This quick reference guide (QRG) supports employees who may need to create an expense report for a travel or non-travel related expense event. This QRG also reviews the basics of attaching Expense Card transactions to an Expense Report.

<u>Note</u>: For more information about reconciling expense card transactions, please refer to the **Reconcile Fuel and Travel Card Transactions** QRG.

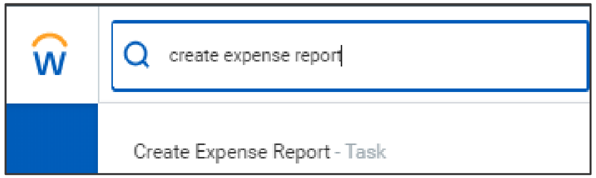
<u>Note</u>: For a travel event, only select charges (whether they were credit card transactions or not) which were part of the travel event. Do not select non-travel charges or charges related to a different trip.

To create an Expense Report, complete the following steps:

CREATE AN EXPENSE REPORT

From the Workday Home page:

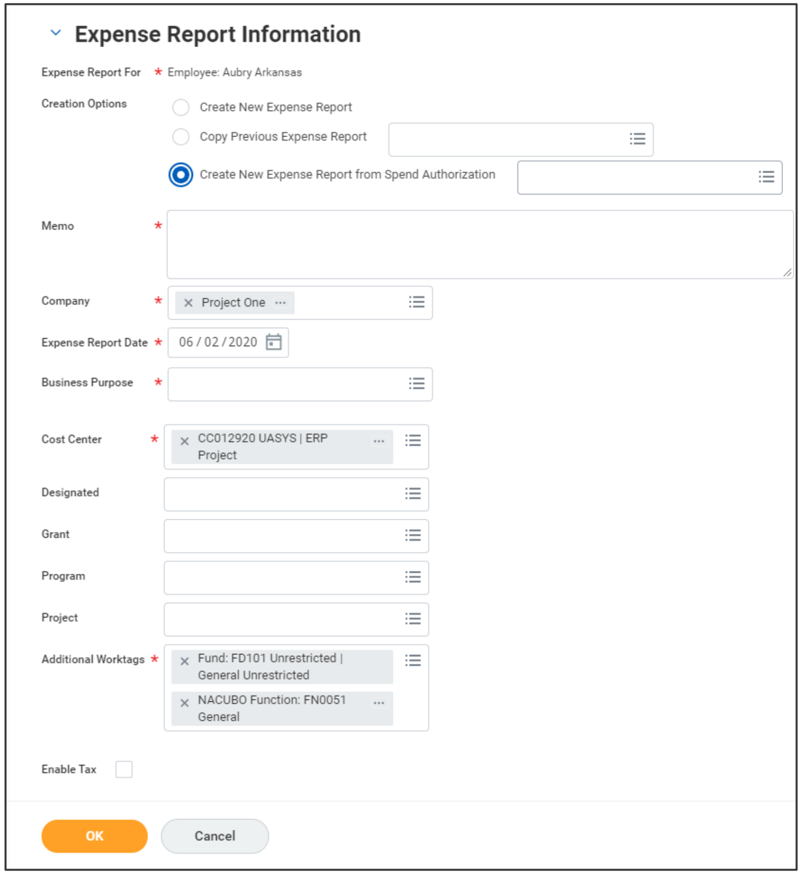
1. Search and select the **Create Expense Report** task in the search bar.



The *Create Expense Report* screen is displayed.

2. Based on the type of expense report you wish to create, click between the three options:
    a. **Create New Expense Report** if creating a new expense report.
    b. **Copy Previous Expense Report,** if copying a report from an existing Expense Report.
    c. **Create New Expense Report from Spend Authorization** if a Spend Authorization has been approved and you wish to create the report from it.

3. If choosing **Option C**, complete the required fields for the expense report, including the Business Purpose. For Business Purpose, select the Business Purpose which best defines the reason for the trip. If selecting **Option A** or **Option B,** the required fields will populate from the information on the expense report being copied/Spend Authorization
4. Enter a driver worktag – Designated, Grant, Program, Project or Cost Center.
5. Click **OK**.


Expense Report Information

Expense Report For * Employee: Aubry Arkansas

Creation Options
- Create New Expense Report
- Copy Previous Expense Report
- Create New Expense Report from Spend Authorization

Memo *

Company * Project One

Expense Report Date * 06 / 02 / 2020

Business Purpose *

Cost Center * CC012920 UASYS | ERP Project

Designated

Grant

Program

Project

Additional Worktags * Fund: FD101 Unrestricted | General Unrestricted; NACUBO Function: FN0051 General

Enable Tax

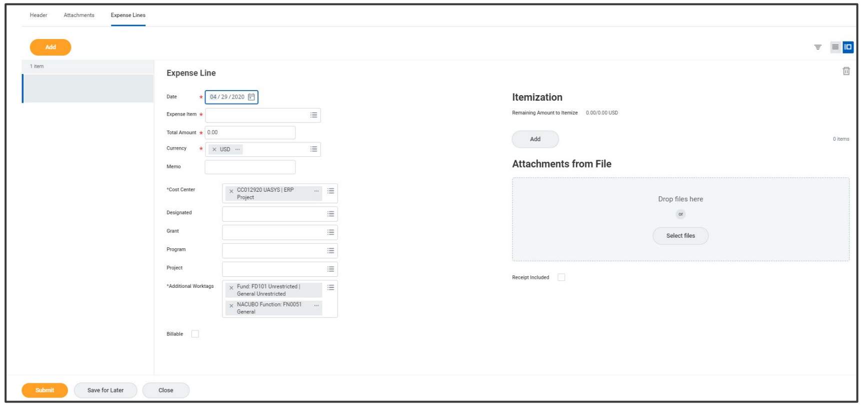
OK Cancel

6. Click **Add** to enter the **Expense Lines** for this expense report.

Note: You can add multiple lines to one expense report.

7. Select the Expense items type (Travel, Non-Travel) and narrow down your expense group type.

8. Fill in required fields (**Total Amount, Currency**, **Fund** and **NACUBO function** worktags).
9. Add required receipts.
10. Click **Submit**.



Note: When creating an Expense Report, Workday provides instructions on requirements based on the Expense.


Instructions

EXPENSE REPORT INSTRUCTIONS

Travelers should review their institutions' travel policies prior to submitting an Expense Report. If you have questions or need additional assistance, please contact your Travel Administrator.

All travel related expenses must be reasonable, necessary, and cost effective. **No reimbursement will be allowed to any traveler for personal entertainment, valet service, tips, flowers, alcoholic beverages, personal telephone calls, traveler's check service charges, laundry or cleaning services, printing items, or any other items not considered official business.** Employees shall not include travel expenses for another employee even when traveling together.

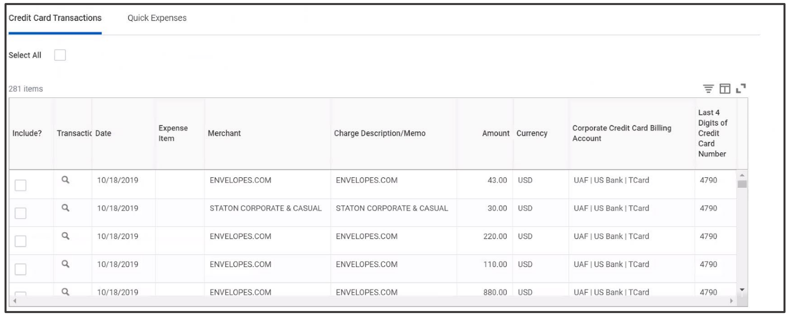
Required Documentation To Be Submitted With An Expense Report If Applicable

- Hotel Guest Folio
- Fuel receipts
- Meal Receipts if required
- Receipts for other reimbursable expenses as required

CREDIT CARD TRANSACTIONS

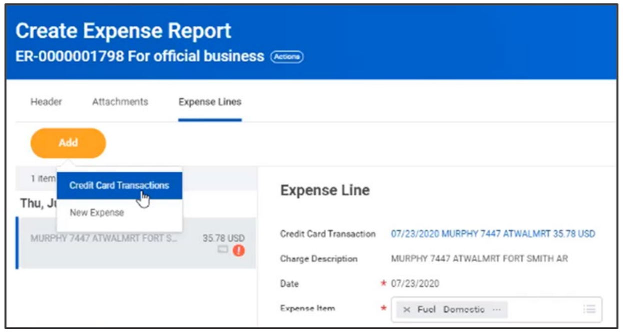
Credit card transactions will be imported into Workday whenever the travel card or fuel card is used. When creating the expense report, the transactions will appear near the bottom of the page. You can mark which expenses to include on the report.

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.

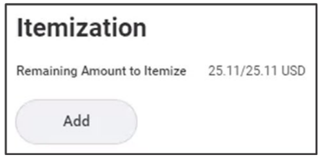


Include?	Transactic	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	Last 4 Digits of Credit Card Number
		10/18/2019		ENVELOPES.COM	ENVELOPES.COM	43.00	USD	UAF | US Bank | TCard	4790
		10/18/2019		STATON CORPORATE & CASUAL	STATON CORPORATE & CASUAL	30.00	USD	UAF | US Bank | TCard	4790
		10/18/2019		ENVELOPES.COM	ENVELOPES.COM	220.00	USD	UAF | US Bank | TCard	4790
		10/18/2019		ENVELOPES.COM	ENVELOPES.COM	110.00	USD	UAF | US Bank | TCard	4790
		10/18/2019		ENVELOPES.COM	ENVELOPES.COM	880.00	USD	UAF | US Bank | TCard	4790

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**.

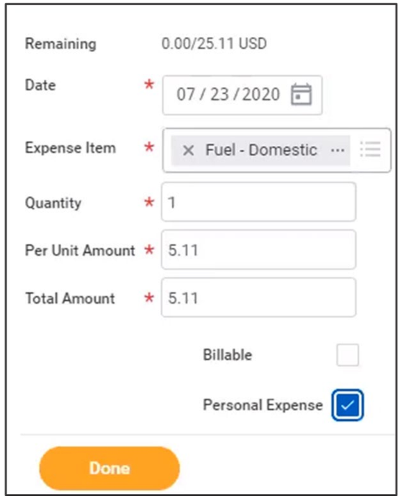


<u>Note</u>: If only part of a transaction was personal, click **Add** in the *Itemization* section.



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 $5.11 was a personal expense out of the total transaction amount of $25.11.



MANAGE PERSONAL EXPENSES

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

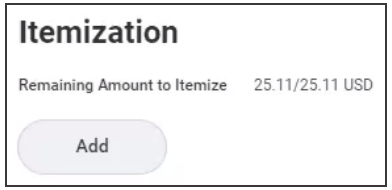
FULL EXPENSE ITEM IS PERSONAL

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 your institutions processes and policies.

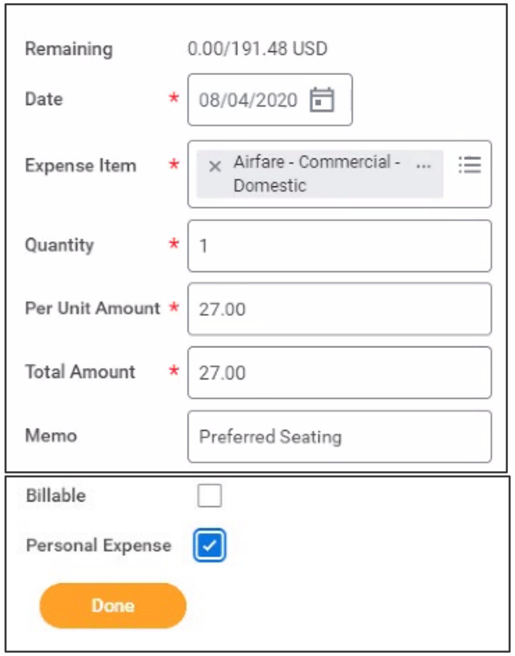
EXPENSE ITEM CONTAINS PERSONAL EXPENSE

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.

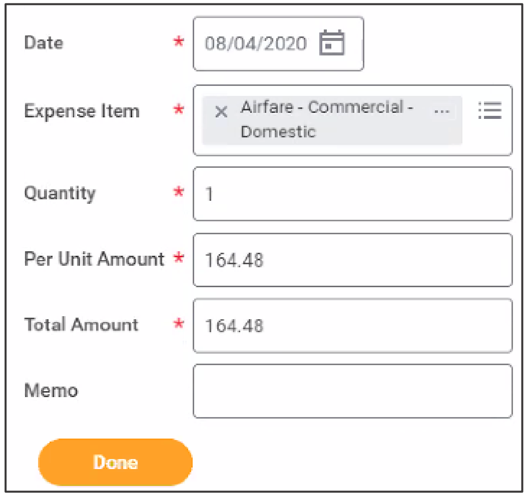


A pop-up window displays. From here, you can separate the personal amount from the total transaction amount.

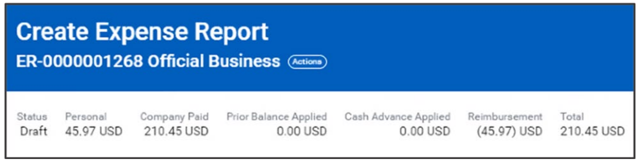
In this example, the screenshot shows that $27 was a personal expense out of the total transaction amount of $191.48.



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.



NEXT STEPS

The process for creating an expense report is 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.