

Expense reports are submitted to reimburse you for business-related costs, such as airfare or hotel expenses, and to reconcile pcard transactions.

From the **Expenses** worklet:

1. Click the **Create Expense Report** button under *Actions*.
2. Select either **Create New Expense Report** or **Copy Previous Expense Report**.
3. Worktags determine which budgets are charged (i.e., Cost Center, Grant, Gift, Etc.). The Cost Center will default to your organization’s operating budget. [need to confirm this]

You can change the Cost Center by entering the number, or by searching for keywords. You can also a Grant worktag, or under Additional Worktags, a Gift worktag.



Note: When you enter a Cost Center, Grant, or Gift worktag, the related tags (Fund, etc.) change automatically.

4. If you have created expenses on a mobile device, or have pcard items to reconcile, they will appear here. Choose the ones you wish to include in the current expense report.

Include?	Transaction	Date	Expense Item	Charge Description/Memo	Amount	Currency	Preview
<input type="checkbox"/>	Q	06/14/2018	Office Supplies		52.40	USD	

5. Click **OK**.

Expense Report Information

Expense Report For * Employee: Veronica Brandstrader

Creation Options
 Create New Expense Report
 Copy Previous Expense Report

Company * X Worcester Polytechnic Institute - WPI

Expense Report Date * 06 / 14 / 2018

Cost Center * X 1030-CC Physics

Fund * X 110-FD Unrestricted

Designee

Grant

Student Organization

Detail Code

Additional Worktags * X Program: 100 Instruction

OK **Cancel**

DRAFT

- Complete the required fields, including **Date**, **Business Purpose**, **Memo**.

Expense Report Information

Company * Worcester Polytechnic Institute - WPI

Expense Report Date * 06/14/2018

Business Purpose X Internal Meeting/Event

Expense Report Reference Information

Reimbursement Payment Type * X Check

Memo Cookies for department business meeting

- For each item in the expense report, complete the required fields, including **Expense Item** (use the menu, or search for keywords like "airfare"), **Amount**, and **Business Topics, Attendees** (if you miss a required field, an error message points it out after you click **Submit**).

Expense Report Line + ||

Date * 06/14/2018

Expense Item * X Dinner

Quantity * 1

Per Unit Amount * 54.12

Total Amount * 54.12

Memo

*Cost Center X 1030-CC Physics

*Fund X 110-FD Unrestricted

Designee

Grant

Student Organization

Spend Authorization Line

Available Spend Authorization Lines

Item Details

Attendee(s) * X Veronica Brandstrader

Business Reason * Dinner with colleagues at UMass Medic

Attachments from File

Drop files here

or

Select files

- You can leave the default worktags, or enter a Cost Center, Grant, or Gift worktag, which will update the related tags (Fund, etc.). If you need to further split an expense item, use the **Itemize** option, see below.
- Add any attachments as needed, preferably near each item, or on the **Attachments** tab.

Expense Report Lines Attachments

+ Add + Import Existing Record

Click here to sort		Expense Report Line -
06/14/2018	Supplies - Office	67.98
06/14/2018	Mileage	125.90
06/14/2018	Dinner	54.12

Date * 06/14/2018

Expense Item * X Supplies - Office

Quantity * 1

Per Unit Amount * 67.98

Total Amount * 67.98



ITEMIZE YOUR EXPENSES

Use this option to break out alcohol from a restaurant receipt, or split an expense between two cost centers. In an expense report:

1. Enter the expense item, including **Amount**, then click **Itemize**. Itemization fields vary depending on the type of expense.

Expense Report Line  + Itemize

Date *	<input type="text" value="06 / 14 / 2018"/> 
Expense Item *	<input type="text" value="X Dinner"/> 
Quantity *	<input type="text" value="1"/>
Per Unit Amount *	<input type="text" value="54.12"/>
Total Amount *	<input type="text" value="54.12"/>

2. Enter the information based on the expense. Itemized expenses must equal the total of the Expense Report Line; Workday calculates the remaining amount.

Itemize

		Dinner	45.76 USD
		Expense Item	Remaining Amount to Itemize

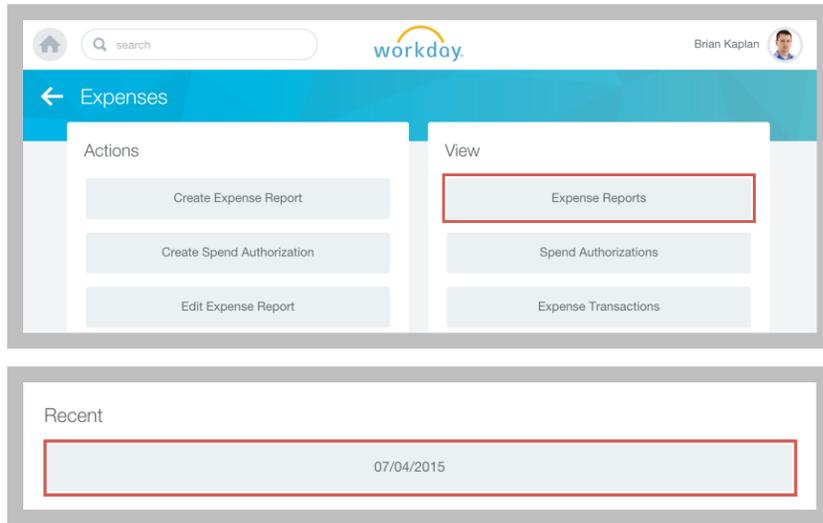
Date *	<input type="text" value="06 / 14 / 2018"/> 	Business Reason *	<input type="text"/>	Memo	<input type="text"/>
Expense Item *	<input type="text" value="X Alcohol"/> 	Personal	<input type="checkbox"/>		
Quantity *	<input type="text" value="1"/>	*Cost Center			
Per Unit Amount *	<input type="text" value="8.36"/>	*Fund			
Total Amount *	<input type="text" value="8.36"/>	Designee			

3. When you're finished click **Done** to return to the expense report.



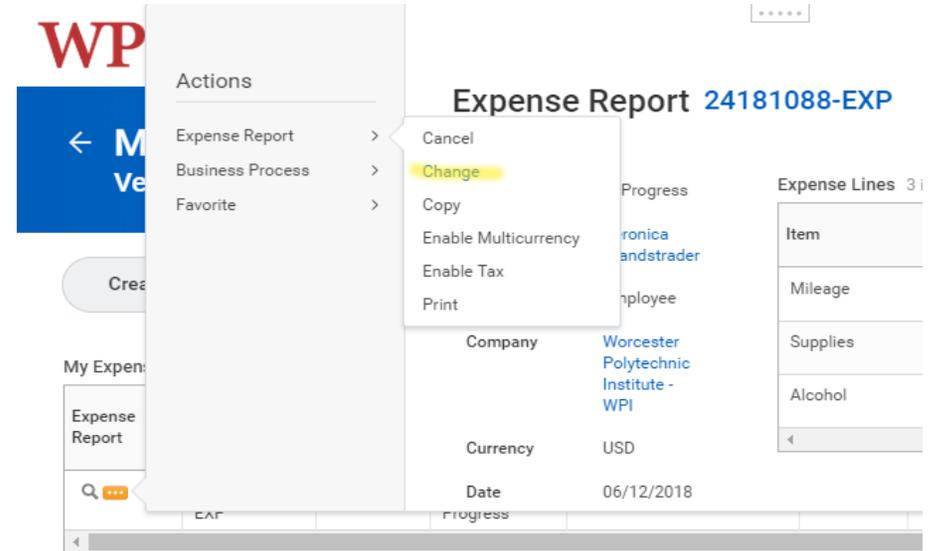
VIEW AN EXISTING EXPENSE REPORT

From the **Expenses** worklet, click the **Expense Reports** button under *View*. You can filter expense reports by status or date. You can also click the date of the expense report you want to view in the Recent section.



CHANGE AN EXPENSE REPORT

If an expense report is *In Progress*, you can update it. Use the *Related Actions* button next to the existing expense report and choose **Expense Report > Change**. You can then update and submit the expense report.



MOBILE

ENTER EXPENSES AND SUBMIT EXPENSE REPORT

Use the **Expenses** icon to track expenses, upload receipts, and submit expense reports:

1. Tap **New Expense**.
2. Tap the **Camera** icon to take a photo of the receipt. Using an iPhone, you can also choose an existing photo or import an attachment. Using an Android, you can also select an existing photo from the gallery. If you take a photo, tap **Use Photo**.
3. Enter an **Amount**, **Date**, and an **Expense Item**. You can navigate through the Expense Item menus or simply type a word to search for a category (e.g., "meals").
4. Tap **Done**.

Repeat previous steps to add any other expense items you want to report. When all expense items are added, you can submit an expense report from the **Expense** icon.

5. Tap **New Expense Report**.
6. Include the Company, Expense Report Date, Cost Center, and Region. [need to confirm this]
7. Tap the **Additional Worktags** prompt if you are charging a *Gift* or use other *Activity* codes.
8. Once you've completed the expense report information, tap **Done**.
9. Tap **Add Expense** to attach expenses to the report.

10. Tap **Existing Expenses**. You can also choose to add more expenses in this step by tapping **New Expense**.
11. Choose the pre-existing expenses you want to include in the report by tapping the **checkmark** next to each expense item you have saved.
12. Tap **Done**.
13. Tap **Review**.
14. Review your expense items for accuracy and correct any errors, then tap **Submit**. A confirmation screen shows your expense report has been routed for approval.

