



Expenses and SNC Expense Card Tip Sheet

Workday Expenses

- SNC Expense Cards: Currently referred to as “P-cards,” these SNC-issued credit cards are to be used for travel and small-good purchases.
- Workday Expense Report: The task in Workday that will allow users to reconcile SNC Expense Card purchases and submit appropriate personal card charges for reimbursement.

Expenses FAQs

1. How do I get a cash advance for travel?
 - Cash advances will no longer occur. You will use your SNC Expense Card for appropriate travel expenses.
2. How will my reimbursement be provided?
 - After Workday Finance goes live, you will select how you wish to be reimbursed: check or direct deposit. If you have direct deposit set up, that account will be selected as the default.
3. Will I need to submit receipts with my expense reports?
 - Yes, for purchases more than \$25, a receipt is required as an attachment on your expense report in Workday.
4. Can I add receipts as I make purchases?
 - Yes, using the Workday Mobile App, you can take photos of receipts which will automatically initiate new expense reports.
5. How do I know if my expense report has been approved?
 - You may check the status of your expense report in Workday to see if it is Waiting for Approval, Completed or Canceled.
6. How will I get tuition reimbursement?
 - Expense reports currently are used for tuition reimbursement. Following Workday Finance implementation, you will request a One-Time Payment in Workday.

SNC Expense Card FAQs

1. Will I need a new card?
 - No, current “P-cards” will now be called “SNC Expense Cards.” The usage and reconciliation process will change, but the card will remain the same.
2. Can I delegate reconciliation and reimbursement tasks in Workday?
 - Yes, you can use the delegation process to allow someone else to submit expense reports on your behalf.
3. Will I use PaymentNet to reconcile my SNC Expense Card?
 - No, reconciliation will occur directly in Workday when you submit an expense report with the charge. These charges will be pulled directly into Workday to expedite this process and ensure no charges are missed.
4. What do I do if I accidentally charge a personal expense to my corporate card?
 - The current process will continue: Write a check that will be processed through the Bursar.