WILLIAM & MARY
CHARTERED 1693

1314 S Mt. Vernon Avenue
Williamsburg, VA 23185
Ph. 757-221-4573 / Fax 757-221-2846

TO: W&M and VIMS Colleagues

FROM: LaDonna Brown, Assistant Director, Travel Management

SUBJECT: IMPORTANT PLEASE READ -Travel Expense -Workday Go Live and Updates

DATE: July 1, 2025

As of July 1, 2025, Workday Expense is now the official system for submitting Spend Authorizations and Expense Reports. Chrome River is now retired and will no longer be used for travel reimbursements. We understand this transition is a big change, and we appreciate your patience as we all adjust together. While there may be a few bumps along the way, we're here to support you through every step of the process.

New Update to Travel Policy

Effective July 1, 2025

- Travel Days (departure and return) will continue to be reimbursed at 75% of the daily per diem rate.
- No deductions are required now for meals provided on these travel days.

Example: If dinner is provided during a conference on your travel day, you no longer need to deduct that meal.

This change simplifies per diem processing and aligns with Workday system capabilities.

Updated Cash Advance Procedures, Effective July 1, 2025

To better align with Workday's full functionality, there are updated procedures for Cash Advance requests for William & Mary and VIMS.

Key Changes to Note:

- Cash Advance requests are now approved by the Director of Accounting and Tax Compliance, not the Cashier's Office.

Requesting a Cash Advance:

- Submit a Spend Authorization in Workday.
- Attach a signed Acknowledgement of Financial Responsibility Form.(valid for one fiscal year)
- Travel Advances: Funds are disbursed at least 10 days before departure date.
- Non- Travel Advances: Funds are disbursed up to 45 days before the event.

Reconciling the Advance:

- Must be reconciled within 60 days of the travel or event completion.
- Submit an Expense Report in Workday with all required receipts, matched to the original Spend Authorization.
- Return any unused funds to the Cashier's Office (Blow Hall) by cash or check after your expense report has been approved to avoid balance discrepancies.

Noncompliance:

- Failure to reconcile may result in payroll deduction and classification as taxable income per IRS regulations.
- All cash advances must be resolved prior to an employees' separation from the university.

1314 S Mt. Vernon Avenue
Williamsburg, VA 23185
Ph. 757-221-4573 / Fax 757-221-2846

Review Full Policy here: Cash Advance Policy.

Workday Travel Expense Updates

Terminology:

Workday Term	Former Term
Spend Authorization	**Pre-Approval**
External Committee Member (Student or Non-W&M Affiliate)	**Non-W&M Affiliate**
Worktag	**Index**
Spend Category	**Account Code**
Expense Data Entry Specialist	**Chrome River Delegate**
Grant/Gift/Project/Designated Worktag Manager	**Budget Approver**
Hierarchy Cost Center Manager	**Dean/VP or International Approver**

Expense Payment Elections in Workday

All employees are required to **manually update their Expense Payment Elections** in Workday starting July 1 to receive direct deposit reimbursements for travel and non-travel expenses.

📄 **Job Aid available** on the Workday Launch Website

New Security Roles in Workday:

1. **Expense Data Entry Specialist Role**
   - This role allows you to submit Spend Authorizations and Expense Reports on behalf of others (employees, students, or guests).
   - If you had this role in Chrome River, you should have access in Workday
     - To verify access: Type "Create Expense Report for Worker" or "Create Expense Report for Non-Worker". If these tasks do not appear, request the role through Workday Support Portal.

.

2. **External Committee Member Process**
   - Departments must create ECM's in Workday for guest or affiliate reimbursements.
   - ECM's are no longer processed through the Vendor Registration in BuyW&M
   - Access for this role is requested through Workday Support Portal.
   - Job Aid available on the Workday Launch Website providing instructions on how to create a guest in Workday.

Please Note: Current Students are automatically loaded and ready for use in the system.

1314 S Mt. Vernon Avenue
Williamsburg, VA 23185
Ph. 757-221-4573 / Fax 757-221-2846

International Foreign Conversions

Workday does not automatically convert foreign currencies. Traveler must use the OANDA currency Converter to convert receipts that are in foreign currencies. Please see Job Aid on the Workday Launch Website.

Per Diem Wizard vs. Per Diem Actuals

In Workday, you will now see two options for per diem reimbursements:

1. **Per Diem Wizard**
   - Standard option using travel dates and destination.
   - Best for travelers requesting full per diem.

2. **Per Diem Actuals**
   - For group travel, partial per diem, or reimbursements based on actual receipts (e.g., Advancement, Athletics, or CARS).
   - Use this option when not claiming full per diem or for specialized needs based on actual amounts.

NEW Travel Exception Calculators For Lodging and Business Meals

All lodging and business meal expenses submitted for reimbursement require completion of the appropriate calculator form.

These forms will help determine allowable overages and required approvals

- Travel Exception Calculator for Lodging
- Travel Exception Calculator for Business Meals

Note: Workday does not calculate these automatically on the Spend Authorization or the Expense Report in Workday. If there are overage, the forms must be approved manually by the appropriate approver and attached to the expense report.

Resources and Job Aids

All resources and job aids available on the Workday Launch Website. More job aids and webinars are coming soon!

Helpful Resources:

- Workday Site: Workday | William & Mary
- Workday Support Portal: https://help.workday.wm.edu/
- The Travel Website is your sole source for all travel policies: https://www.wm.edu/offices/financialoperations/travel/
- All archived Travel Newsletters can be found on the Travel Website- Announcements https://www.wm.edu/offices/financialoperations/travel/announcements/