## Overview

This document explains how to create and view expense reports in Workday. An approved spend authorization is required for all travel-related expenses. See Create Spend Authorization Job Aid for more information.

Some employees can create expense reports for another employee. This will be dependent on each department. Employees creating expense reports on behalf of another employee need the Expense Data Entry Specialist role. Please refer to the Create Expense Report for Worker job aid.

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

**Recommendations:**

- 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

Prompt

Related Actions

Required Field

Calendar

Radio

## Create Expense Reports for Employees

**Note:** An approved spend authorization is required for all travel-related expenses. Please review the *Create Spend Authorization job aid* for more information.

1. Enter ***Create Expense Report*** in the **Search** bar and select the task.
2. The Create Expense Report page displays.

   **Note:** Please review the Instructions provided at the top of the Create Expense Report task for guidance on allowable expenses, per diems, and required attachments needed for the request.

3. Use the **Radio** to select a creation option under **Creation Options**:
   a. Create new expense report.

      **Note:** After selection, skip to step 4.

   b. Copy previous expense report.

      **Note:** Select the **Prompt** and choose the previous expense report.

   c. Create New Expense Report from Spend Authorization

      **Notes:**

      - This allows you to create a new Expense Report based on an <u>APPROVED</u> Spend Authorization. You have the ability to view and select any Spend Authorizations you have created by selecting the **Prompt**.
      - Refer to the Create Spend Authorization Job Aid for more information on creating a Spend Authorization.

   d. Select **Final Expense Report for Spend Authorization** if this is the final expense submission for the Spend Authorization.

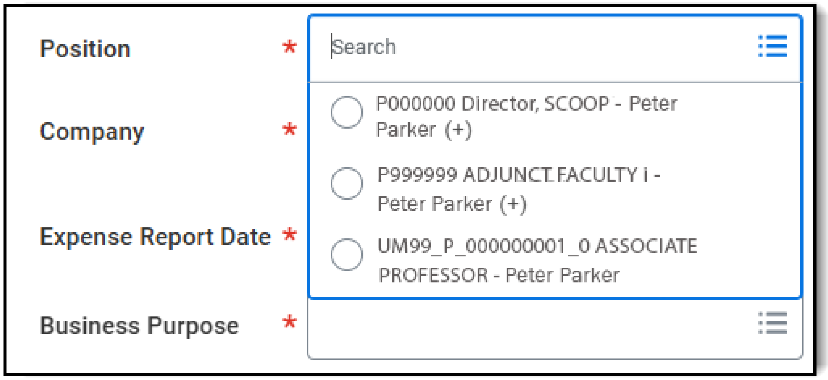
      **Notes:**

      - If an <u>additional Expense Report is needed</u>, **<u>do not select Final Expense Report</u>**. Selecting Final Expense Report for Spend Authorization closes out the associated Spend Authorization.
      - This step only applies to expense reports created from Spend Authorizations.

4. Fill in the following fields:
   a. (Optional) Use the **Position prompt** and select the role appropriate for the expense report.

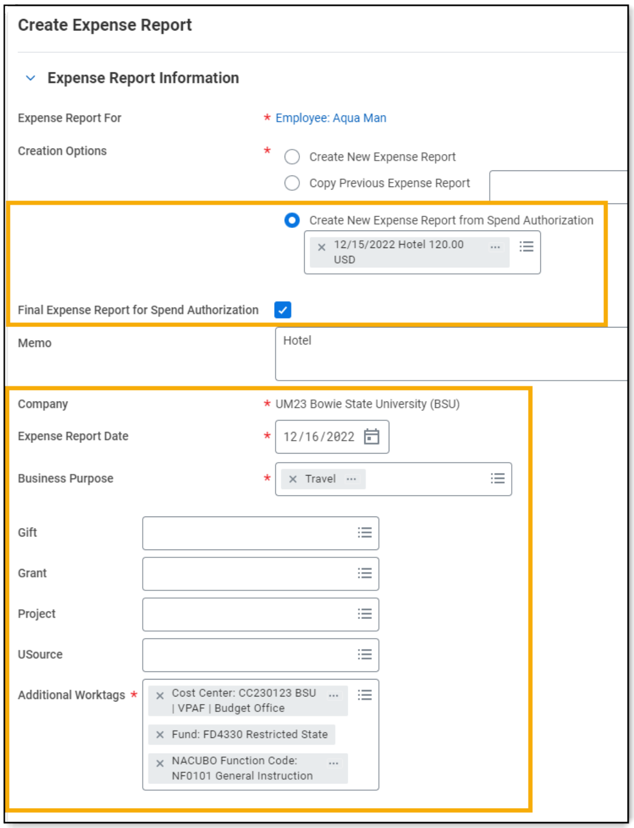
      **Notes:**

      - The <u>Position</u> 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.



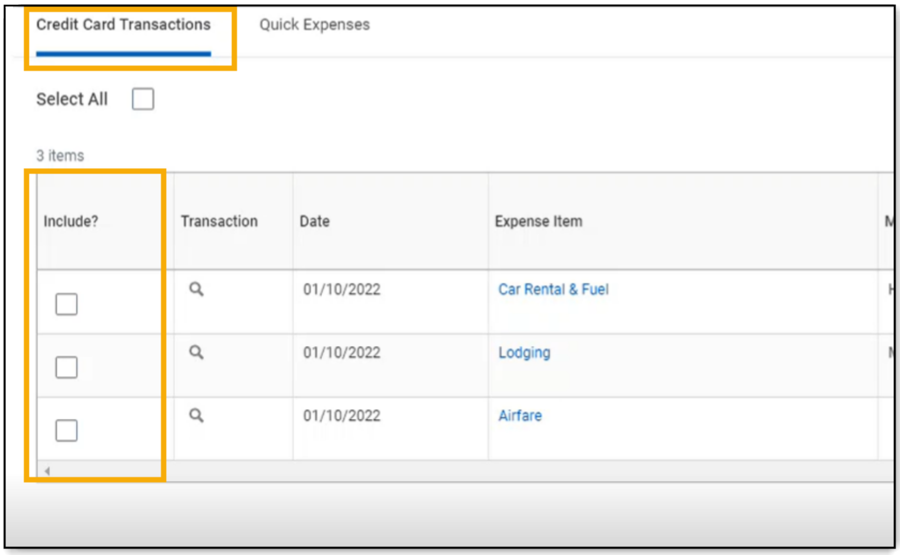
b. **Company**: Defaults to your institution and cannot be changed.
c. **Expense Report Date**: Automatically populates with current date.
d. **Business Purpose**: Automatically populates with Business Purpose indicated in the Spend Authorization. For non-travel related expenses, use the **prompt** to select **Business Purpose**.
e. **Gift**: Select the **Prompt** and choose a **gift worktag** OR
f. **Grant**: Select the **Prompt** and choose a **grant worktag** OR
g. **Project**: Select the **Prompt** and choose a **project worktag** OR
h. **USource**: Select the **Prompt** and choose a **USource worktag** OR
i. **Additional Worktags**

**Note:** Identifies Fund and Program the expense is charged to. This field defaults to the Worktags associated with the employee's department.

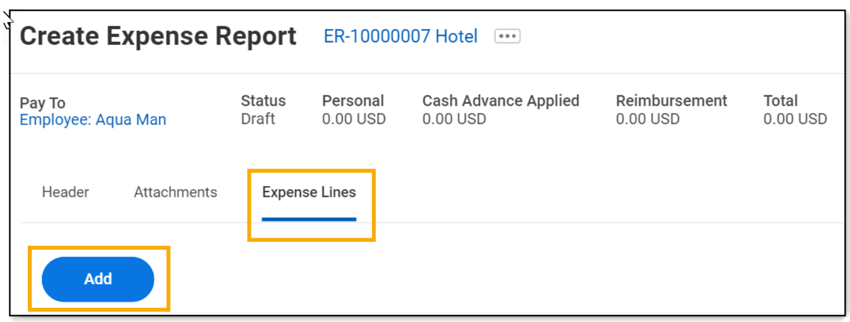



5. Scroll down to the **Credit Card Transactions** tab if applicable.
   a. Select the **checkboxes** in the table of the relevant credit card transactions to include in the expense report.

   **Note:** Select All can be checked to quickly select all credit card transactions.




6. Select **OK**.
7. The Create Expense Report Expense Line page displays and defaults to the **Expense Lines** tab.
8. Credit Card Transactions automatically populate as lines under Add.
9. (Optional) Select **Add** to enter transactions under the **Expense Lines** tab.




10. Select **Add** under **Itemization**, if applicable, then complete the required fields for each item.

**Notes:**

- For expenses that include both business and personal items or those that are funded and split by multiple worktags or cost centers, use the Itemization section located to the right of the Expense Line section.
- You can add more than one itemization.
- If itemization is not included but is required, you will receive an error advising of such and will not be able to complete the expense report.
- For instructions on editing an incomplete expense report, please review the *View and Edit Expense Reports* section of this document.

**11.** Complete the following fields:

**Note:** The following fields may appear depending on the expense item selected. Complete the fields that appear for you.

a. **Date**: Defaults to current date. Use the **calendar** to select the **date** when the expense was incurred.

b. **Expense Item**: Select the **Prompt** and choose the **classification** of the expense or enter the ***expense*** and search for it.

c. **Quantity:** Enter the ***total number of items*** (i.e. number of nights at a hotel) **or services**.

d. **Per Unit Amount:** Enter the ***dollar amount*** per item (i.e. amount per night at the hotel).

e. **Total Amount:** The total dollar amount per item automatically populates based on quantity and per unit amount.

   **Note:** If quantity and per unit amount are not available based on the expense item selected, enter the total amount.

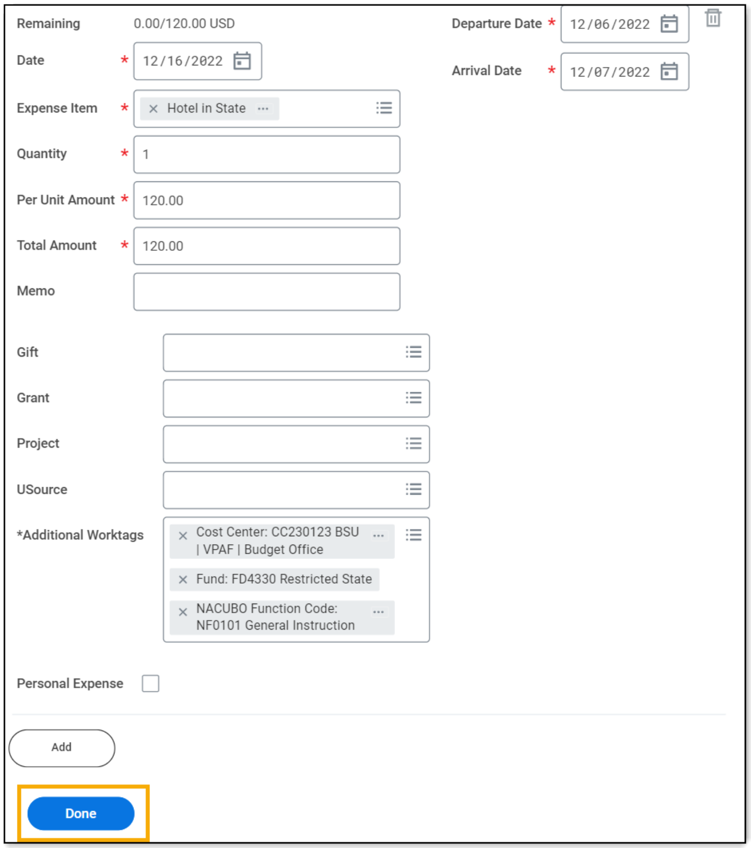
f. **Memo:** enter ***additional information*** as needed for personnel processing the Expense report.

g. **Worktags:** Select one of the driver worktags:

   - **Gift**: Select the **Prompt** and choose a **gift worktag** OR
   - **Grant**: Select the **Prompt** and choose a **grant worktag** OR
   - **Project**: Select the **Prompt** and choose a **project worktag** OR
   - **USource**: Select the **Prompt** and choose a **USource worktag** if applicable

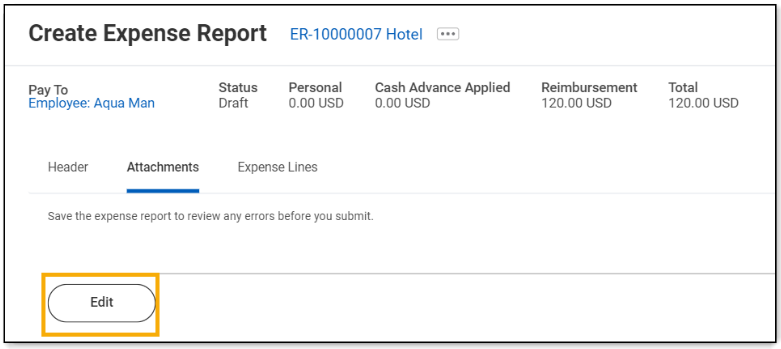
   **Notes:**

   - A Gift, Grant, Project, or USource worktag(s) must be identified.
   - The **Additional Worktags** field Identifies Fund and NACUBO Function the item or service is charged to. This field will automatically populate based on the Gift, Grant, Project, or USource code selected.




12. Add supporting **Attachments** in the **Attachments** tab for each expense line.
    a. Select **Edit** and select **files** or **drop files**.

    **Note:** This is required.




13. Repeat steps if there are additional expense items.

    **Note:** Review each credit card transaction on the report and follow the steps noted to repeat until all credit card transactions have been accounted for.

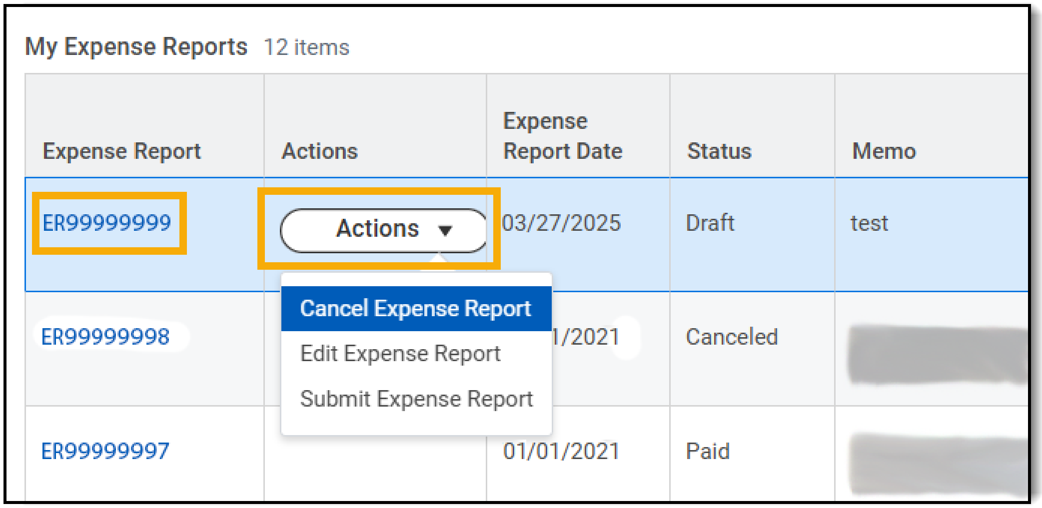
14. Select **Submit** once all expense items are entered.

    **Note:** You will receive a notification if the expense report is approved, sent back for additional information, or denied.

## View and Edit Expense Reports

1. Enter ***My Expense Reports*** in the **Search** bar and select the task.
2. The My Expense Reports report displays.
3. To review an expense report, select the **expense report number** listed in the **Expense Report** column.

   **Note:** Expense reports use the following naming convention: *ER*, followed by an *eight-digit number* (example: **ER00000000**).
4. To edit, submit, or cancel a draft expense report, select the **Actions drop-down** menu, then choose the appropriate option.




**Note:** These processes can also be accessed by hovering over **related actions,** choosing **Expense Report,** then selecting the appropriate option.