Spend Authorization and Expense Reporting: Reconcile Fuel and Travel Card Transactions

This quick reference guide (QRG) supports employees who need to reconcile expense card transactions (Fuel and/or Travel card charges). This must be done on an Expense Report.

For information related to personal expenses, see the subsequent section in this QRG.

Note: For general instructions related to Expense Reports, refer to the **Create an Expense Report** QRG.

Note: For a travel event, only select charges (whether they were credit card transactions or not) which were part of the travel event. Do not select non-travel charges or charges related to a different trip.

Note: Only transactions that were assigned to you are visible. If a central travel card was used and the change is not yet visible, please wait, or ask the travel card administrator.

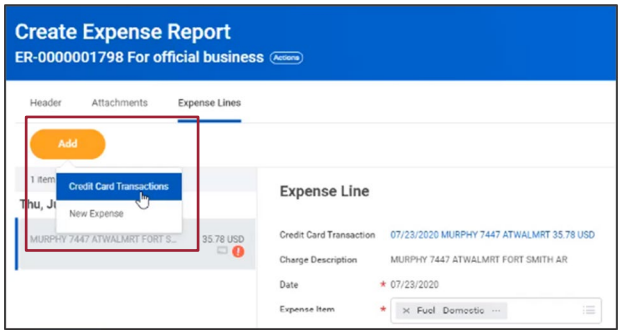
Credit card transactions are imported into Workday whenever the travel card or fuel card is used. When creating the expense report, the transactions appear near the bottom of the page. You can mark which expenses to include on the report.

In the *Credit Card Transactions* section of the Expense Report:

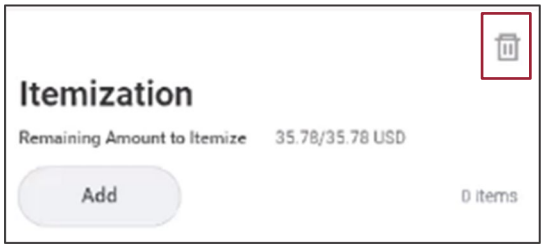
1. Select the fuel- or travel-related transaction(s) to include on the expense report.
2. Click **OK**.

A screen displays with the *Expense Line* section to complete. Each transaction is its own expense line.

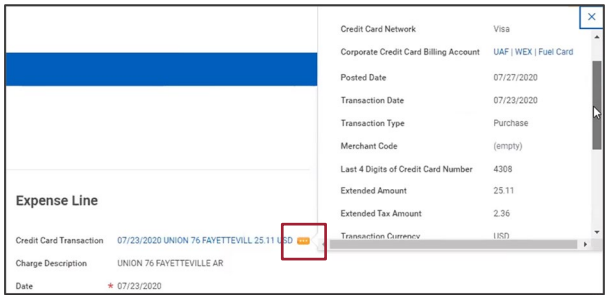
Note: Each transaction is its own expense line. If you need to add lines, click **Add** and then select **Credit Card Transactions** to choose from the list of transactions or make a **New Expense**.



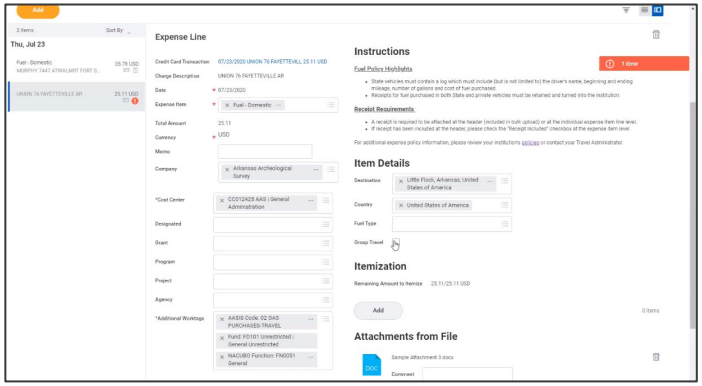
Note: To delete a transaction from the expense report, click the **Trash Can** icon at the top-right of the screen.



Note: You can review transaction details by clicking the **Actions** icon next to the Credit Card Transaction hyperlink.



3. Select the **Expense Item** (i.e., Fuel - Domestic).
4. Complete all applicable fields. Not all fields are required, but the details entered on expense reports are used for reporting purposes.
5. Add required receipt(s).
6. Complete other required fields on the Expense report and click **Submit**.



NEXT STEPS

The process for creating an expense report with related Expense Card items is now complete.

By clicking **Details and Process**, you can view the actions taken thus far in the process. Any changes made to the expense report are tracked in the **Process History** table.

An approver receives a Workday Inbox task to approve, deny, or send back the change to the expense report. An approver must provide a reason, if the Send Back action is used.

The expense report is no longer editable once settlement is run.

Note: If you owe money, please follow your institution's policies and procedures for repayment.

MANAGE PERSONAL EXPENSES

Review this section if you have a personal expense or one of the expense items is partially a personal expense.

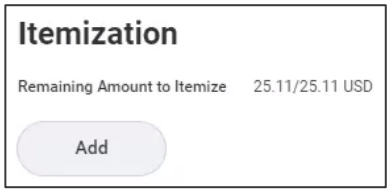
FULL EXPENSE ITEM IS PERSONAL

If an entire expense item is personal (not business related), it can be marked as personal by checking the **Personal Expense** checkbox. This marks the entire charge as a personal expense.

To reimburse the institution, you would have to repay the institution in the way defined by that institutions processes and policies.

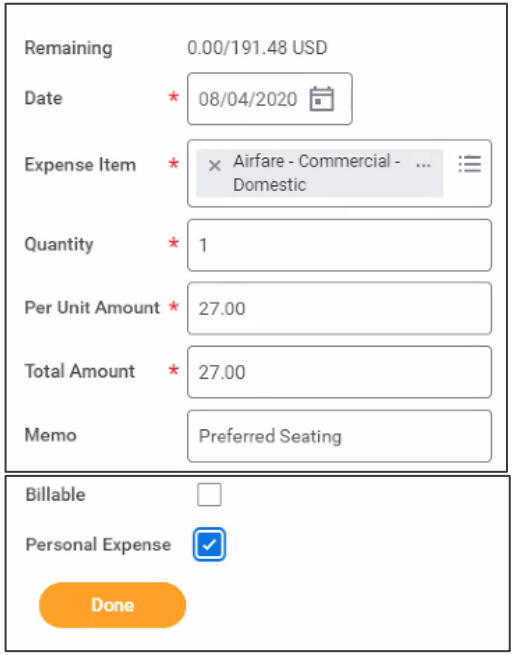
EXPENSE ITEM CONTAINS PERSONAL EXPENSE

If only part of a transaction was personal, the item must be itemized to separate the personal amount. Do this by clicking **Add** in the *Itemization* section.

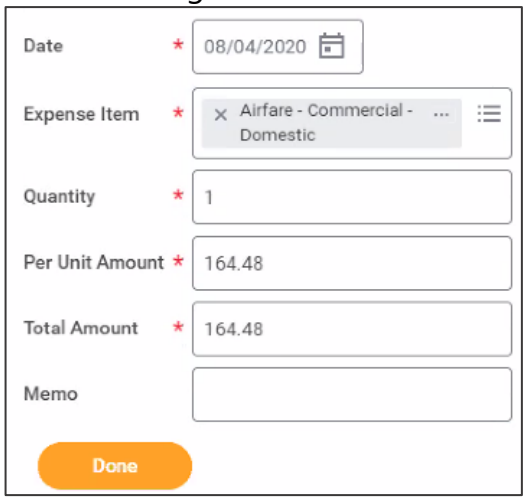


A pop-up window displays. From here, you can separate the personal amount from the total transaction amount.

In this example, the screenshot shows that $27 was a personal expense out of the total transaction amount of $191.48.



The remaining amount of $164.48 was a business expense.



Note: The calculations at the header at the top of the screen only update after you have moved onto the next expense item.