**SDES Expense and Travel Request Form Instructions**

**Expense Request Form**

* This should be filled out in its entirety to ensure the transaction is completed correctly.
* The first section should be completed by the staff member (or student in some cases) requesting the purchase.
  + Identifying information is needed for any follow up and/or delivery information.
* Departmental Budget Details:
  + Cost Center – this is equivalent to the department number in PeopleSoft.
    - If you are unsure what your Cost Center is, please contact your Trav/Proc Coordinator.
  + Legacy Department – As indicated, this is your old PeopleSoft department number.
  + Fund – Please select the one that most reflects the expense.
  + Program – Please select the number that most reflects the expense.
  + Gift – Foundation expenses only.
  + Division – This will be D265, unless you are Student Financial Aid or Housing and Residence Life (Rosen, Northview, Convocation Corp, or UnionWest)
* Vendor Information - Please complete this section to the best of your ability. When using a new vendor not already in Workday, you must first go to the portal to enter the vendor’s information: [Workday (myworkdaysite.com)](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwd1.myworkdaysite.com%2Fsupplier%2Fucf%2Fsupplier_registration&data=05%7C01%7Csekern%40ucf.edu%7C4356b24d736f42d4b33908da669d3dec%7Cbb932f15ef3842ba91fcf3c59d5dd1f1%7C0%7C0%7C637935122786236034%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=V%2BnmZ4Z5Z64aOncoM8cK1iPllR2O8OWQD14Aj3q5Vg8%3D&reserved=0)
* Purchase Details - Please provide as much detail as possible about your purchases and note accurate prices
* Quote Thresholds - For large dollar items, this section indicates how many and what types of quotes you may need to complete the purchase.
  + $75k+ requires a formal Invitation to Bid/Invitation to Negotiate, a Waiver of Competition (requires approval by Procurement management prior to the purchase being initiated), or a Sole Source (must be approved by the Vice President, Procurement and the Chief Financial Officer prior to the purchase being initiated).
* Benefit to the University – This section must be completed, as it is a requirement in WorkDay to complete any transaction.
* Justification of Purchase – this would be a more specific explanation of why the department requires the goods or services to accomplish the benefit.
  + This section is required for ASF expenses.
* Signatures - only required if the department/funding source requires it.
  + This section is required for ASF expenses.

**Travel Request Form**

* This should be filled out in its entirety to ensure the transaction is completed correctly and for the staff member to be reimbursed as needed.
* First Line - Department name, department’s Cost Center number, and date.
* Second Line:
  + Choose individual or group leader to identify if this is single or group travel.
  + Indicate if person traveling or group leader is an OPS employee.
  + Indicate if the person traveling or the group leader is a U.S. citizen.
  + Complete the NID of the person traveling or the group leader.
* Personal Information - the person traveling or the group leader only. All information is required.
  + When used for group travel, information for other travelers will be requested/completed separately.
* Details of trip are needed in their entirety to request the P.O.
* Benefit to the Student Body – only required for ASF funded travel.
* Additional WD Information - choose a Fund and Program number from the drop-down boxes.
* Registration, Transportation, and Hotel – complete all relevant information (example: if there is no registration, please leave blank).
* Estimated Costs – estimate as best you can in order to ensure enough budget is encumbered to fund the trip.
* Detailed Notes or Calculations – provide an explanation of how you costs were calculated (example: 3 nights in hotel at $175 per night).
* ASF Entries – ASF funded travel requires a CRT number and activity number to identify the student group/agency.
* Housing Entities - must choose a location from the drop down box.
* Signatures are only required if the department/funding source requires it.
  + This section is required for ASF funded travel.