EAP Reimbursements: Create Spend Authorization and/or Expense Report
Workday Job Aid for Employees

Overview

This job aid explains how to submit requests for reimbursement from Montgomery College for the Educational Assistance Program (EAP) for the purpose of professional development and/or approved travel for professional development:

- EAP Expense Report (non-travel) for a reimbursement using the EAP budget and how to view your Expense Report to make changes in Workday.
- EAP Travel Spend Authorization to reserve travel funds for a reimbursement using the EAP budget and how to view your Spend Authorization to make changes in Workday.
- EAP Travel Expense Report for a reimbursement using the EAP budget and how to view your Expense Report to make changes in Workday.

All EAP expenses must be in accordance with [College Policy 35001, Compensation Programs (XIX, A & B)](#), and requires corresponding documentation to be attached. EAP requests will be processed upon final approval by the manager/supervisor of the requestor, the EAP Partner (HRSTM), and Accounts Payable (OBS). If you have any questions regarding EAP, please contact EAPRequests@montgomerycollege.edu.

If you have any questions related to the status of payment, please contact Accounts Payable at AccountsPayable@montgomerycollege.edu.

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Create an EAP Expense Report

Important: The following steps cannot be used for EAP Travel. Refer to the Table of Contents for appropriate steps.

1. From the Workday search bar, enter and select **Create Expense Report**.

Expense Report For	★	Employee: Jane Doe
Creation Options	★	● Create New Expense Report
		○ Copy Previous Expense Report
		○ Create New Expense Report from Spend Authorization
Memo		EAP Conference
Company	★	× Montgomery College
Expense Report Date	★	12/02/2024
Business Purpose		× EAP Non-MC Courses, Seminars, Conferences, Workshops, Memberships & EAP Travel
Grant		
Project		
Cost Center	★	× MC0001 College Wide Operations - Benefits/Payroll Payment
Fund	★	× FUND_1110 Operating Fund
Program	★	× PROGRAM_7000 Institutional Support
Additional Worktags		

2. At the top of the page, select the **Create New Expense Report** option.

3. Enter the item description in the **Memo**.

4. Skip to the **Business Purpose** and click the **dropdown selection button** field to select **EAP Non-MC Courses, Seminars, Conferences, Workshops, Memberships & EAP Travel**.

5. Go to the **Cost Center** field and enter **MC0001** College Wide Operations – Benefits/Payroll Payment.

6. Go to the **Fund** field and enter **1110** Operating Fund.

7. Go to the **Program** field and enter **7000** Institutional Support.

8. In the **Additional Worktags** field, enter the EAP Activity Code. Please remove all disciplines, if any. If you do not know the EAP Activity Code, please leave this blank.

9. Click **OK**.

10. Click the **Attachments** tab.

11. Click **Edit** and **upload all required documents**.

    a. The following documents are required for approval:
       i. (If applicable) A completed and signed EAP Acknowledgement Form. You are

required to submit one form per **Fiscal Year**.

> **Note**: Remember to check the applicable Fiscal Year limits. Also, be mindful of what you may have already spent for professional development if you are now requesting tuition benefits. The balance of the invoice should match or exceed the amount you are requesting, up to the applicable maximum.

    ii.   Documentation of the activity/event start and end dates. For tuition requests, this is your course schedule. Screenshots of the event registration are also acceptable.

12. Click the **Expense Lines** tab.

13. Click **Add** to insert a line.

14. Click **Select files** and upload your <u>itemized</u> and <u>paid</u> receipt(s).

15. Click the **Receipt Included** checkbox.

16. Go to the **Expense Item** field and click the **dropdown selection button** to select **EAP – Non-MC Courses, Seminars, Conferences, Workshops and Memberships**.

17. Enter the amount of the receipt in the **Per Unit Amount** and **Total Amount** fields.

18. Go to the **Memo** field and enter the item description.

19. The **Cost Center**, **Fund**, and **Program** will be the same as the previously entered fields. Ensure they reflect **MC0001**, **1110**, and **7000**.

20. Go to the **Comments** section at the bottom of the page and write your **Justification**. This must reflect how the EAP activity is related to your position and your professional development. This is required (1-2 sentences maximum).

> **Reminder**: Stating "professional development" is an insufficient justification.

21. (Optional) Repeat steps 13 – 19 to add additional Expense Lines, depending on your request.
    a. Each added line with an amount will total together at the top of the page.
    b. If completed correctly, the Cost Center, Fund, and Program should populate accurately. Review to confirm before proceeding.

22. Click **Submit** when completed.

Create an EAP Travel Spend Authorization (Step 1/2)

> **Important**: An EAP Travel Spend Authorization is REQUIRED to reserve funds in the EAP budget prior to the approved travel.

1. From the Workday search bar, enter and select **Create Spend Authorization**.

Create Spend Authorization

Summary

For   Employee: Cash Advance Requested   Spend Authorization Total
                                         0.00 USD   0.00 USD

∨ **Spend Authorization Information**

Company	* ✕ Montgomery College ⋯ ≣
Start Date	* 01/16/2025 📅
End Date	* 01/20/2025 📅
Description	* EAP Conference Travel
Business Purpose	✕ EAP Non-MC Courses, Seminars, Conferences, Workshops, Memberships & ⋯ EAP Travel ≣
Currency	**USD**

Spend Authorization Lines   **Attachments**

⊕ Add

2. Begin with entering the **Start Date** and **End Date**. This must reflect your travel beginning and return dates for the EAP activity.

> **Important**: EAP may only cover travel expenses as far as one day before and one day after the conference/activity. For example, A conference from 1/6 – 1/10 can only be reimbursed for EAP travel related expenses from 1/5 – 1/11.

3. Enter a **Description** of the EAP activity.
   a. This should be brief, such as, "Travel for [the name of the conference or event]."
   b. The full justification should be tied to the actual EAP event (see below).

4. In the **Business Purpose** field, click the **dropdown selection button** to select **EAP Non-MC Courses, Seminars, Conferences, Workshops, Memberships & EAP Travel**.

5. Go to the **Justification** field and write your explanation for attending the EAP event. This can match your Description for EAP Travel.

> **Reminder**: For PDAP Travel, the full justification should be tied to the actual PDAP event. Copying the Description here is sufficient.

6. Go to the bottom of the page and click the **Add** button under **Spend Authorization Lines** to insert a line.

7. In the **Expense Item** field, click the dropdown selection button to select **EAP – Travel**.

8. Enter the estimated amount of your travel expense(s) in the **Per Unit Amount** and **Total Amount** fields.

> **Important**: Keep in mind that if you are estimating for meals and transportation, your final Expense Report can be **no more than 10% in excess** of your approved Spend Authorization amount. For example, if your Spend Authorization is approved for $500, then your Expense Report with actual expenses can total no more than $550. You will have to update your Spend Authorization if your final expenses exceed the 10% threshold.

9. Skip to the **Memo** field and enter the item description (i.e., Hotel, Meals, Airfare, etc.).

10. Go to the **Cost Center** field and enter **MC0001** College Wide Operations – Benefits/Payroll Payment.

11. Go to the **Fund** field and enter **1110** Operating Fund.

12. Go to the **Program** field and enter **7000** Institutional Support.

13. In the **Additional Worktags** field, enter the EAP Activity Code. If you do not know the EAP Activity Code, please leave this blank.
    a. Please remove all disciplines, if applicable.

14. (Optional) Repeat steps 6-13 to add additional Spend Authorization Lines, depending on your request.
    a. Each added line with an amount will total together at the top of the page.

> **Important**: **Do not** check the box for **Cash Advance**. This option is not allowed for any kind of EAP request.

15. Click the **Attachments** tab.

16. Click **Select files** and **upload all required documents**. The following documents are required for approval:
    a. (If applicable) A completed and signed EAP Acknowledgement Form. You are required to submit one form per **Fiscal Year**.

> **Note**: Remember to check the applicable Fiscal Year limits. Also, be mindful of what you may have already spent for travel, if you are submitting a subsequent request.

b. Documentation of the activity/event start and end dates. Screenshots of the event registration are also acceptable.

17. Click **Submit** when completed.

Important: You have completed step 1 of a 2-step process.

Your reimbursement will not be processed until your EAP Travel Spend Authorization (Step 1/2) is approved and you have successfully completed your EAP Travel Expense Report (Step 2/2) in Workday.

You must receive an approval email from EAPRequests@montgomerycollege.edu and the EAP activity/event must be completed **BEFORE** you proceed to create the EAP Travel Expense Report. The approved EAP Travel Spend Authorization must be linked to the EAP Travel Expense Report.

What happens next?
Once you Submit the Spend Authorization, the request goes to your Manager and then to HRSTM. **If all information is accurate and/or immediately corrected upon notification, then the process is typically complete within 2-3 business days.** Your Spend Authorization for Travel must be approved before you can submit the Expense Report for reimbursement.

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Create an EAP Travel Expense Report (Step 2/2)

Note: A Spend Authorization is REQUIRED to reserve travel funds for an approved EAP event. Complete that step first. You must link your EAP Travel Expense Report to the approved EAP Travel Spend Authorization.

1. From the Workday search bar, enter and select **Create Expense Report**.

2. At the top of the page, select the option: **Create New Expense Report from Spend Authorization**.

3. Click the **dropdown selection button** in the field and select your pre-approved Spend Authorization.

4. (Optional) Check the **Final Expense Report for Spend Authorization** box if you will only be submitting one Expense Report. Otherwise, do not select until you are completing the final Expense Report.

5. The **Memo** field is automatically filled out with information from your pre-approved Spend Authorization.

6. Skip to the **Business Purpose** field and click the **dropdown selection button** to select **EAP Non-MC Courses, Seminars, Conferences, Workshops, Memberships & EAP Travel**.

7. Go to the **Cost Center** field and enter **MC0001** College Wide Operations – Benefits/Payroll Payment.

8. Go to the **Fund** field and enter **1110** Operating Fund.

9. Go to the **Program** field and enter **7000** Institutional Support.

10. In the **Additional Worktags** field, enter the EAP Activity. Please remove all disciplines, if any. If you do not know the EAP Activity, please leave this blank.

11. Click **OK**.

12. Click the **Attachments** tab.

13. Click **Edit** and **upload all required documents**. The following documents are required for approval:
    a. (If applicable) A completed and signed EAP Acknowledgement Form. You are required to submit one form per **Fiscal Year**.

    Note: Remember to check the applicable Fiscal Year limits. Also, be mindful of what you may have already spent for professional development if you are now requesting tuition benefits. The balance of the invoice should match or exceed the amount you are requesting, up to the applicable maximum.

    b. Documentation of the activity/event start and end dates. For tuition requests, this is your course schedule. Screenshots of the event registration are also acceptable.

14. Click the **Expense Lines** tab.

15. Click **Add** to insert a line.

16. Click **Select files** and upload your itemized and paid receipt.

17. Click the **Receipt Included** checkbox.

18. Click the **dropdown selection button** in the **Expense Item** field and select **EAP – Travel**.

Note: The **EAP – Travel** Expense Item must be selected for all EAP related expenses. This includes meals, airfare, mileage, and other transportation related costs.

19. Enter the amount of the receipt in the **Per Unit Amount** and **Total Amount** fields.

20. Go to the **Memo** field and enter the item description (i.e., Hotel, Meal and the date, Airfare, etc.).

21. The **Cost Center**, **Fund**, and **Program** will be the same as the previously entered fields. Ensure they reflect **MC0001**, **1110**, and **7000**.

22. (Optional) Repeat steps 15 – 21 to add additional Expense Lines, depending on your request.
    a. Each line will total together at the top of the page.
    b. If completed correctly, the **Cost Center**, **Fund**, and **Program** should populate accurately. Review to confirm before proceeding.

23. Click **Submit** when completed.

What happens next?
Once you Submit the Expense Report, the request goes to your Manager, to HRSTM, and then to Accounts Payable. **If all information is accurate and/or immediately corrected upon notification, then the full process is typically complete within 2-3 business days.** For example, if you submit your request on Monday, and **the final step** is fully approved by Wednesday, then your payment will be processed by Friday of that week. **Expense Reports fully approved by Wednesday are paid on Friday.**

If you do not submit your request correctly and/or there are delays with making corrections, then you can expect your payment to be delayed to a subsequent Friday.

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View the Status of an Expense Report

1. From the Workday search bar, enter and select **My Expense Reports**.

2. Look for the **Status** column to view your requests' current standing.
   a. This will show as either **Draft**, **In Progress**, **Approved**, or **Canceled**.

3. For a detailed view of an **In Progress** status, click the blue link of your Expense Report.

4. Click the **Business Process** tab.

5. Scroll to the bottom of the **Business Process** tab to view the person(s) your request is awaiting action from.

Important: If the request is awaiting action from either an EAP Partner (HRSTM) or an Accounts Payable Specialist (OBS), we ask that you await their action in Workday before reaching out.

If you must contact either teams for a status update on your request, please reach out to EAPRequests@montgomerycollege.edu and/or AccountsPayable@montgomerycollege.edu ONLY and do not contact the individual person(s) listed on the request. Not all person(s) listed for the event review EAP requests.

Edit/Cancel an Expense Report

1. From the Workday search bar, enter and select **My Expense Reports**.

2. Click the **Actions** button to view the related actions for a request.
   a. This will show as either **Change Expense Report**, **Cancel Expense Report**, or **Close Expense Report**.

Note: If an Expense Report has been fully approved and not yet reimbursed, you will see **Close Expense Report**, otherwise this will appear as **Cancel Expense Report**.
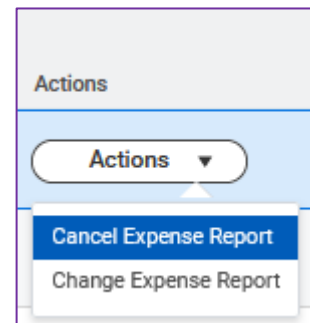
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View the Status of a Spend Authorization

1. From the Workday search bar, enter and select **My Spend Authorizations**.

2. Look for the **Spend Authorization Status** column to view your requests' current standing.
   a. This will show as either **Draft**, **In Progress**, **Approved**, or **Canceled**.

3. For a detailed view of an **In Progress** status, click the blue link of your Spend Authorization.

4. Click the **Process History** tab.

5. Scroll to the bottom of the **Process History** tab to view the person(s) your request is awaiting action from.
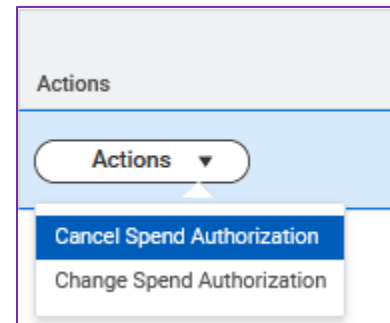
Important: If the request is awaiting action from either an EAP Partner (HRSTM) or an Accounts Payable Specialist (OBS), we ask that you await their action in Workday before reaching out.

If you must contact either teams for a status update on your request, please reach out to EAPRequests@montgomerycollege.edu and/or AccountsPayable@montgomerycollege.edu ONLY and do not contact the individual person(s) listed on the request. Not all person(s) listed for the event review EAP requests.

Edit/Cancel a Spend Authorization

1. From the Workday search bar, enter and select **My Spend Authorizations**.

2. Click the **Actions** button to view the related actions for a request.
   a. This will show as either **Change Spend Authorization**, **Cancel Spend Authorization**, or **Close Spend Authorization**.

Note: If a Spend Authorization has been fully approved and not yet reimbursed, you will see **Close Spend Authorization**, otherwise this will appear as **Cancel Spend Authorization**.

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