

## CREATE AN EXPENSE REPORT

Expense reports are submitted so that you are reimbursed for business-related costs, such as airfare or hotel expenses and to be able to expense your credit card transactions to the appropriate department.

From the Search Bar

1. Type **Create Expense Report**
  2. Select either **Create New Expense Report**, **Copy Previous Expense Report**, or **Create New Expense Report from Spend Authorization**.
- Note: *Create New Expense Report from Spend Authorization* option will **ONLY** appear if you have approved spend authorizations.
3. Enter a brief description or business purposes of your expense report in the **Memo** field. This memo will pre-populate in the next screen.
  4. **Company** will automatically default and **Expense Report Date** will default to today's date. You can change the date as needed.



Note: Your employee worktags will default with each new expense report. These can be changed by clicking on the "X" to remove such worktags if needed.

Travel policies for your institution may be viewed by clicking on the link provided on top right of page under **Instructions**.

### Instructions

Please refer to the travel policy here: <http://inside.scrippscollege.edu/treasurer/travel-policy>

## Create Expense Report

### Expense Report Information

Expense Report For \* Employee: Mabel Hanken (102654)

Creation Options  
☒ Create New Expense Report  
☐ Copy Previous Expense Report

Memo

Company \* X TCCS The Claremont Colleges Services

Expense Report Date \* 08 / 26 / 2019

Program

Project

Grant

Gift

Cost Center \* X CC12180 Business Systems Unit

Function \* X FN310 Institutional Support Services

Fund \* X FD100 Undesignated

Additional Worktags

Credit Card Transactions Quick Expenses

5. If applicable, click on the appropriate tab to add either **Credit Card Transactions** or **Quick Expenses** to your expense report.
6. If none, just click **OK** to proceed to next screen

Header
Attachments
Expense Lines

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

Expense Report Number EXP-1061647

Memo (empty)

Company TCCS The Claremont Colleges Services

Expense Report Date 08/26/2019

Reimbursement Payment Type Direct Deposit

Edit

- To update or add a business purpose in the memo field, click on **Edit**.
- Add attachments as needed by clicking on the Attachments tab and click **Edit**.
- To start entering expense line items, click **Add** and select an imported **credit card transaction** or **new expense** item.

### CREDIT CARD TRANSACTIONS

You can select multiple credit transactions at one time. This feature will create multiple expense lines for each transaction selected.

## Add Credit Card Transactions

### Credit Card Transactions

search

☐ 07/04/2019 OFFICE DEPOT #5125 221.63 USD

☐ 07/05/2019 OFFICE DEPOT #5125 23.37 USD

If a credit card transaction is selected for your expense line, you will need to select the appropriate expense item for each line. Errors will remain until you complete the highlighted areas.

### NEW EXPENSE

If new expense is selected for your expense line, you will need to select the appropriate expense item. Items will appear blank on the left side of your screen until the appropriate fields are completed.

Header Attachments **Expense Lines**

**Add**

2 Items Sort By: ▾

**Thu, Jul 4**

OFFICE DEPOT #5125 221.63 USD **i**

**Mon, Aug 26**

0.00 USD **i**

**Expense Line**

Credit Card Transaction 07/04/2019 OFFICE DEPOT #5125 221.63 USD

Charge Description OFFICE DEPOT #5125

Date \* 07/04/2019

Expense Item \* **i**

**Error:**  
The field Expense Item is required and must have a value.

Total Amount 221.63

Currency \* USD

Memo

Program

Project

Grant

Gift

\*Cost Center X CC12180 Business Systems Unit

\*Function X FN310 Institutional Support Services

\*Fund X FD100 Undesignated

Additional Worktags

Billable ☐

Personal Expense ☐

Header Attachments **Expense Lines**

**Add**

1 Item

**Expense Line**

Credit Card

Date \* 08/26/2019

Expense Item \*

Total Amount \* 0.00

Currency \* X USD

Memo

Program

Project

Grant

Gift

\*Cost Center

\*Function

\*Fund

Additional Worktags

Billable ☐

## ADD WORKTAGS AT THE LINE LEVEL

Worktags are keywords needed for the expense report to be routed correctly, and are used for reporting purposes. Based on your organization's configuration and policies, you may need to add additional worktags on each expense report line.

- **Cost Center:** Workday may auto-populate this field and should only be modified as needed.
- **Location:** Workday may auto-populate this field and should only be modified as needed.
- **Additional Worktags:** Reimbursements may be associate an expense report with a project, program, grant and/or gift worktag.

10. Upload files or attachments as needed for each expense line.  
Select **Receipt Included** if applicable.

The screenshot shows the 'Itemization' section with a 'Remaining Amount to Itemize' of 0.00/0.00 USD and an 'Add' button. Below it is the 'Attachments from File' section with a 'Drop files here' area and a 'Select files' button. At the bottom, the 'Receipt Included' checkbox is circled in orange.

Itemization

Remaining Amount to Itemize 0.00/0.00 USD

Add

0 items

Attachments from File

Drop files here

or

Select files

Receipt Included ☐

Note: For expense lines categorized as airfare, you will see new fields populate for additional required data. Number of days should auto calculate once you enter a arrival and departure date.

### Instructions

Arrival date = the day you arrive at your travel-to destination.

Departure date = the day you leave your travel destination.

Number of days = Number of days traveling for business.

### Item Details

The screenshot shows the 'Item Details' form with fields for Airline, Arrival Date, Departure Date, Class of Service, Destination, and Number of Days. The Number of Days field is set to 1.

Airline

Arrival Date MM / DD / YYYY

Departure Date MM / DD / YYYY

Class of Service

Destination

Number of Days \* 1

### Itemization

Remaining Amount to Itemize 0.00/0.00 USD

Add

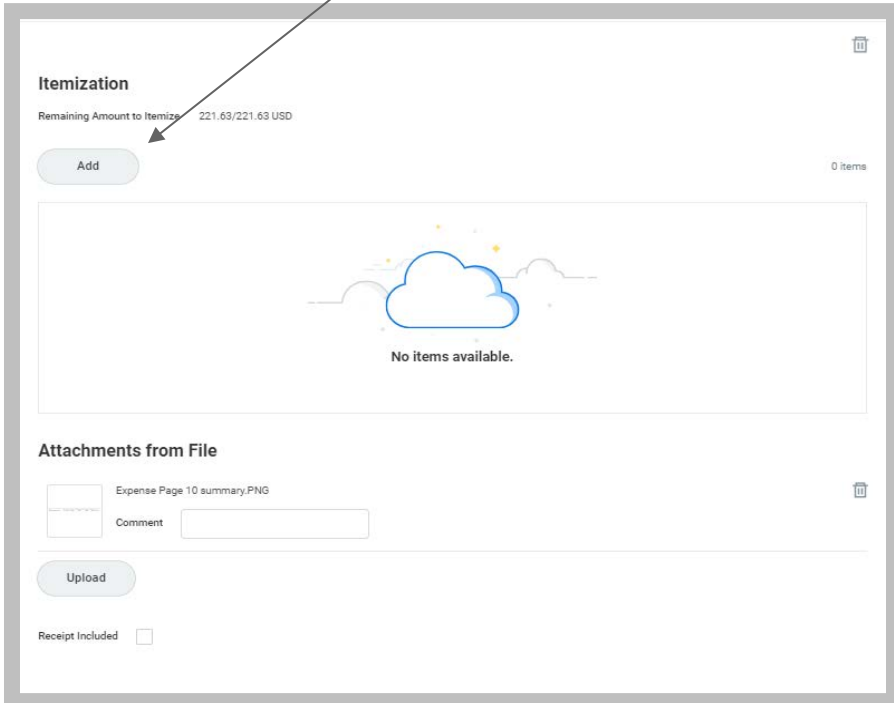
11. Click **Submit** (if no itemization is needed)

## ITEMIZE YOUR EXPENSES

Your organization may require you to itemize your expenses. For example, your hotel bill may include your room rate, room service, internet fees, and more.

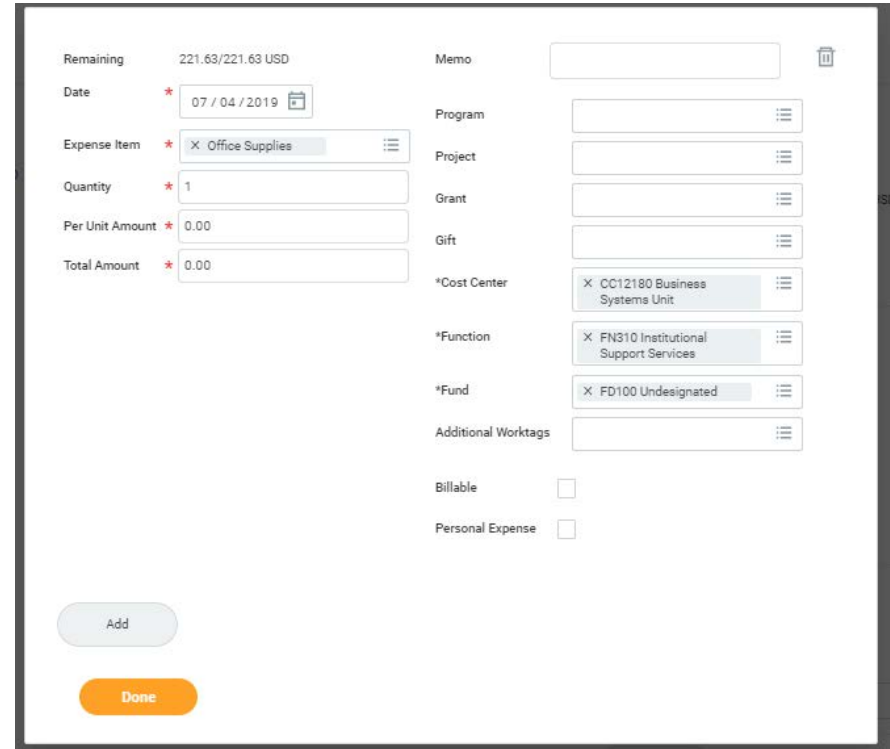
From the right side of your expense report, you will find an Itemization section.

1. Before you submit, click **Add**. Itemization fields display based on the expense type.



2. Enter the necessary information based on the expense type you are itemizing.

\*Quantity and Per Unit Amount may not always appear.

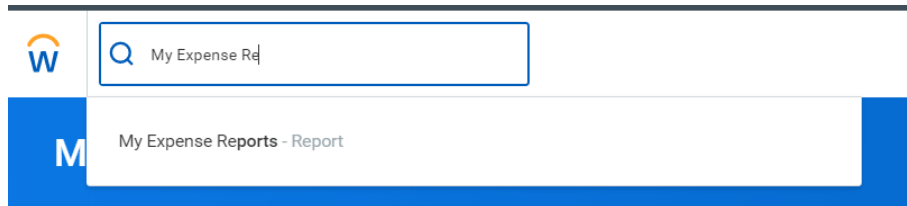


3. Click on **Add** to continue itemizing your expense line. Your itemized expenses must equal the total of your Expense Report Line.
4. Once complete, click **Done** and **Submit** your expense report for approval.

## FIND EXISTING EXPENSE REPORT

From the Search bar

1. Type **My Expense Reports**, select the report



A screenshot of the Workday search bar. The search bar contains the text 'My Expense Re'. Below the search bar, a dropdown menu is open, showing the option 'My Expense Reports - Report' highlighted in blue.

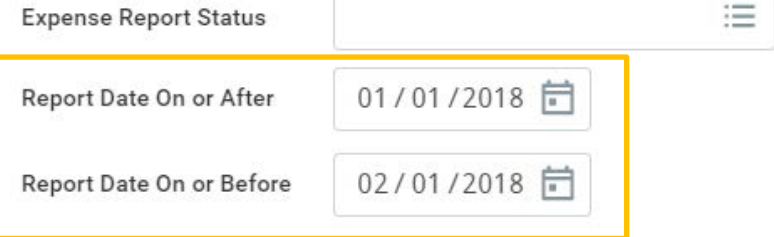
2. Select **Expense Report Status**



A screenshot of the 'My Expense Reports' filter menu. The menu is open, showing the 'Expense Report Status' section. Under this section, there are four options: 'Approved', 'Canceled', 'Draft', and 'In Progress'. The 'Approved' option is selected, indicated by a checked checkbox.

3. Enter **Report Date On** or After AND/OR **Report Data on or Before**

## My Expense Reports



A screenshot of the 'My Expense Reports' filter menu. The menu is open, showing the 'Expense Report Status' section. Under this section, there are two options: 'Report Date On or After' and 'Report Date On or Before'. The 'Report Date On or After' option is selected, and the date '01 / 01 / 2018' is entered. The 'Report Date On or Before' option is also selected, and the date '02 / 01 / 2018' is entered. The entire filter menu is highlighted with a yellow border.

4. Click **OK**