



Washington University in St. Louis

SCHOOL OF MEDICINE

Office of Finance

April 18, 2022 – Updated February 2, 2024

WORKDAY STANDARDIZED APPROVAL PROCEDURES

General:

Deans Finance Office follows AP guidelines and approves documents based on the Washington University School of Medicine Entertainment Policy & the Washington University in St. Louis Business Expense Policy. Both policies can be found using the link below.

[Entertainment, Gifts, Floral, Recruitment & Travel | Office of Finance | Washington University in St. Louis \(wustl.edu\)](#)

Gift cards are an unallowable expense at the School of Medicine. For unforeseen circumstances, prior approval from the Dean's Finance Office is required.

Gifts from one department to another or one employee (including faculty) to another are not allowable. (This includes Admin Day gifts and flowers). Employee morale "gifts" from the Department/Division are allowable (up to \$100).

Itemization Requirement:

- Alcoholic beverages are required to be itemized when using supplier invoice requests, employee reimbursement via expense report, and reconciling Procard transactions.

The Deans Finance Office, AP, and the Procard Department **does NOT** require the following items to be itemized. This is a change from past years.

- Sales tax
- Service and delivery fees
- Tips/Gratuities

Uber Eats:

- Uber Vouchers need proof of purchase from Uber Trip (Merchant). The Excel worksheet with list of names and amount is good but not acceptable to be used as proof of payment for audit reasons.

Travel:

- Agent fee- use airfare category, do not itemized the agent fee. Do not use Travel Other category. Procard transactions- preferred category to use General Services.
- Travel Other should be used for non-reimbursable, unallowable expenses. Travel other- would be for things that require exception approval. For example, insurance for airfare or car rental in the US. For spouse travel use expense item Spouse/Domestic Partner Travel and it will route to Senior Finance Approver. The third person would be coded to "Travel Other" (child or 3rd guest).

- Flight comparison- 2 weeks out and avoid holidays. Try to use the same days of the week that match the dates of the conference.
- If flight protection plan (airfare insurance) is purchased, it needs to be deducted as it is not an allowable expense. If traveler requests is requesting exception approval, this needs to be itemized and coded to Travel Other and a justification needs to be listed for this purchase.
- Meals- required to itemize the alcoholic beverages.
 - Travel individual meal category- self-explanatory- individual meal for traveler.
 - Travel group meal category- use when group are WASHU employees.
 - Social & Entertainment purchases and supplies category- meals that include entertainment of an individual other than another employee.
- **Checklist for approving travel:**
 - Conference agenda is uploaded if meals are being claimed.
 - Start and end dates of travel are listed under header tab in the memo section.
 - Destination added to header tab in the memo section.
 - Dates of travel match the agenda.
 - Dates of travel entered in memo under expense line.
 - Airfare is for the employee.
 - Alcohol is itemized.
 - Insurance is itemized to travel other.
 - Proof of payments showing credit card was charged. Avoid acknowledgments and confirmations. Sometimes lodging has a balance due.
 - Mileage to destination needs airfare comparison.
 - Rental car- economy class is allowable anything above economy will require a comparison.
 - Itemize lodging receipt if other charges are listed. Example- parking, meals, internet, etc.
- **Checklist for approving expense reports:**
 - Correct category is being used
 - Food, decorations for event, etc., – social and entertainment purchases and supplies
 - If department requires itemizing deposit, rental service and delivery fees, the category to use is social and entertainment SERVICES
 - If department requires itemizing tips/gratuities, the category to use is tips/gratuities non travel.
 - Tip/gratuities does not exceed the 20% limit
 - Alcoholic beverages are itemized
 - Farewell and Retirement- employees' name, affiliation and how many years employed at the university is required information.
 - Meals provided for at lab/business meetings
 - Business purpose/justification is required
 - Less than 13 list attendees names
 - Dates on receipts are required to match in WorkDay under the expense line.
 - Reimbursing for an event or dinner- enter attendee's names (*13 or under*) and number of persons under the item details area.
 - Events Other categories – do not use. It does not route to any approvers.
 - Campus Meals category is to be used when charging a grant.

Contact Person:
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Example of Header tab with destination and travel dates entered in memo field. This is required information and is policy.

Header	Attachments	Business Process	Expense Lines
Expense Report Number		EX00075581	
Memo		Reimbursement for SGIM conference travel - Orlando Florida April 6th-8th	
Company		CP00001 Washington University in St Louis	
Expense Report Date		04/11/2022	
Business Purpose		Conference Travel	
Reimbursement Payment Type		Direct Deposit - Payroll	
Budget Check Status		Pass	

Example of where to list attendee's names and how many participants:

3 weeks ago	Item Details	
	Attendee(s)	Arnab Majumder Britta Han Cameron Casson Chet Hammill jared Mckallister + More (5)
	Number of Persons	10
lies	Business Topics	(empty)