

## Workday Invoices and Receipts: Quick Reference Guide

What Am I Paying?	What Do I Do With the Invoice or Receipt?
Foreign National: Payments to foreign nationals for visitor travel, guest speaker and independent contractor services	Initiate payments to foreign nationals on appropriate paper form (see <i>Workday Payments: Quick Reference Guide</i> ). Attach all original receipts and submit to Accounts Payable, Box J.
Goods and Services: Purchase Order	Send the invoice to Accounts Payable, Box J. Accounts Payable will process the invoice for payment and scan the invoice into Workday. The scanned invoice becomes the official invoice of record.
Goods and Services: Supplier Invoice	Scan and attach the original invoice to your <i>Create Supplier Invoice</i> payment request. The scanned/attached invoice becomes the official invoice of record. After the invoice has been processed and paid, you can destroy the original paper invoice.
Goods and Services: PCard	Keep original receipts for all credit card purchases for seven years. If the purchase is charged to a grant, receipts must be kept for seven years or three years following the government's final payment, whichever is longer.
Reimbursements: Cash (limit \$100)	Attach original receipt(s) to the <i>Cashier's Office Business Expense Reimbursement Form</i> or the <i>Cashier's Office Travel Expense Reimbursement Form</i> found on the Controller's Office website. Visit the Cashier's Office on the 2 <sup>nd</sup> floor of the Brown Office Building to be reimbursed. Don't forget your Brown ID.
Reimbursements: Brown faculty, staff, and students	Scan and attach the original receipt(s) to your <i>Create Expense</i> payment request. The scanned/attached receipt(s) becomes the official receipt of record. After the expense report has been processed and paid, you can destroy the original paper receipts.
Reimbursements: Visitor/guest who is not receiving payment for services	Initiate visitor travel expense reimbursement on the <i>Visitor Travel Reimbursement Form</i> . Attach all original receipts to the form and send to Accounts Payable, Box J.

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