## Overview

This document explains how Expense Data Entry Specialists can create an expense report on someone else's behalf.

Please refer to the *Expenses FAQs* job aid to review commonly asked questions about expense reports.

Recommendation:

- The recommended browser for accessing Workday is Google Chrome. However, Mozilla Firefox and Apple Safari may also be used.

## Considerations by Institution

- None.

## Icons Referred to in This Document

* Required Field

Radio

Prompt

Calendar

Check Box

## Create an Expense Report for Worker

**Notes:**

- This task is performed when creating an expense report on another person's behalf.
- This task is similar to the Create Expense Report self-service task that is addressed in the *Expense Reports for Employees* job aid.
- Some fields may or may not be auto populated. Any field that automatically populates should be left as is unless a change to the field is required. Fields that do not autopopulate should be entered in.

1. Enter ***Create Expense Report for Worker*** in the **Search** bar and select the task.
2. The **Create Expense Report for Worker** page displays.
3. Review the **Instructions** section.
4. Fill in the following fields:
    a. **Pay To**: Enter the ***Worker's Name***.

    **Notes:**

    - Pay To is the worker you are creating an expense report for.
    - If the payee is a non-employee (such as a student or candidate), their name displays as ***"Contingent Worker: [Name]."***
    - If the desired payee does not appear in the Search results for this prompt, you will need to create a Contingent Worker record for them before completing this process. For instructions on creating a Contingent Worker record, please review the *Non-Paid Worker (Contingent Worker) Management* job aid.

b. **Creation Options**: use the **Radio** to select one of the options:
   1. **Create New Expense Report**
   2. **Copy Previous Expense Report**: use the **Prompt** to select the ***Expense Report***.
   3. **Create New Expense Report from Spend Authorization**: use the **Prompt** to select the **Spend Authorization**.

      Note: An approved spend authorization is required for travel expenses.

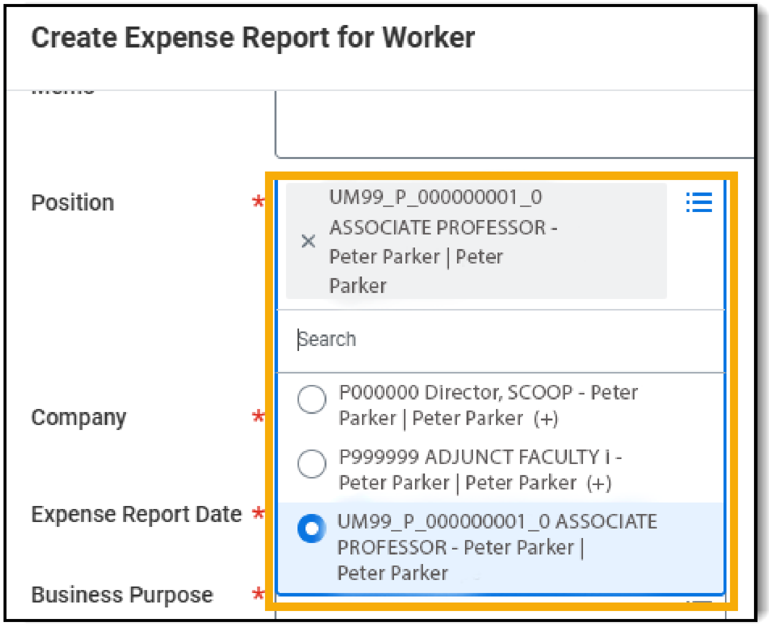
c. **Final Expense Report for Spend Authorization**: select the **checkbox** if applicable.

   **Note:** If an additional Expense Report is needed, do not select Final Expense Report. Selecting Final Expense Report for Spend Authorization closes out the associated Spend Authorization.

d. **Memo**: enter a ***Memo***.

e. (Optional): Use the **Position prompt** and select the role appropriate for the expense report.

   **Notes:**
   - The Position prompt only displays for users who have multiple jobs.
   - When choosing a position, select the job for which the expense report is being submitted.
   - Secondary positions display with a **(+)** symbol after the job title.



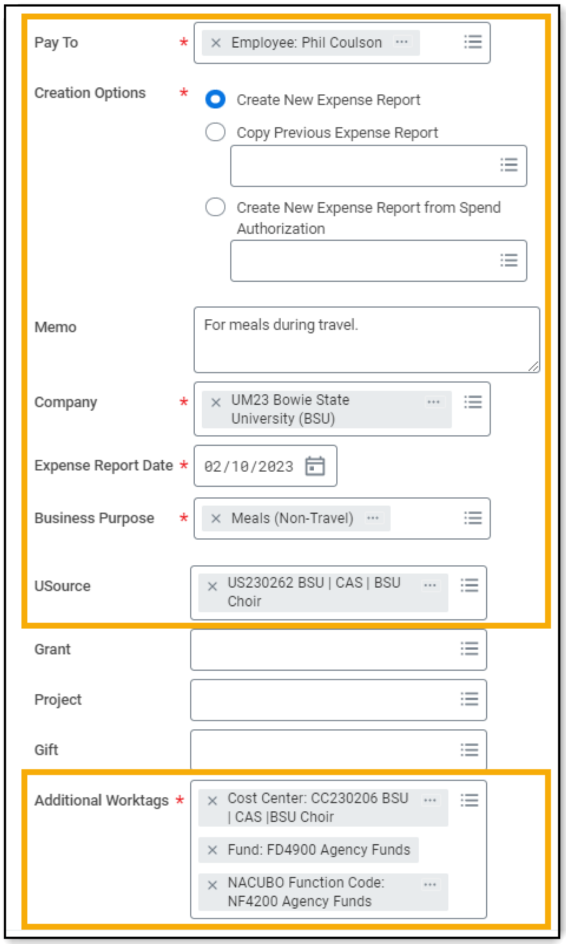

f. **Company**: automatically populates to your institution.

g. **Expense Report Date**: automatically populates to today's date.

h. **Business Purpose**: use the **Prompt** to select the **Business Purpose**.

i. Use the **Prompt** to populate only one of the following worktags: **USource, Grant, Project, or Gift**.

j. **Additional Worktags**: automatically populates based on Driver Worktag selection.


Pay To *
Employee: Phil Coulson
Creation Options *
Create New Expense Report
Copy Previous Expense Report
Create New Expense Report from Spend Authorization
Memo
For meals during travel.
Company *
UM23 Bowie State University (BSU)
Expense Report Date *
02/10/2023
Business Purpose *
Meals (Non-Travel)
USource
US230262 BSU | CAS | BSU Choir
Grant
Project
Gift
Additional Worktags *
Cost Center: CC230206 BSU | CAS |BSU Choir
Fund: FD4900 Agency Funds
NACUBO Function Code: NF4200 Agency Funds

5. (Optional) If there are credit card transactions associated with this expense report for the worker, scroll down and select the **Credit Card Transactions** tab.
    a. Select the **Check boxes** for applicable Credit Card transactions to include.

    **Note:** Checking applicable Credit Card transactions automatically populates the Expense Line, which you will see after selecting OK in Step 5.

    b. Select the **Check Boxes** for applicable **credit card transactions** to include.

    **Notes:**

    - Credit Card transactions must be populated prior to creating the expense lines for expensing credit card transactions.
    - If the credit card transactions are not in the table, the credit card transaction is not ready to be expensed on the expense report.

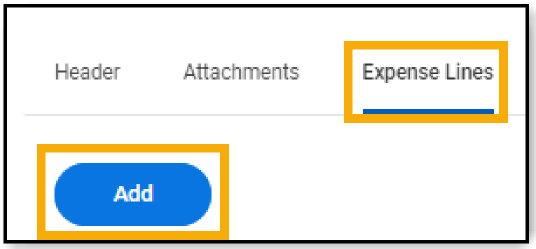
6. (Optional) If there are quick expenses associated with this expense report for the worker, select the **Quick Expenses** tab.

    **Note:** Quick Expenses must be populated prior to creating this expense report if you plan on using Quick Expenses for the worker's expense report.

    a. Use the **checkboxes** to select the applicable **Quick Expenses** to include.

7. Select **OK**.
8. The Create Expense Report for Worker page displays.
9. Under the **Expense Lines** tab select **Add**.

    **Note:** If any credit card transactions and/or quick expenses are selected, they automatically populate as their own expense lines and do not need to be added as expense lines.




10. Fill in, review, or update the following fields in the **Expense Line** section that appears:

a. **Drop files here** or **select files**.

   **Notes:** Notes:

   - This is a required field.
   - Uploaded files should pertain to the expense, such as receipts.

b. **Date**: automatically populates to today's date; use the **Calendar** to change the date to the **expense date** if applicable**.**

c. **Expense Item**: use the **Prompt** to select the **Expense Item.**

   **Note:** Depending on Expense Item selected, Item Details may appear to complete.

d. **Quantity**: enter the ***Quantity***.

   Note: Depending on Expense Item Selection, Quantity may appear to complete.

e. **Per Unit Amount**: enter the **Per Unit Amount**.

   **Note:** Depending on Expense Item Selection, Per Unit Amount may appear to complete.

f. **Total Amount**: enter the ***Total Amount***.

g. **Memo**: Enter the ***Memo***.

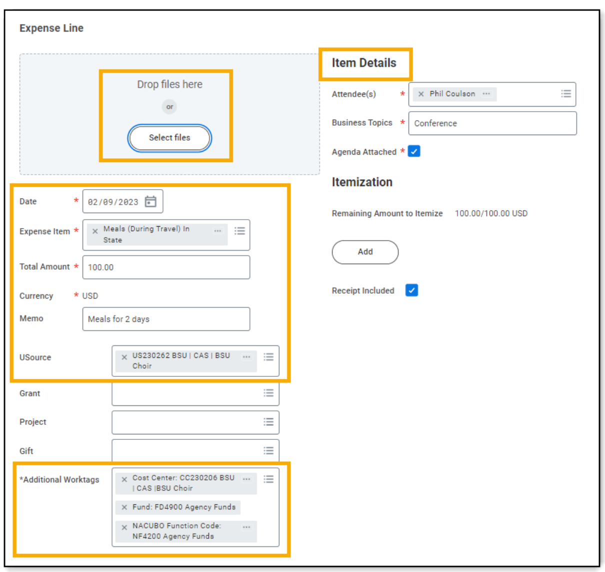
h. Use the **Prompt** to populate only one of the following worktags: **USource, Grant, Project, or Gift**.

i. **Additional Worktags**: automatically populates based on Driver Worktag selection.

j. Fill in the fields in the **Item Details** section that appear for you.

   **Notes:**

   - If this section appears for your selected Expense Item, the fields in this section are required.
   - Item Details populates based on the Expense Item selection. For example, Hotel In State populates State and End Dates to select, whereas Meals (During Travel) In State will populate Attendees and Business Topics.
   - If Item Details requires Departure and Arrival Dates, the Departure Date is when you begin your travel and the Arrival Date is when you return home from travel.




**11.** (Optional) Select **Add** in the **Itemization** section.

**Notes:**

- If you do not have a reason to itemize, do not select Add under Itemization. Instead, skip to step 13.
- If you do need to itemize, you may need to add multiple Itemizations until the remaining amount to itemize is 0.00.

**12.** Complete the following fields on the Itemization form:

   **a.** Select **Add**.

   **b.** The Itemization pop up displays.

   **Note:** Fields in the Itemization popup are dependent on the Expense Item selection.

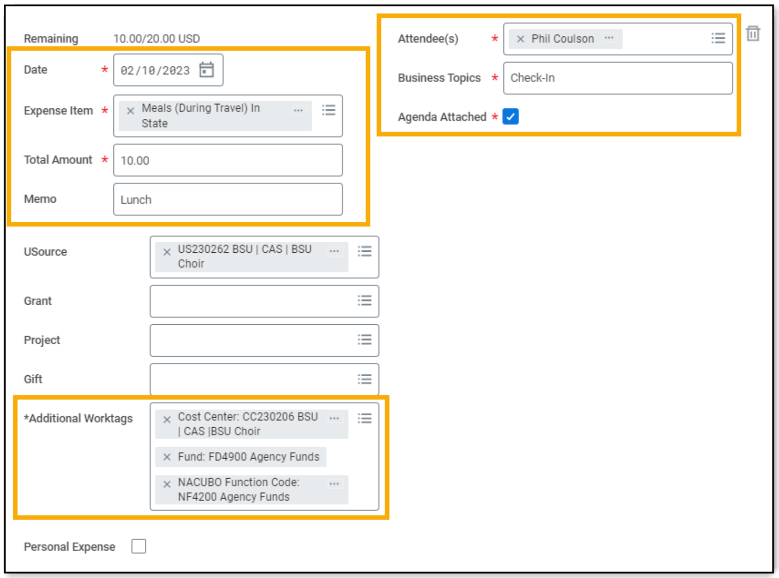
   **c.** **Total Amount**: enter the ***Total Amount***.

   **d.** **Memo**: enter the ***Memo***.

   **e.** Use the **Prompt** to select only one of the following worktags **USource, Grant, Project, or Gift**.

   **f.** **Additional Worktags**: automatically populates based on Driver Worktag selection.

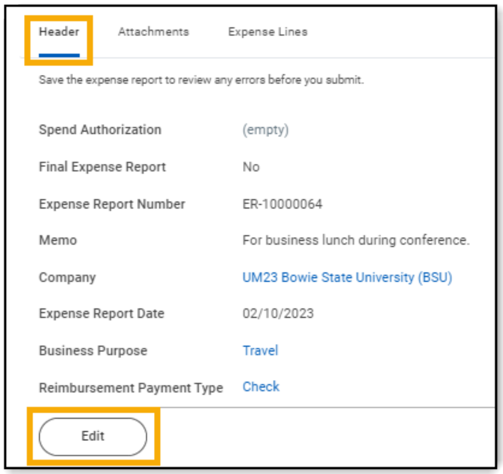
   **g.** **Personal Expense**: select the **checkbox** if applicable.




**13.** **Receipt Included**: Select the **checkbox** if applicable.

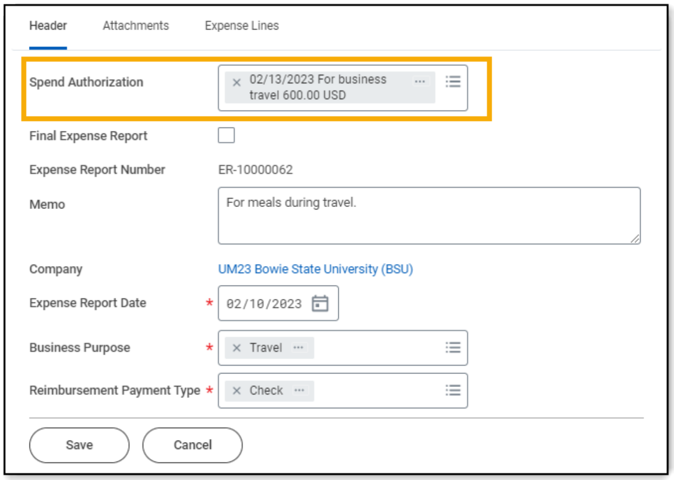
**14.** (Optional) Select **Add** to create another **Expense Line** and repeat actions in steps 8 and 9 as applicable.

15. (Optional) Select the **Header** tab to review and edit the following information:
    a. Select **Edit**.




    b. **Spend Authorization**: Automatically populates if Expense Report was created from a Spend Authorization; or use the **Prompt** to select/edit the **Spend Authorization**.

    **Note:** The Spend Authorization must be approved prior to creating an expense.




    c. Select **Save**.

16. Select **Submit**.

    **Notes:**

    - If a correction was made to the expense report, all applicable parties will receive a notification.
    - After submitting the expense report for worker, it will be reviewed.
    - The employee you created the expense report for will receive a notification stating it was submitted on their behalf and also if the expense report is approved.
    - If the expense report is denied, the worker and initiator will receive a notification.