Expenses: Create Expense Report — Employee

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

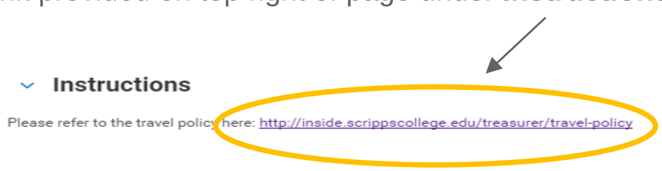
1. Type **Create Expense Report**
2. Select either **Create New Expense Report**, **Copy Previous Expense Report**, or **Create New Expense Report from Spend Authorization**.

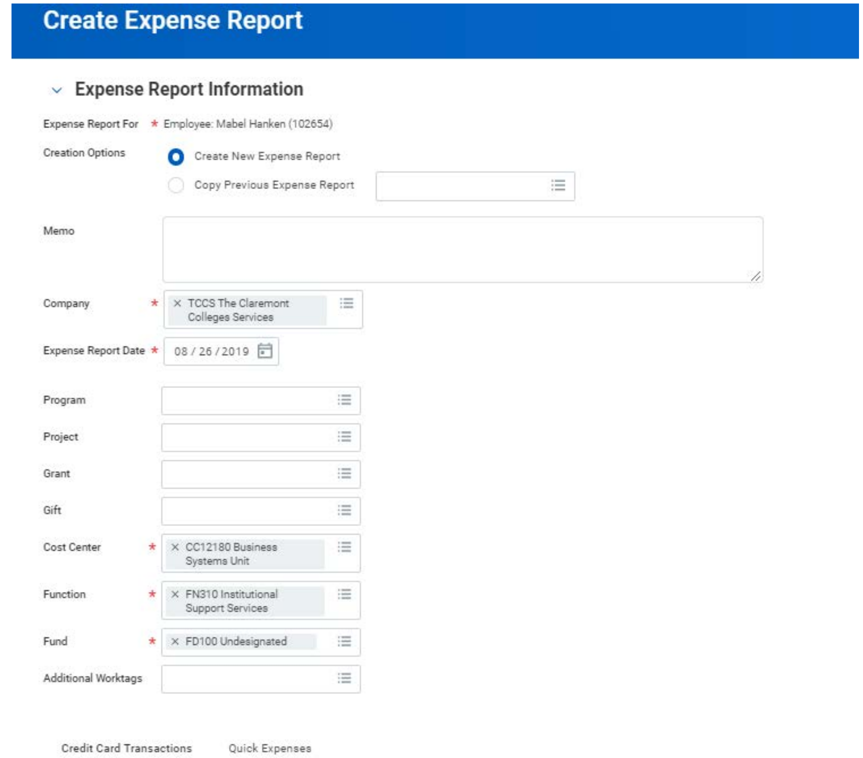
Note: *Create New Expense Report from Spend Authorization* option will **ONLY** appear if you have approved spend authorizations.

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.

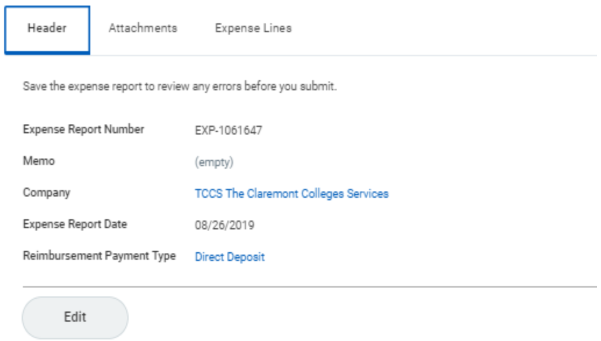
Note: Your employee worktags will default with each new expense report. These can be changed by clicking on the "**x**" to remove such worktags if needed.

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

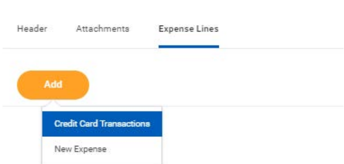




5. If applicable, click on the appropriate tab to add either **Credit Card Transactions** or **Quick Expenses** to your expense report.
6. If none, just click **OK** to proceed to next screen

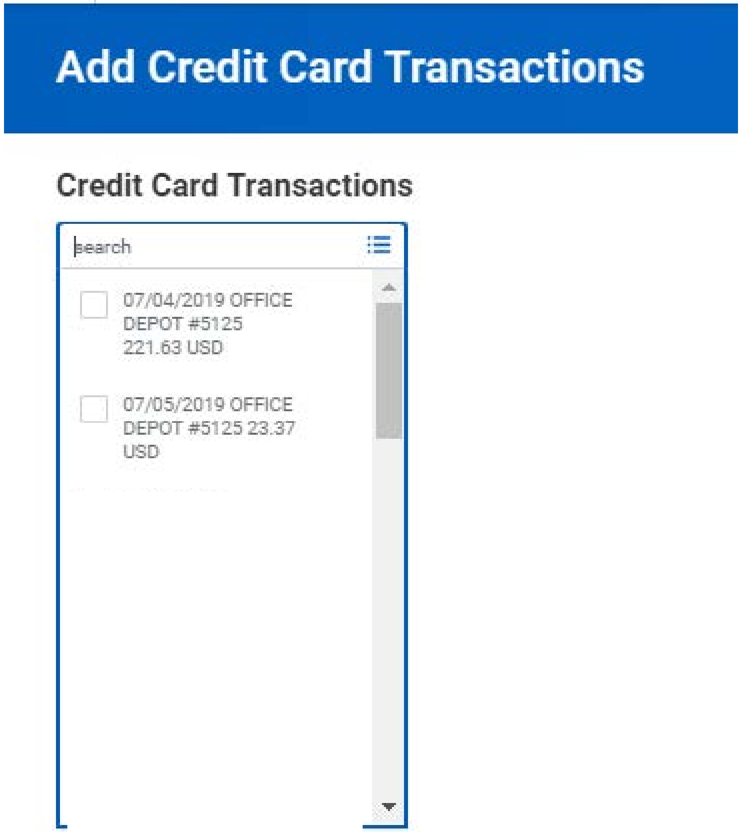


7. To update or add a business purpose in the memo field, click on **Edit.**
8. Add attachments as needed by clicking on the Attachments tab and click **Edit**.
9. To start entering expense line items, click **Add** and select an imported **credit card transaction** or **new expense** item.

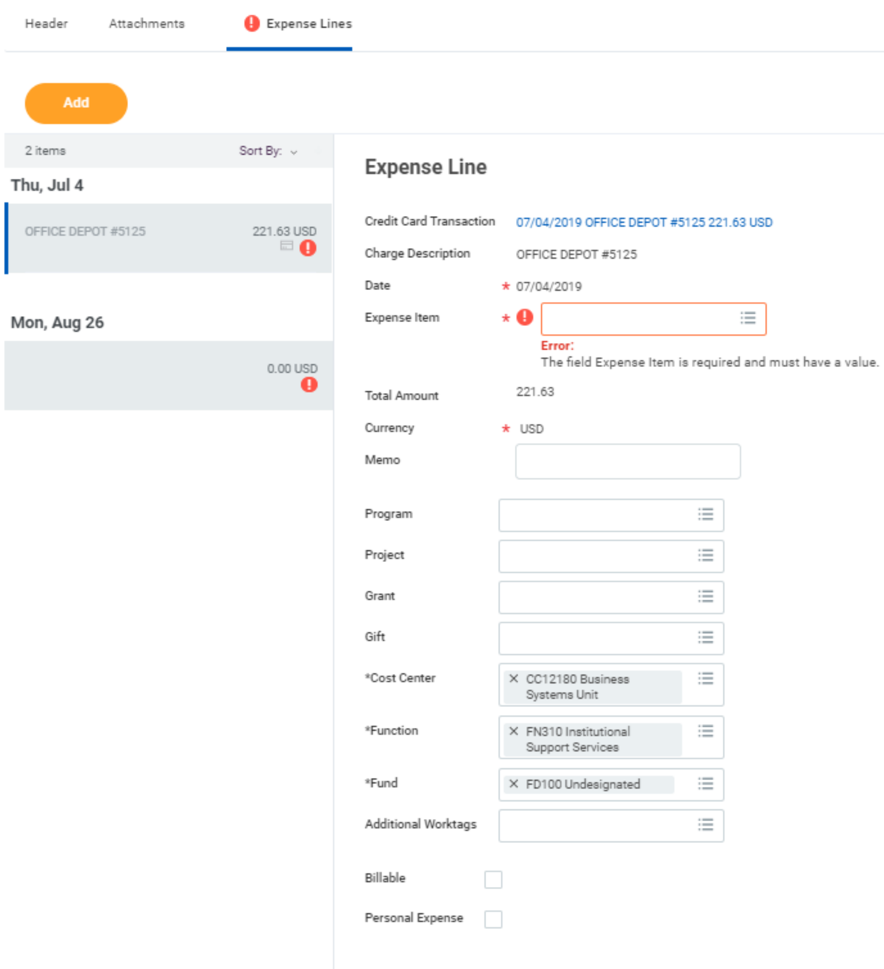


CREDIT CARD TRANSACTIONS

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

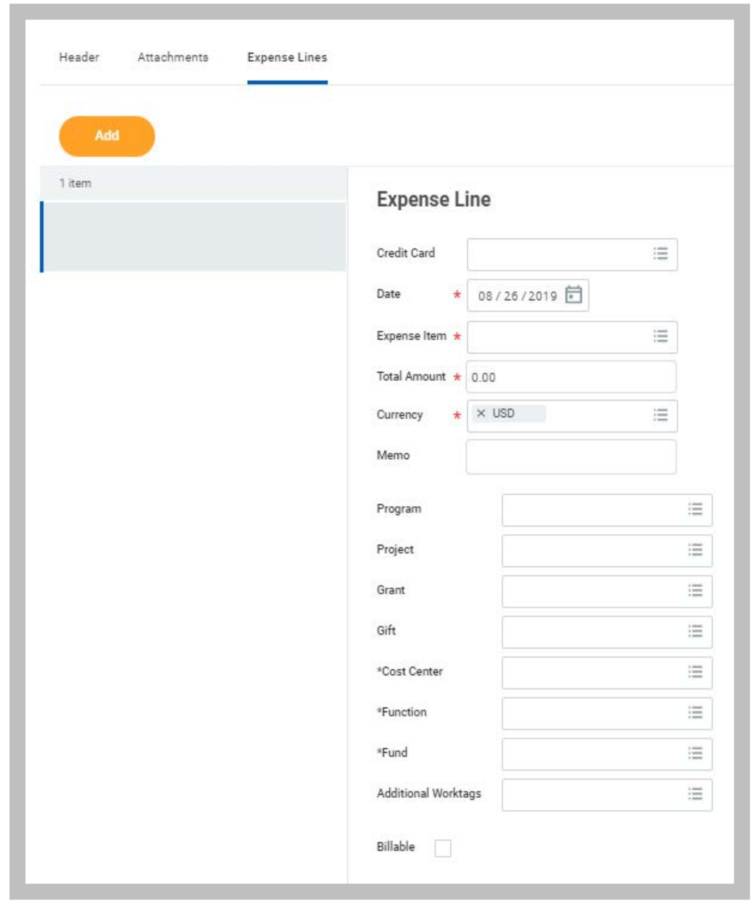


If a credit card transaction is selected for your expense line, you will need to select the appropriate expense item for each line. Errors will remain until you complete the highlighted areas.



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.



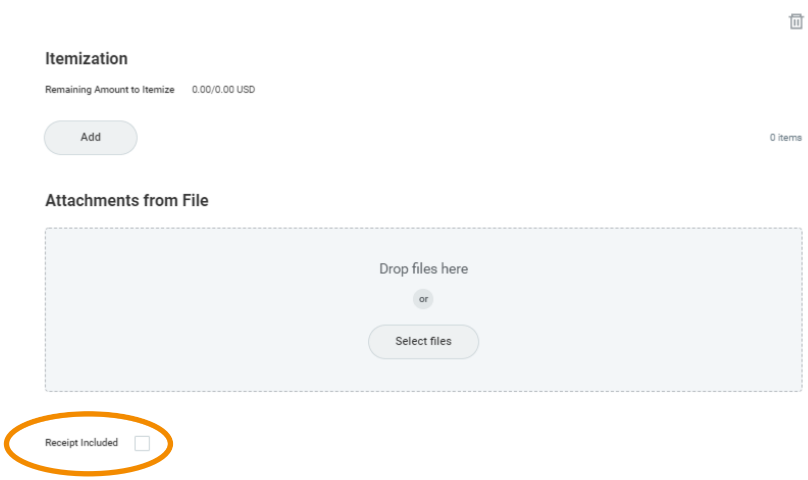
workday. | EDUCATION

ADD WORKTAGS AT THE LINE LEVEL

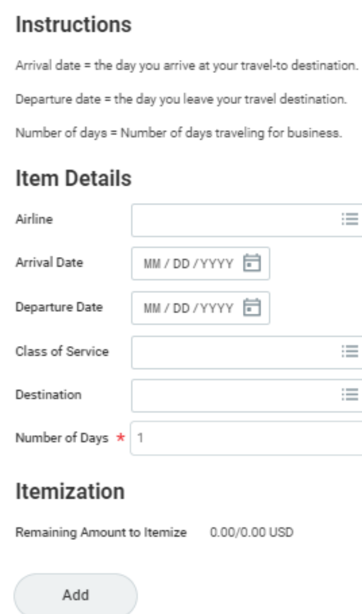
Worktags are keywords needed for the expense report to be routed correctly, and are used for reporting purposes. Based on your organization's configuration and policies, you may need to add additional worktags on each expense report line.

- **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.



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.



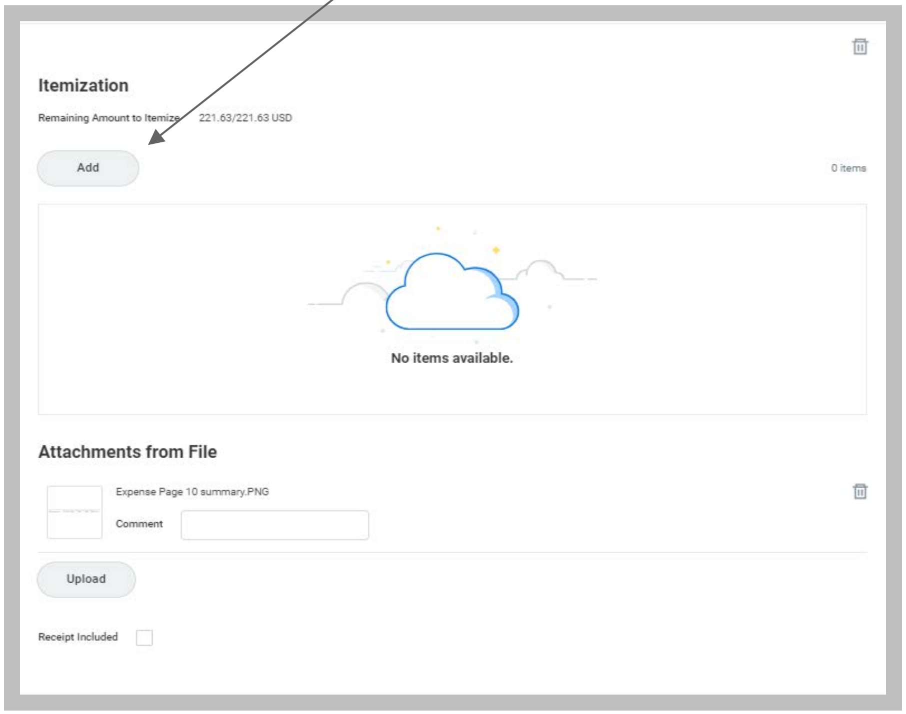
11. Click **Submit** (if no itemization is needed)

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.

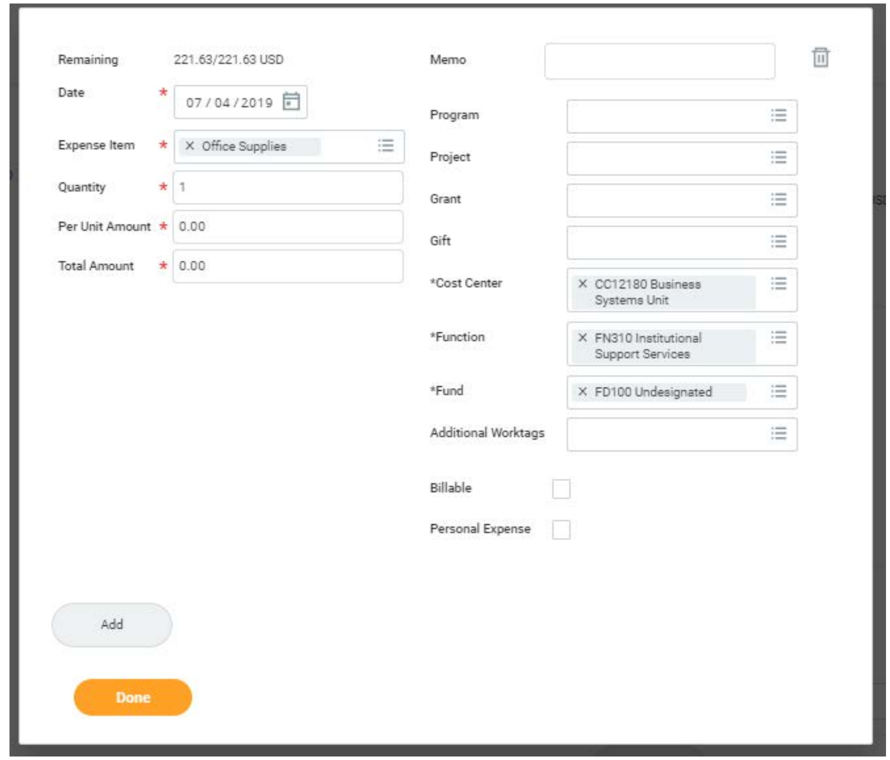
From the right side of your expense report, you will find an Itemization section.

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.



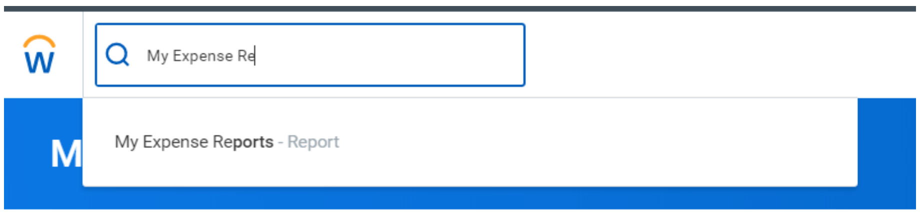
3. Click on **Add** to continue itemizing your expense line. Your itemized expenses must equal the total of your Expense Report Line.

4. Once complete, click **Done** and **Submit** your expense report for approval.

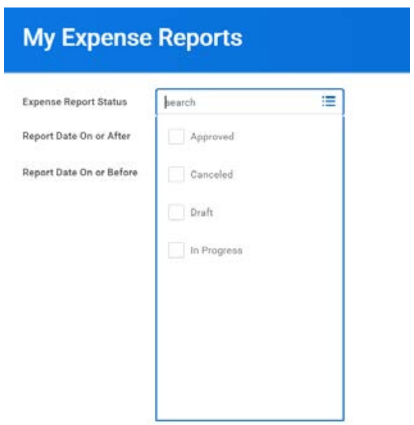
FIND EXISTING EXPENSE REPORT

From the Search bar

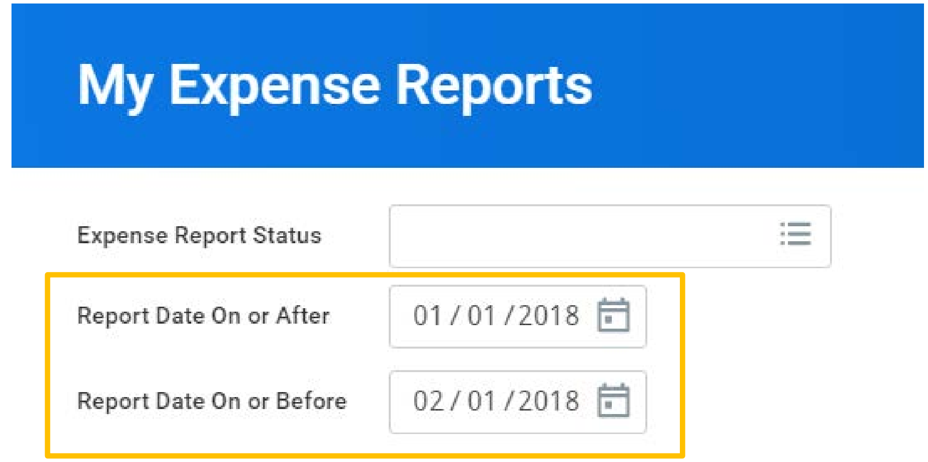
1. Type **My Expense Reports,** select the report



2. Select **Expense Report Status**



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



4. Click **OK**

