PDAP 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 Professional Development Assistance Program (PDAP) for the purpose of professional development and/or approved travel for professional development:

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

All PDAP expenses must be in accordance with College Policy 35001, Compensation Programs (XIX, A & B), and requires corresponding documentation to be attached. PDAP 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 PDAP, please contact PDAPRequests@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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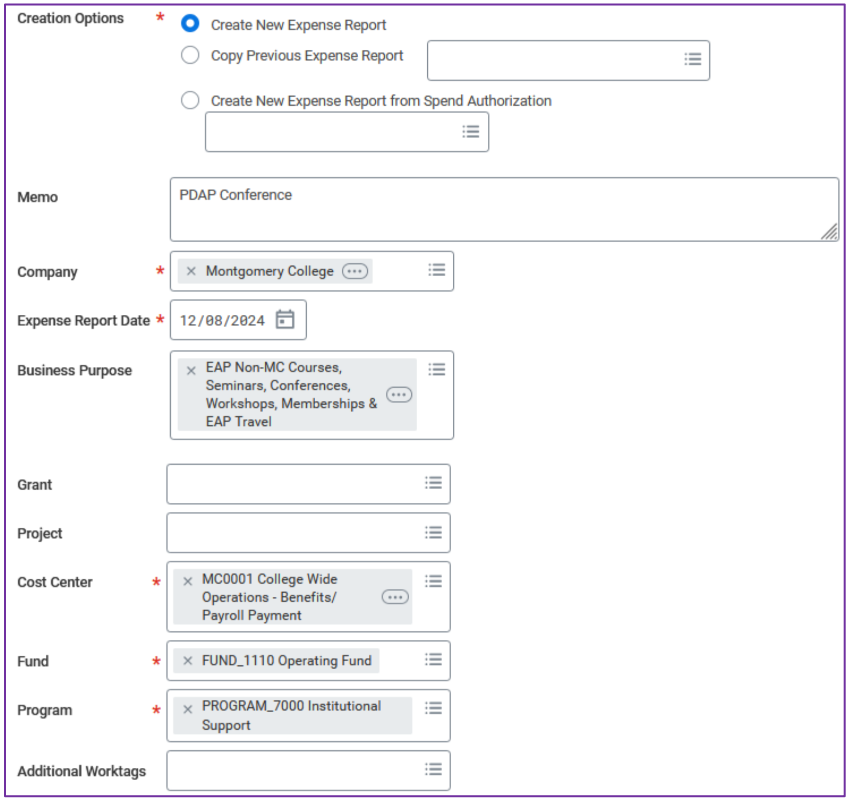
Create a PDAP Expense Report

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

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



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**.

> **Note**: The **Business Purpose** does not have a separate option for PDAP and EAP must be selected.

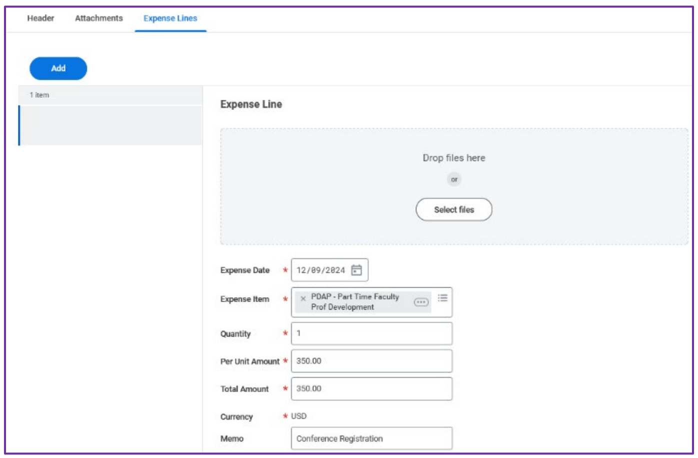
5. Go to the **Cost Center** field and enter **MC0001** College Wide Operations – Benefits/Payroll Payment.
6. Go to the **Fund** field and enter **1110** Operating Fund.
7. Go to the **Program** field and enter **7000** Institutional Support.
8. In the **Additional Worktags** field, enter the PDAP Activity Code. Please remove all disciplines, if any. If you do not know the PDAP Activity Code, please leave this blank.
9. Click **OK**.
10. Click the **Attachments** tab.
11. Click **Edit** and **upload all required documents**. The following documents are required for approval:
    a. (If applicable) A completed and signed PDAP 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 submitting a subsequent request.

   b. Documentation of the activity/event start and end dates. 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 itemized and paid receipt(s).

15. Click the **Receipt Included** checkbox.
16. Go to the **Expense Item** field and click the **dropdown selection button** to select **PDAP – Part Time Faculty Prof Development**.

Note: **Do not select EAP**. This option should only be selected if you are eligible for EAP.

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 PDAP activity is related to your position and your professional development. This is required (1-2 sentences maximum).

Reminder: Stating "professional development" is insufficient as a 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.

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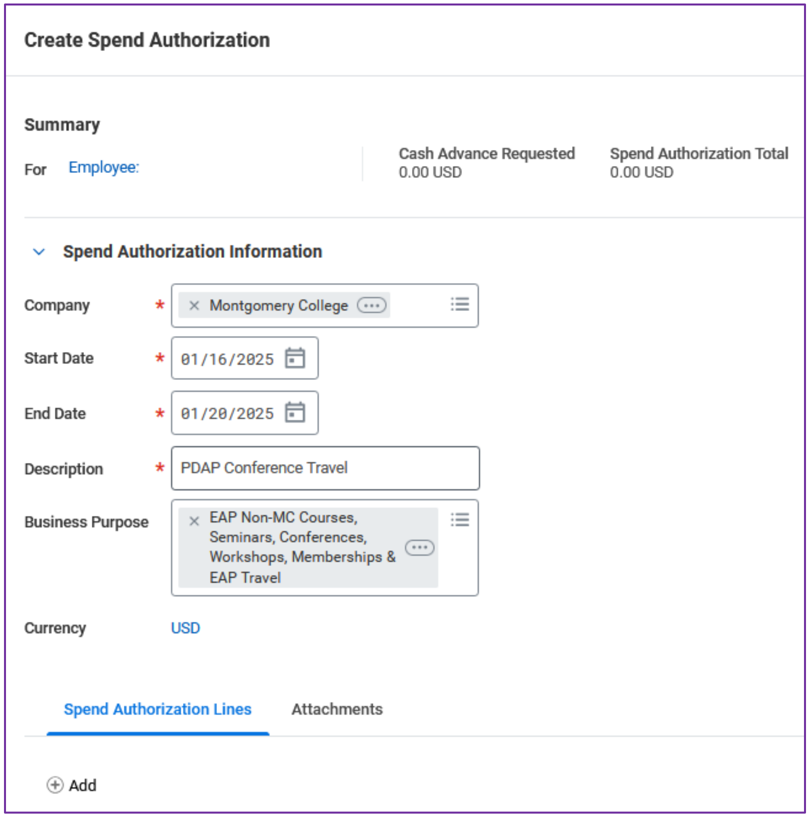
Create a PDAP Travel Spend Authorization (Step 1/2)

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

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



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

> **Important**: PDAP 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 PDAP travel related expenses from 1/5 – 1/11.

3. Enter a **Description** of the PDAP 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 PDAP event (see below).

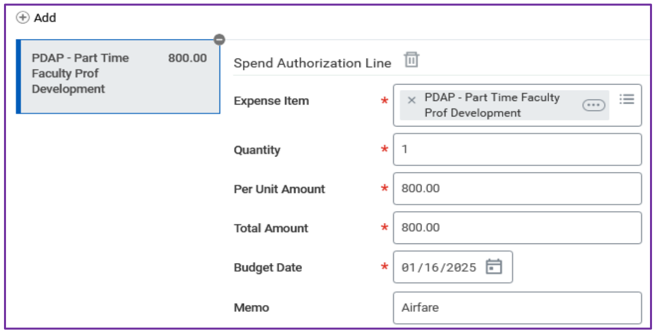
4. In the **Business Purpose** field, click the **dropdown selection button** to select **EAP Non-MC Courses, Seminars, Conferences, Workshops, Memberships & EAP Travel**.

> **Note**: The **Business Purpose** does not have a separate option for PDAP; EAP must be selected here.

5. Go to the **Justification** field and write your explanation for attending the PDAP event. This can match your Description for PDAP 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 **PDAP – Part Time Faculty Prof Development**.

Note: **Do not select EAP**. This option should only be selected if you are eligible for EAP.

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 PDAP Activity Code. If you do not know the PDAP 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 PDAP 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 PDAP 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 PDAP Travel Spend Authorization (Step 1/2) is approved and you have successfully completed your PDAP Travel Expense Report (Step 2/2) in Workday.**
>
> You must receive an approval email from PDAPRequests@montgomerycollege.edu and the PDAP activity/event must be completed **BEFORE** you proceed to create the PDAP Travel Expense Report. The approved PDAP Travel Spend Authorization must be linked to the PDAP 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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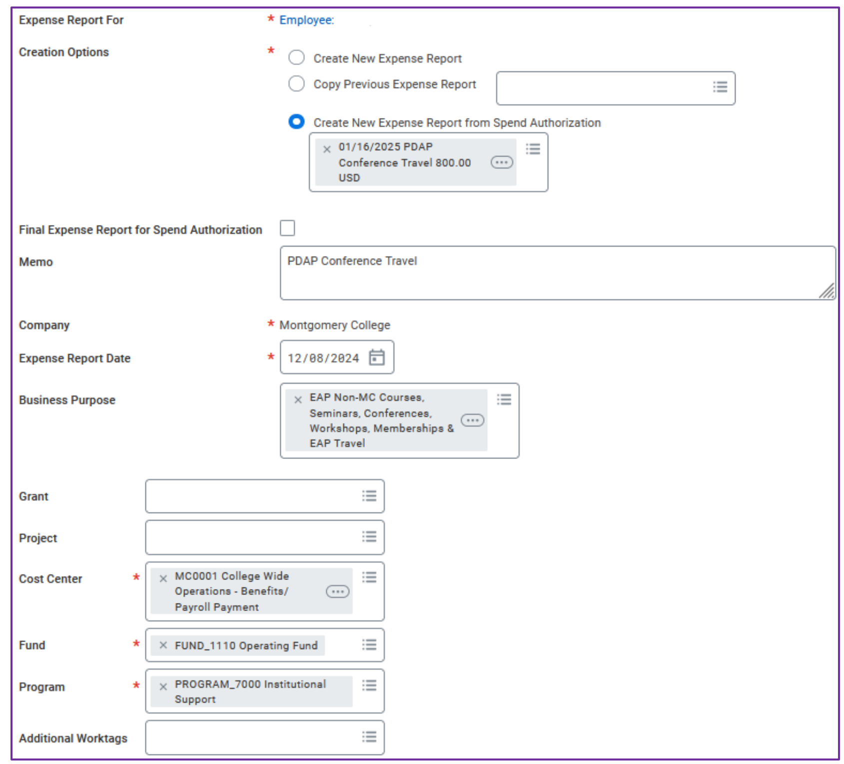
Create a PDAP Travel Expense Report (Step 2/2)

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

> **Note**: The **Business Purpose** does not have a separate option for PDAP; EAP must be selected here.

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 PDAP Activity. Please remove all disciplines, if any. If you do not know the PDAP 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 [PDAP 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 submitting a subsequent request.

    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 **PDAP – Part Time Faculty Prof Development**.

Note: **Do not select EAP – Travel**. This option should only be selected if you are eligible for EAP.

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.

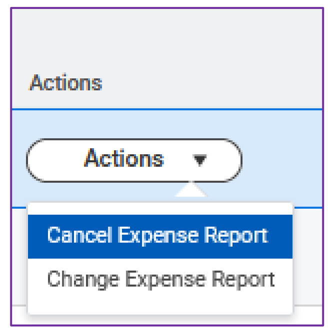
If you must contact either teams for a status update on your request, please reach out to PDAPRequests@montgomerycollege.edu and/or AccountsPayable@montgomerycollege.edu ONLY and do not contact the individual person(s) listed on the request. Not all person(s) listed for the event review PDAP requests.

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.

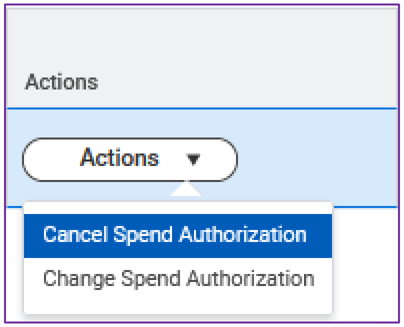
If you must contact either teams for a status update on your request, please reach out to PDAPRequests@montgomerycollege.edu and/or AccountsPayable@montgomerycollege.edu ONLY and do not contact the individual person(s) listed on the request. Not all person(s) listed for the event review PDAP requests.

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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