- What is an expense report? It is a form /process completed in Workday by an employee to request reimbursement for expenses incurred due to University related business.

- How do I find an expense report in Draft in Workday? Under the "Menu", select "Expenses".

- What is a business purpose?   A business purpose describes the UM reason for incurring this expense. It must answer the questions: who, what, when, where and why.

- What is an agenda or itinerary? It's documentation that substantiates the dates and destination for the event or trip.

- What is the per diem meal allowance? Per Diem is a daily allowance for meals and incidental costs while on official University business.

- Half day vs. Full day Per Diem:
 On the first and last day of travel, the traveler is reimbursed for "half day" which is any number less than 24 hours which equals 75% of the daily rate for that city. The allowable amount for all other days is a 100% of the daily rate for that city (per diem must be reduced by meals provided).

- What is the difference between entertainment meals and meeting subsistence? Meeting Subsistence is for Items such as bagels, beverages, donuts, or other small snacks for an office meeting.
Entertainment meals are meals providing hospitality or recreation to University and non-University individuals that are necessary or customary in furthering the University's business.

- What is the UM payment matrix? It's a reference guide that defines how a transaction should be paid. Please see the link to the UM payment Matrix below:

https://controller.miami.edu/_assets/pdf/documents/pymt_matrix_by_pymt_type.pdf

- How can I submit an expense report? Go to workday Menu and select expenses, Actions and Create an expense report.

- How can I submit an expense report on behalf of another employee? An employee with the Workday role of Department Expense Data Entry Specialist (EDES) can submit an Expense Report
  on behalf of another employee. The task is "create expense report on behalf of." If you do not have this access, please contact help@miami.edu.

- Where can I find the Travel and Business Expense Reimbursement Policy?
  https://umiami.policystat.com/policy/6268281/latest/

- What is an itemized receipt? An itemized receipt includes the details of all the items that were purchased.

- What is proof of payment? A receipt of payment that confirms that a transaction was completed. It includes details of the purchase, including the payment date and the amount paid.

- What is considered supporting documentation? Supporting documentation can include an agenda, flyer, calendar, or email that corroborates invitation and dates.

- What is the difference between per diem meal vs. actual meals?
  Actual meals require receipts; per diem meals is an allowance based on the city of the trip. Before a trip begins, travelers must decide if to use actual meal cost or per diem. Whichever one is chosen; it must be used for the duration of the trip.

- What if any city is not populated on the per diem list? If the city where you spent the night is not populated, and it's not in the list, you can select the nearest city on the list.

- While on a trip I spent the night in different cities, which city should I choose for the per diem? The per diem allowance is based on the city in which the traveler spends the night for multiple city trips.

- How are relocation/moving expenses paid? Relocation or moving expenses are considered taxable income and reportable on the employees W-2. As a result, expense reimbursements for relocations are denied and processed via Payroll as a one-time payment. This ensures taxation and reporting occur at the time of payment.

- As a 100% remote worker, how do I obtain my Workday Flexible Work Arrangements screen print? Under your Workday profile, select Job, then select Flexible Work Arrangements, and make a screen print.

- How can I repay personal charges on my travel card? This is done by depositing a personal check at the Cashiers' Office, Coral Gables. For the Medical Campus, please contact the Medical Finance Office for instructions for making the deposit. Repayments of personal expenses should be made to Ledger 2001 and the driver work-tag used on the expense report.

- What are personal charges? A personal charge is a non-business/non-UM business related transaction.

- What if my receipts or invoices are not in English? For audit purposes, please translate foreign documents. A formal or informal translation is acceptable.