

*For Digital Distribution Only*

# Knight Vision Presents: Workday Concepts

## Expense Reports & Spend Authorizations

All expense reports and spend authorizations will be processed through Workday. Capture, submit, approve and track expenses from your desktop computer or mobile device.

### Say Goodbye to Paper forms and receipts!



On the road? Upload images of receipts from your mobile device.

### Payment Elections

Assign bank account routing and receive electronic payments. The account can be the same or different from your paycheck.

### All Employees

- Submit Spend Authorization
- Submit Expense Reports
- Attach Receipts Using Desktop or Mobile Image Upload
- Allocate to Cost Center
- Route for Approval
- Assign Direct Deposit Account
- View Status

### Managers

- Submit Directly or Delegate Creation of Expense Reports to Assistant
- Approve Spend Authorizations
- Approve Expense Reports
- Track Departmental Expenses
- Report on Expenses

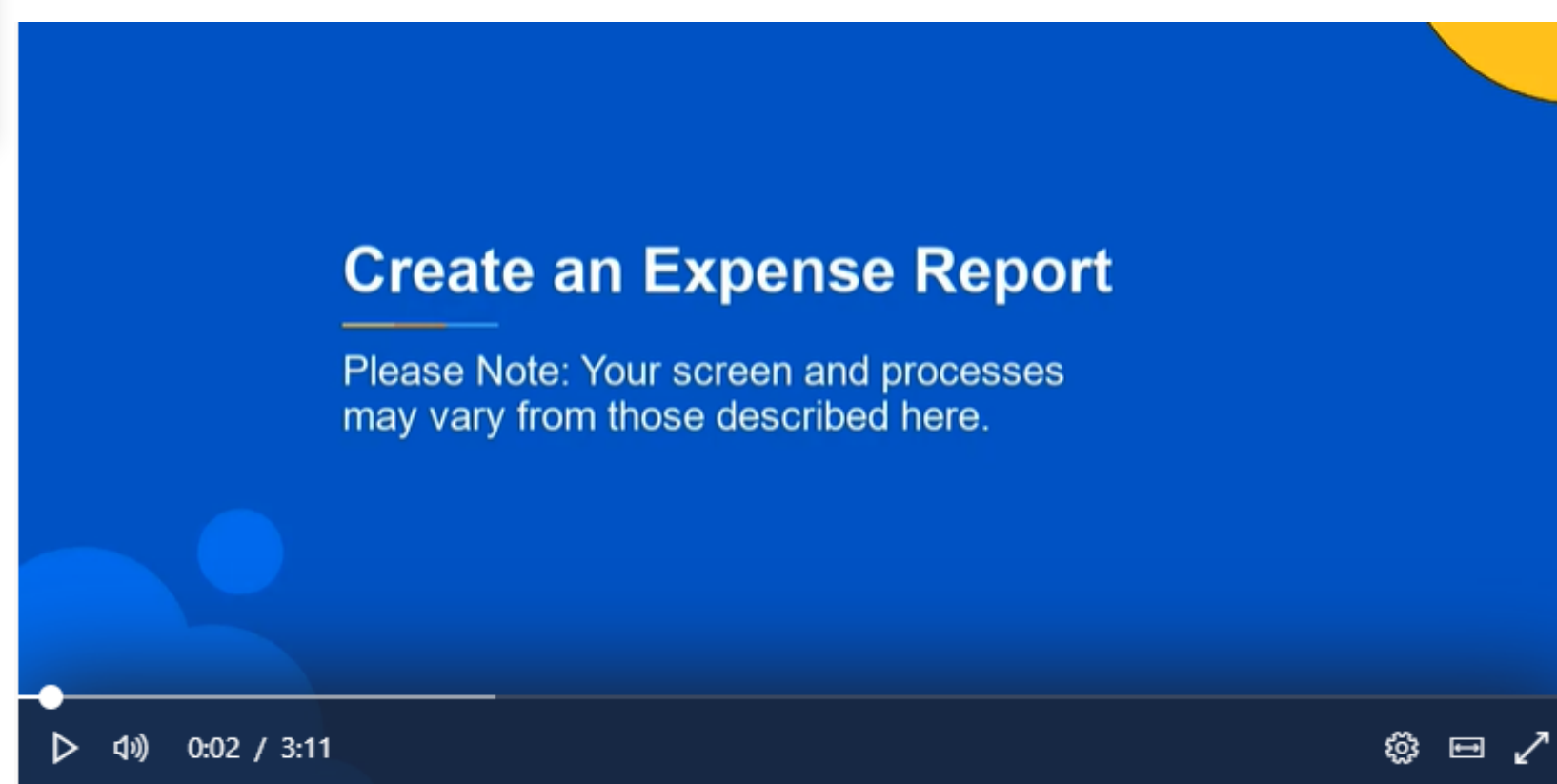



### Any Device

Expense reports and spend authorizations can be submitted, approved and tracked on your desktop or mobile device.

### Delegate

Spend Authorizations and Expense Reports can be created on behalf of managers and faculty members by someone within their respective College/Division Business Center.



### Expedite Reimbursement

Easily submit your expense report immediately after travel. Avoid issues with the help of Workday provided policy guidance. Reports are routed immediately for approval. This means quicker approval and reimbursement turnaround for you.

### My Expense Reports

The desktop and mobile expense app allows you to quickly check the status of your expenses reports and view expense report history.



**[CLICK TO PLAY DEMO ON HOW TO CREATE AN EXPENSE REPORT](#)**