

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 APPROVED 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:

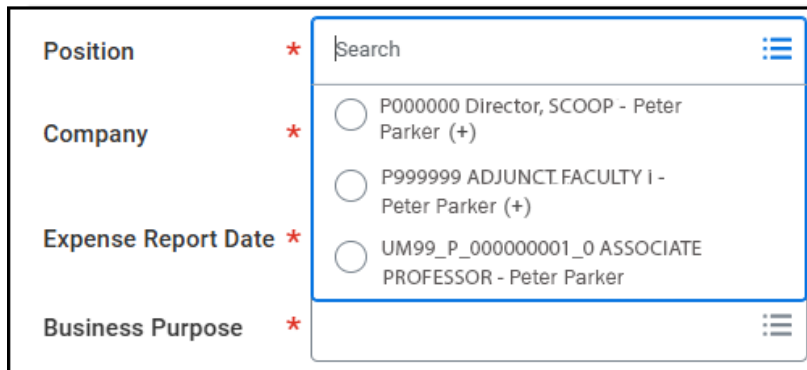
- If an additional Expense Report is needed, **do not select Final Expense Report**. Selecting Final Expense Report for Spend Authorization closes out the associated Spend Authorization.
- This step only applies to expense reports created from Spend Authorizations.

4. Fill in the following fields:

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

Notes:

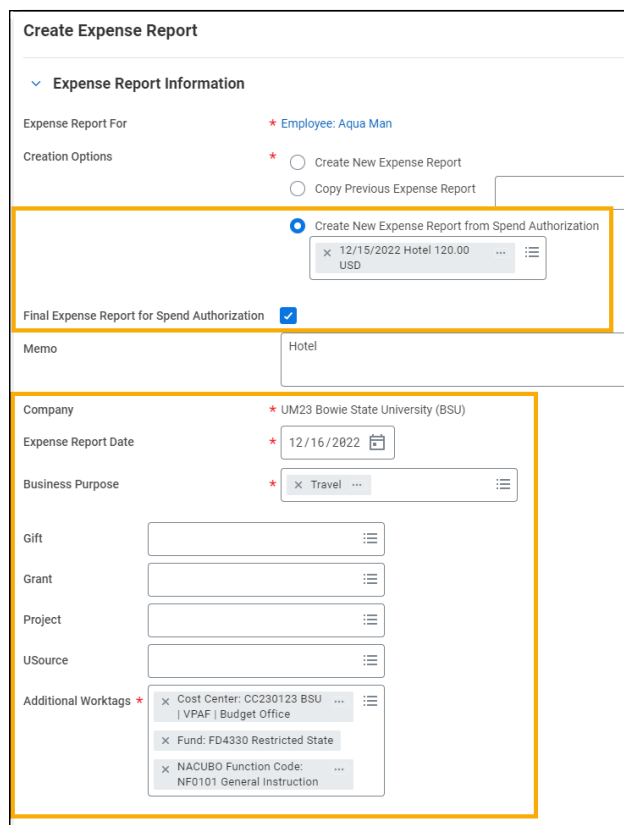
- The Position prompt only displays for users who have multiple jobs.
- When choosing a position, select the job for which the expense report is being submitted.
- Secondary positions display with a **(+)** symbol after the job title.



The screenshot shows a form with four fields: Position, Company, Expense Report Date, and Business Purpose. Each field has a red asterisk indicating it is required. The Position field is open, showing a search bar and a list of three options: P000000 Director, SCOOP - Peter Parker (+), P999999 ADJUNCT.FACULTY I - Peter Parker (+), and UM99_P_000000001_0 ASSOCIATE PROFESSOR - Peter Parker. The Business Purpose field is empty and has a menu icon to its right.

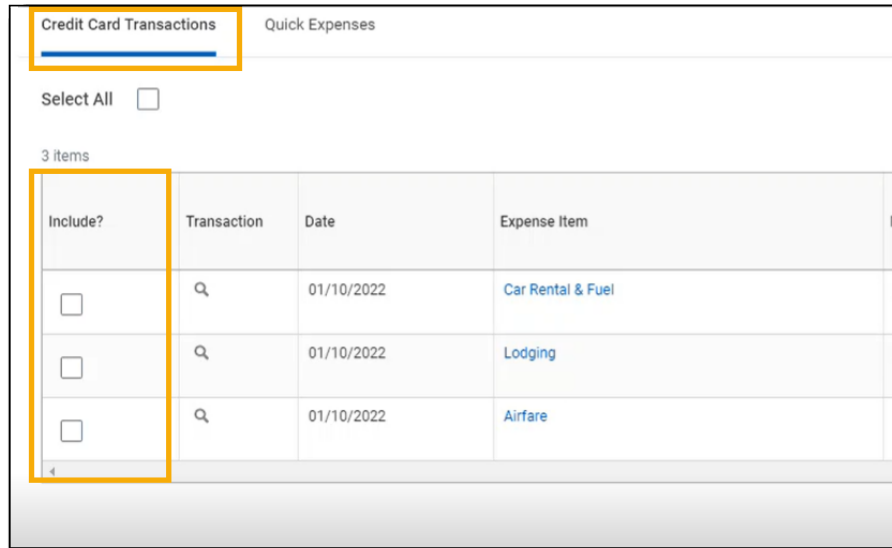
- b. **Company:** Defaults to your institution and cannot be changed.
- c. **Expense Report Date:** Automatically populates with current date.
- d. **Business Purpose:** Automatically populates with Business Purpose indicated in the Spend Authorization. For non-travel related expenses, use the **prompt** 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.



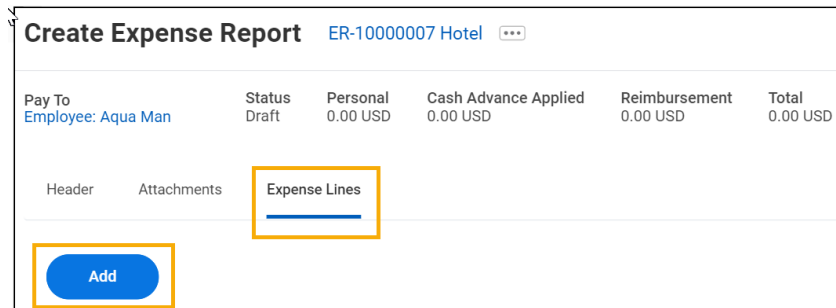
5. Scroll down to the **Credit Card Transactions** tab if applicable.
 - a. Select the **checkboxes** in the table of the relevant credit card transactions to include in the expense report.

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



Include?	Transaction	Date	Expense Item
<input type="checkbox"/>	Q	01/10/2022	Car Rental & Fuel
<input type="checkbox"/>	Q	01/10/2022	Lodging
<input type="checkbox"/>	Q	01/10/2022	Airfare

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.



Create Expense Report ER-10000007 Hotel

Pay To: Employee: Aqua Man Status: Draft Personal: 0.00 USD Cash Advance Applied: 0.00 USD Reimbursement: 0.00 USD Total: 0.00 USD

Header Attachments **Expense Lines**

Add

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.

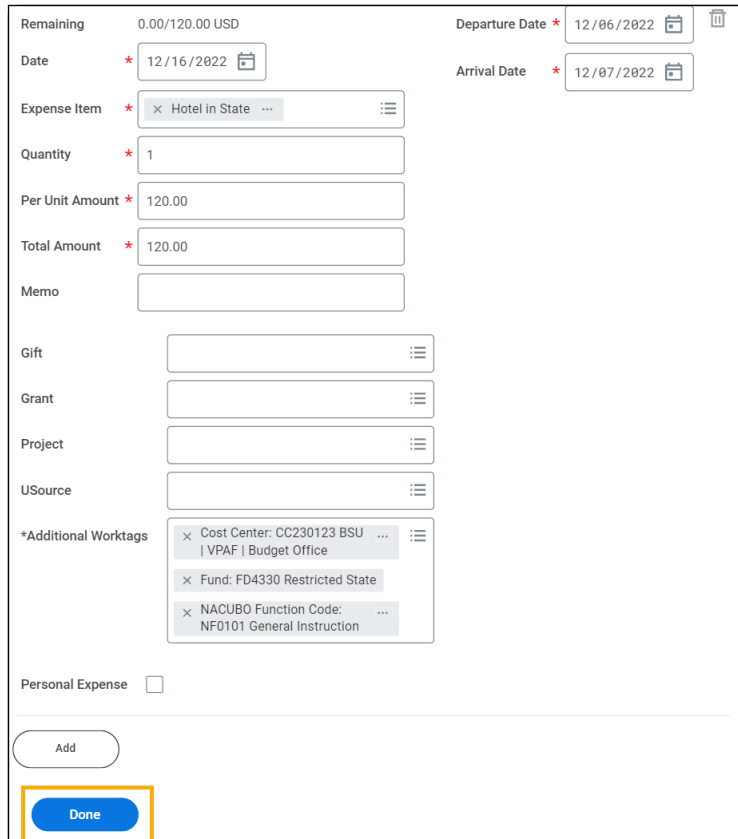
- a. **Date:** Defaults to current date. Use the **calendar** to select the **date** when the expense was incurred.
- b. **Expense Item:** Select the **Prompt** and choose the **classification** of the expense or enter the **expense** and search for it.
- c. **Quantity:** Enter the **total number of 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:
 - o **Gift:** Select the **Prompt** and choose a **gift worktag** OR
 - o **Grant:** Select the **Prompt** and choose a **grant worktag** OR
 - o **Project:** Select the **Prompt** and choose a **project worktag** OR
 - o **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.



Remaining 0.00/120.00 USD

Departure Date * 12/06/2022

Date * 12/16/2022

Arrival Date * 12/07/2022

Expense Item * x Hotel in State ...

Quantity * 1

Per Unit Amount * 120.00

Total Amount * 120.00

Memo

Gift

Grant

Project

USource

*Additional Worktags

- x Cost Center: CC230123 BSU ...
- x Fund: FD4330 Restricted State
- x NACUBO Function Code: NF0101 General Instruction

Personal Expense ☐

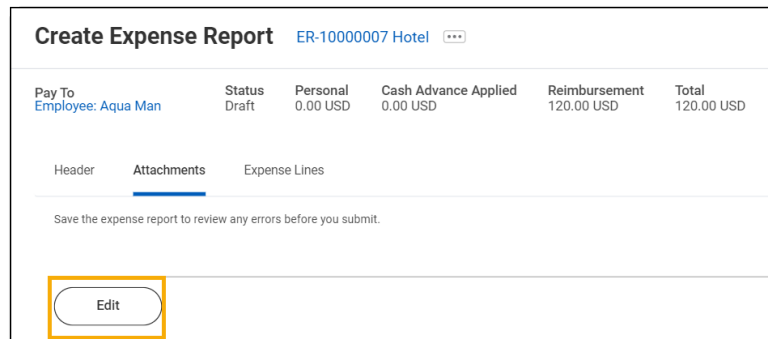
Add

Done

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.



Create Expense Report ER-10000007 Hotel ...

Pay To	Status	Personal	Cash Advance Applied	Reimbursement	Total
Employee: Aqua Man	Draft	0.00 USD	0.00 USD	120.00 USD	120.00 USD

Header Attachments Expense Lines

Save the expense report to review any errors before you submit.

Edit

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.

My Expense Reports 12 items

Expense Report	Actions	Expense Report Date	Status	Memo
ER99999999	Actions ▼	03/27/2025	Draft	test
ER99999998	<ul style="list-style-type: none"> Cancel Expense Report Edit Expense Report Submit Expense Report 	1/2021	Canceled	
ER99999997		01/01/2021	Paid	

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

My Expense Reports 1 item

Expense Report	Actions
ER28001325	<ul style="list-style-type: none"> Expense Report Audits > Business Process > Favorite >

Expen

- Edit
- Cancel
- Copy
- Print