

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**.

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account
<input type="checkbox"/>	Q	07/21/2020			JORDAN'S CITGO KWIK CASH AR	18.85	USD	UAF WEX Fuel Card
<input checked="" type="checkbox"/>	Q	07/23/2020			MURPHY 7447 ATWALMRT FORT SMITH	35.78	USD	UAF WEX Fuel Card
<input type="checkbox"/>	Q	07/30/2020			CK. DEALER #4220 LITTLE ROCK AR	16.09	USD	UAF WEX Fuel Card

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

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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**.

Create Expense Report
ER-000001798 For official business [Actions](#)

Header Attachments Expense Lines

Add

1 item

Credit Card Transactions

New Expense

MURPHY 7447 ATWALMRT FORT S... 35.78 USD

Expense Line

Credit Card Transaction 07/23/2020 MURPHY 7447 ATWALMRT 35.78 USD

Charge Description MURPHY 7447 ATWALMRT FORT SMITH AR

Date 07/23/2020

Expense Item Fuel - Domestic



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

Itemization

Remaining Amount to Itemize 35.78/35.78 USD

Add

0 items



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

Credit Card Network Visa

Corporate Credit Card Billing Account UAF | WEX | Fuel Card

Posted Date 07/27/2020

Transaction Date 07/23/2020

Transaction Type Purchase

Merchant Code (empty)

Last 4 Digits of Credit Card Number 4308

Extended Amount 25.11

Extended Tax Amount 2.36

Transaction Currency USD

Expense Line

Credit Card Transaction 07/23/2020 UNION 76 FAYETTEVILL 25.11 USD

Charge Description UNION 76 FAYETTEVILLE AR

Date 07/23/2020

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**.

Add

2 items Sort By

Thu, Jul 23

Fuel - Domestic 25.11 USD

UNION 76 FAYETTEVILLE AR 25.11 USD

Expense Line

Credit Card Transaction 07/23/2020 UNION 76 FAYETTEVILL 25.11 USD

Charge Description UNION 76 FAYETTEVILLE AR

Date 07/23/2020

Expense Item Fuel - Domestic

Total Amount 25.11

Currency USD

Merchant ARRIVEE Autochological Society

*Cost Center OCCASION A&E (General Administration)

Designated

Grant

Project

Agency

*Additional Writings A&E (General Administration) PURCHASED TRAVEL

FAYETTEVILLE (General Administration)

TRAVEL (General Administration)

Instructions

Fuel Policy Highlights

- State vehicles must contain a log which must include (but is not limited to) the driver's name, beginning and ending mileage, number of gallons used and date of purchase.
- Receipts for fuel purchased in both state and private vehicles must be retained and turned into the institution.

Receipt Requirements

- A receipt is required to be attached at the header (included in bulk upload) or at the individual expense line item.
- If a receipt has been included in the header, please check the "Receipt Included" checkbox of the expense line item.

For additional expense policy information, please review your institution's app/APP or contact your Travel Administrator.

Item Details

Destination LITTLE ROCK, ARKANSAS, United States of America

Country United States of America

Fuel Type

Group Travel

Itemization

Remaining Amount to Itemize 25.11/25.11 USD

Add

Attachments from File

Sample Attachment 3.docx

Download

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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.

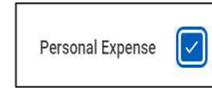
MANAGE PERSONAL EXPENSES

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**

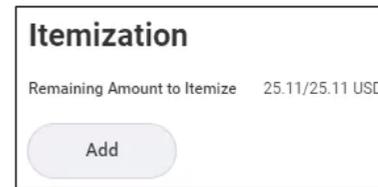
checkbox. This marks the entire charge as a personal expense.



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.

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Remaining 0.00/191.48 USD

Date * 08/04/2020

Expense Item *

Quantity * 1

Per Unit Amount * 27.00

Total Amount * 27.00

Memo Preferred Seating

Billable

Personal Expense

[Done](#)

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

Create Expense Report
ER-0000001268 Official Business [Actions](#)

Status	Personal	Company Paid	Prior Balance Applied	Cash Advance Applied	Reimbursement	Total
Draft	45.97 USD	210.45 USD	0.00 USD	0.00 USD	(45.97) USD	210.45 USD

The remaining amount of \$164.48 was a business expense.

Date * 08/04/2020

Expense Item *

Quantity * 1

Per Unit Amount * 164.48

Total Amount * 164.48

Memo

[Done](#)