is not allowed
- Room Service is not allowed

#### Other

- Please select correct expense items
- Business Purpose needs to be travel
- Make sure receipt matches the charge
- List all travelers as required

### Non - Travel

A Spend Authorization is not required.

#### GOODS Ordered

- Make sure they were received
- Provide Benefit to the State
- Please refer to the pCard Manual

#### Gift Cards

- Not allowed at any time on pCard or personal

---

**Expense reports need to be submitted/approved within 30 days of pCard purchase receipt date.**

**Please make sure you select pCard on 1st screen in ER, do not select the VISA on 2nd screen.**

**Expense reports may be taxed if not received within 60 days of trip end date.**

**JUSTIFY, JUSTIFY, JUSTIFY - it makes things easier to audit and understand!**

---

Revised 8/17/2016