FETPD Professional Development Funds and Workday

What can be paid for with professional development funds?
Books or Materials
Journal / Periodical Subscription
Professional Memberships
Licensure, CEU's or Exam Fees
Local Conference Registration
Virtual Conference or Webinar Registration
Overnight Travel

General Reminders:
- A signed PD Request Form needs to be attached to all Spend Authorizations and Expense Reports. This will show that the request has been approved by the department PD committee or FETPD.
- In Workday, only click "Submit" once. If you need to gather additional documentation, click "Save for Later".

Books // Materials // Journals // Subscriptions
    FORM – PD Funding Request Form
        Workday Business Purpose – Professional Development
        Workday Expense Item Group - Procurement
        Workday Expense Item – Non-Credit Book
            Documentation: Paid Receipt or Invoice
            Tip: Shipping costs can be reimbursed
            Tip: No reimbursement for Sales Tax – subtotals only

    NOTE: Journals and Subscriptions may end up having a separate expense item. For now, select "Non-Credit Book".

Professional Memberships // Licensure, CEU's or Exam Fees
    FORM – PD Funding Request Form
        Workday Business Purpose – Professional Development
        Workday Expense Item Group – Non-Travel
        Workday Expense Item – Professional Membership
            Documentation: Paid Receipt or Invoice
            Tip: No reimbursement for Sales Tax – subtotals only
            Tip: Individual annual, biennial, or triennial memberships only (no lifetime memberships or subscriptions)

    NOTE: Licensure, CEUs and Exam Fees may end up having a separate expense item. For now select "Professional Membership".

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Webinars // Trainings // Virtual Conference Registration (Fee Only)
> **FORM** – PD Funding Request Form
>> **Workday Business Purpose –** Professional Development
>> **Workday Expense Item Group –** Non-Travel
>> **Workday Expense Item** – Registration Fee
>>> Documentation: Paid Receipt, Invoice or Registration Form (showing registration information and amount to be paid)
>>> Tip: Be sure to note Yes or No for the Business Office to Prepay
>>> Tip: Be sure the organization does not include sales tax on invoice – subtotal only.

Local Conference Registration (Fee Only)
> **FORM** – PD Funding Request Form
>> **Workday Business Purpose –** Professional Development
>> **Workday Expense Item Group –** Non-Travel
>> **Workday Expense Item** – Registration Fee
>>> Documentation: Paid Receipt, Invoice or Registration Form (showing registration information and amount to be paid)
>>> Tip: Be sure to note Yes or No for the Business Office to Prepay
>>> Tip: Be sure the organization does not include sales tax on invoice – subtotal only.

Local Conference Registration (Fee and Local Travel)
> **FORM** – PD Funding Request Form
>> **Workday Business Purpose –** Professional Development
>> **Workday Expense Item Group –** Non-Travel
>> **Workday Expense Item** – Registration Fee
>>
>> **Workday Expense Item Group –** Travel
>> **Workday Expense Item** – Reimbursable Mileage
>>
>>> Documentation: Paid Receipt, Invoice or Registration Form (showing registration information and amount to be paid)
>>> Documentation: Google Maps screen grab
>>> Tip: Both can be included in **one** Expense Report (use the Add Item option)
>>> Tip: Be sure to note Yes or No for the Business Office to Prepay
>>> Tip: Be sure the organization does not include sales tax on invoice – subtotal only.
>>> Tip: Mileage only from CSCC to destination (or deduct normal commuter miles); round trip only if returning to campus
>>> Tip: Meal per diem can only be used when overnight travel is involved.

Virtual Conference (Fee with Membership Dues)
> **FORM** – PD Funding Request Form
>> **Workday Business Purpose –** Professional Development
>> **Workday Expense Item Group –** Non-Travel
>> **Workday Expense Item** – Registration Fee
>> **Workday Expense Item** – Professional Membership
>>> Documentation: Paid Receipt, Invoice or Registration Form (showing registration information and amount to be paid)
>>> Tip: Both can be included in **one** Expense Report (use the Add Item option)
>>> Tip: Be sure to note Yes or No for the Business Office to Prepay
>>> Tip: Be sure the organization does not include sales tax on invoice – subtotal only.
>>> Tip: Individual annual, biennial, or triennial memberships only (no lifetime memberships)

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Overnight Travel

FORM – PD Funding Request Form
     Workday – Spend Authorization (21 days before departure)
     Workday – Create Expense Report from Spend Authorization (within 30 days of return)

Workday Business Purpose – Professional Development
Workday Expense Item Group – Travel
Workday Expense Items (Travel)
  Airfare (Flight and Baggage)
  Ground Transportation
  In-Flight Internet
  Lodging
  Parking
  Per Diem Breakfast
  Per Diem Lunch
  Per Diem Dinner
  Registration Fees
  Reimbursable Mileage
  Tips/Gratuities

Note: Baggage is not yet listed as an individual expense item. Include it with Airfare flight costs and note that in the memo area. Be sure to request a receipt when checking in your bag(s).

Reminder: You will not be reimbursed the costs associated with the trip until you return.

Spend Authorization (formerly Travel Request Form) – at least 21 days prior to departure

- Spend Authorizations cannot be edited once they are approved

- Documentation - screen shots are fine to use

- The college can only pay registration fees and flight up front. All other costs must be estimated and paid by you. The Airfare and Registration Fees Expense Items include the option for the Business Office to book your flight and pre-pay your registration fee.

- Be sure to cushion your hotel and flight estimated costs in case any price changes happen during the request process. Remember to account for taxes and fees for hotel costs.

- For Airfare expense item, when searching for airports it is easier to search by city. Remember CMH is entered as John Glen Columbus International Airport. Be sure to note Roundtrip in the "Memo" area. Also, note baggage in the "Memo" and include it in the total if applicable.

- For Lodging expense item, enter quantity of "1" and then enter the total reservation amount in the per unit area. Be sure that taxes and fees are included. If you cannot find your specific hotel, use the general hotel group or property. For example, "Sheraton" or "Hilton Garden Inn".

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Spend Authorization (formerly Travel Request Form) – at least 21 days prior to departure

- For Ground Transportation (local transportation), you can use the Uber Estimate site to ballpark what your local travel costs may end up being. Be sure to include shuttles costs to and from the airport if applicable.

- Airport parking is capped at the current "blue lot" rate at John Glen Airport. Hotel parking is not capped and is reimbursable (use Parking Expense Item).

- Per diem meals can only be used for overnight travel. Per diem meals cover your travel days as well as your conference days (for any meals not included in the conference registration).

- Per diem meals are entered separately (Breakfast, Lunch, and Dinner). Amount is based off the travel destination and so will vary slightly. You can find the per diem amounts used by Workday at the federal government's GSA site: https://www.gsa.gov/travel/plan-book/per-diem-rates

- For mileage, do not choose State Mileage, pick Reimbursable Mileage as your Expense Item. Do not include commuter mileage. Start the mileage count from the Columbus Campus or Delaware (for Delaware faculty). Be sure to double it for round trip and note round trip in the "Memo" area.

- Taxes (sales, lodging, etc.) are reimbursable for costs associated with overnight out-of-state travel (flight, hotel, etc.). Be sure to include those costs in your estimates and in your expenses.

Expense Report (formerly Travel Expense Report) – within 30 days of return

- Only include reimbursable items // Do not include any costs pre-paid by the college (flights and registration fees). If you are creating an expense report from a spend authorization, be sure to delete any expense items that were paid up front by the college.

- Receipts required for all out-of-pocket expenses, except meals and tips

- If your expense total is higher than your original spend authorization amount, you will need to request approval for the overage from either your department PD committee or FETPD (whichever one approved your travel request).

- Be sure that no rewards or points are documented on your receipts. College employees cannot earn points or rewards during college funded travel. Be sure that no rewards or points are earned during your trip.

Workday

Workday Menu - Shortcuts
We encourage you to add these to your shortcuts in the Workday Menu.

Expense Item Options

Expense Items options show up the same whether you are creating a spend authorization or expense report. To find a specific expense item, the easier options to choose are "Expense Item Group or "By Alphabetical Order". You can also start typing the expense item name and it will show up.

FETPD Professional Development Funds and Workday

Create Spend Authorization (formerly Travel Request Form)
Be sure to upload your signed PD Funding Request Form in the "Attachments" area.

Edit Spend Authorization SA-10000047 ...

For   Employee: Elizabeth Hammond

Status   Draft

Spend Authorization Total
3,437.00 USD

This can match what you included in your PD Request Form

Reference College Policy & Procedure Manual Chapter 9-06 for more details. Documentation required for lodging, registration, and flights.

Spend Authorization Information

Dates of the conference

Company   * Columbus State Community Coll...
Start Date   * 06/08/2023
End Date   * 06/11/2023
Description   * Teaching Professor Conference
Business Purpose   × Professional Development
Currency   USD

Spend Authorization Details

Justification   Teaching Professor Conference for general faculty professional development

Attach your PD Funding Request Form and Documentation

Spend Authorization Lines   Attachments

⊕ Add

Continue to add "Spend Authorization Lines" until you have included all potential costs for your trip.

Viewing:

Airfare	764.00
Ground Transportation	57.00
In-Flight Internet (Business Use Only)	30.00
Lodging	967.00
Parking	85.00
Per Diem Breakfast	68.00
Per Diem Dinner	102.00
Per Diem Lunch	36.00
Registration fees	1,300.00
Tips/Gratuities	28.00

Spend Authorization Line

Expense Item   * × Tips/Gratuities
Quantity   * 4
Per Unit Amount * 7.00
Total Amount   * 28.00
Budget Date   * 04/06/2023
Memo

Worktags

*Cost Center   × CC1001010 Psychology and Education
*Fund   × 10 General Fund
Grant
Project
Additional Worktags   × Financial Reporting Category: Instructional and Departmental Research
× Location: Columbus Campus

Pay attention to the instructional text for each item. It will tell you what information and documentation is needed for that item

Instructional Text

Tips during Business Travel are limited to the approved **DAILY** rate and is inclusive of all meals, local travel, and service gratuities **per day.** Please refer to the college's Travel Procedure for more information.

The following are examples of approved tips/gratuity:

- Bellhop/Concierge
- Bus
- Subway
- Taxi
- Train
- Uber/Lyft

The "Memo" area is used for some lines. Refer to the Instructional Text

Item Details

Arrival Date   * 06/08/2023
Departure Date * 06/11/2023

Leave this area alone with the defaults until further notice

Do not click "Submit" until you have included all Spend Authorization Lines and documentation. Choose "Save for Later" to come back

Submit   Save for Later   Cancel

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Create Expense Report
Be sure to upload your signed PD Funding Request Form in the "Attachments" area.

      Choose "Create New Expense Report" for non-travel
      Choose "Create Expense Report from Spend Authorization" for travel

Create Expense Report   If you do not have an approved Spend Authorization, choose this option.

˅ **Expense Report Information**	˅ **Instructions**
Expense Report For ★ Employee: Elizabeth Hammond	Reference College Policy & Procedure Manual Chapter 9-06 for more details.
Creation Options ★ ⦿ Create New Expense Report	Appropriate receipts must be uploaded for reimbursement for all expenses (except per diem meals)
◯ Copy Previous Expense Report	
◯ Create New Expense Report from Spend Authorization	If you already have a Spend Authorization (for travel for example), you will select that option and choose the Spend Authorization you are creating the Expense Report for. All of your authorization lines (and documentation) will be there. You will only need to add any missing receipts (ex: Uber receipts).
Memo	
Company ★ ✕ Columbus State Community College	
Expense Report Date ★ 04/09/2023	
Business Purpose ★	

[OK]   (Cancel)

Create Expense Report from Spend Authorization (Travel)
Be sure to upload your signed PD Funding Request Form in the "Attachments" area.

For travel, you will use "Create Expense Report from Spend Authorization". All of the Expense Lines will already be filled in from the spend authorization. You will only need to update with receipts. Only include reimbursable items. Do not include expense items if the college has already pre-paid them. You can only be reimbursed for items you paid.

No image available yet.

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Create Expense Report (Non-Travel) –Example Registration Fees
Be sure to upload your signed PD Funding Request Form in the "Attachments" area.

Edit Expense Report EXP-10000071 Online Conference Registration ...

Pay To	Status	Personal	Prior Balance Applied	Reimbursement	Total
Employee: Elizabeth Hammond	Draft	0.00 USD	0.00 USD	750.00 USD	750.00 USD

Attach your signed PD Funding Request Form

Add Expense Lines for each item. You can include more than one Expense Line in all expense reports, not just travel. For example, you can include membership dues along with your registration fee on one Expense Report. Just be sure to upload receipts for each line item

Header   Attachments   Expense Lines

Add

1 item
Tue, Oct 18

Registration fees   750.00 USD
Teaching Professor Online Confere...

Expense Line

Invoice - 2022 Bulk Registration - Teaching Professor Conference Online.pdf
Uploaded by Elizabeth Hammond   9 minutes ago

Comment

Upload

Field	Value
Date	* 10/18/2022
Expense Item	* ✕ Registration fees
Quantity	* 1
Per Unit Amount	* 750.00
Total Amount	* 750.00
Currency	* USD
Memo	Teaching Professor Online Conference
*Cost Center	✕ CC1001010 Psychology and Education
*Fund	✕ 10 General Fund
Grant	
Project	
Additional Worktags	✕ Financial Reporting Category: Instructional and Departmental Research
	✕ Location: Columbus Campus

Instructions

Expense Report:
Please attach your registration form and agenda in the attachments section of this expense item. Please attach receipt.

Item Details

Pick up reimbursement check from Cashier's Office?   ☐

Should Business Office Prepay (Yes or No)?   * No

Itemization

Remaining Amount to Itemize   750.00/750.00 USD

Add   *Just use the full total from receipt(s). No need to itemize.*   0 items

Receipt Included

Leave this area as it defaults until further notice.

enter your comment

Submit   **Save for Later**   **Close**