



WORKDAY JOB AID COMPLETING AN EXPENSE REPORT

- All overnight travel and mileage related expense reports need to be tied to a spend authorization
- You can have multiple expense reports tied to one spend authorization
- An expense report is the actual cost of your travel

Steps:

1. Access “Expenses” worklet or search for “Create Expense Report” and select:



Expenses

OR



create expense report

← Expenses

Actions

Create Spend Authorization

Create Expense Report

Search Results

Categories

Common

Assets

Banking

Expenses

Financial Accounting

Search Results 3 items

Tasks and Reports

Create Expense Report

Create Expense Report for Pre-Hire

Create Expense Report for Worker

2. Select “Create New Expense Report from Spend Authorization” if doing an expense report for your travel (if non-travel expense or expense card charge for another person traveling, select “Create New Expense Report”):

- a. Pick the correct spend authorization from the drop down.
- b. Click “Final Expense Report for Spend Authorization” if it is the last expense report that will be done in connection to the spend authorization.
- c. Make sure the memo clearly states the purpose of the expenses (ex. conference name and overview) and how the University was benefited by it.
- d. Select the Company.
- e. The Expense Report Date is the date the report is being done, not the date of travel.
- f. Choose the Business Purpose.

Create Expense Report

Expense Report Information

Expense Report For Creation Options Final Expense Report for Spend Authorization ☐ Memo Company Expense Report Date Business Purpose	★ Employee: Emily Tidwell ☐ Create New Expense Report ☐ Copy Previous Expense Report ⋮ ☒ Create New Expense Report from Spend Authorization × 08/10/2019 How to Complete an Expense Report 880.00 USD ⋮ How to Complete an Expense Report ★ Florida Polytechnic University ★ 08 / 29 / 2019 📅 × In State ⋮
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3. Complete expense report details:

- Header information will pull in from the previous screen, but you have the ability to edit it if needed.
- Add expense line information by clicking the “Add” button. You can either add a line for a reimbursable expense or pull in an expense card charge you’ve made.
- Complete expense line details:
 - Expense line date = actual date of travel/expense.
 - Choose your expense item and complete all fields.
 - An attachment is required for each expense line.

Create Expense Report

ER-2000375 How to Complete an Expense Report [Actions](#)

Header

Attachments

Expense Lines

Save the expense report to review any errors before you submit.

Spend Authorization	08/10/2019 How to Complete an Expense Report 880.00 US
Final Expense Report	No
Expense Report Number	ER-2000375
Memo	How to Complete an Expense Report
Company	Florida Polytechnic University
Expense Report Date	08/29/2019
Business Purpose	In State
Reimbursement Payment Type	Direct Deposit

Edit

Create Expense Report

ER-2000375 How to Complete an Expense Report [Actions](#)

Pay To
Employee: Emily Tidwell

Status
Draft

Header

Attachments

Expense Lines

Add



There's nothing here

1 item

Expense Line

Date	* 08 / 14 / 2019
Expense Item	Per Diem - Domestic Meals
Quantity	* 1
Total Amount	180.00
Currency	* USD
Memo	
*Cost Center	(empty)
Self-Balancing Custom Org	(empty)
Cost Center Programs	(empty)
Grant	(empty)
Project	(empty)
*Fund	(empty)

Instructions

Please click on "Complete Travel Journal" to input required details. You are eligible for breakfast if your travel starts before 6am and extends beyond 8am, lunch if starts before 12pm and extends beyond 2pm, dinner if starts before 6pm and extends beyond 8pm

Item Details

Departure Date * 08/10/2019

Departure Time * 08:00 AM

Arrival Date * 08/14/2019

Arrival Time * 06:00 PM

Travel Journal

Total Amount 180.00 USD

View Details

5 items



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d. Itemization is required for hotel (itemize) and meals (travel journal):

- Hotel – itemize line items separately as per the hotel receipt
i.e. all daily room charges together, all daily parking together, etc.

Daily Expenses	
Edit	6 items
z-Itemize Only: Room Rate 08/29/2019	0.00 USD
z-Itemize Only: Hotel Sales Tax 08/29/2019	0.00 USD
z-Itemize Only: Hotel - Other Taxes and Fees 08/29/2019	0.00 USD
z-Itemize Only: Hotel - Personal Expenses 08/29/2019	0.00 USD
z-Itemize Only: Hotel - Internet Fees 08/29/2019	0.00 USD
z-Itemize Only: Hotel - Parking 08/29/2019	0.00 USD

-Meals – itemize daily

check the box next to the meal if you **DO NOT** get reimbursed for that meal; you do not get reimbursed if the meal was provided to you, including continental breakfast at a hotel, or if you don't meet the travel time requirements.

Date	★ 08/10/2019	Memo		Breakfast provided?	☒	<u>Meals - Per Day Total - \$36.00</u> \$ 6.00 Breakfast - Travel begins before 6am & past 8am \$ 11.00 Lunch - Travel begins before 12pm & past 2pm \$ 19.00 Dinner - Travel begins before 6pm & past 8pm
Total Amount	30.00	*Cost Center		Lunch provided?	☐	
		Self-Balancing Custom		Dinner provided?	☐	

ATTACH THE MEETING/CONFERENCE AGENDA TO THE MEAL EXPENSE LINE

e. For specific instructions on processing expense card charges, please refer to the jobaid “How to Process Expense Card Charges”.

4. If you are ready to submit the expense report, click the “Submit” button. If you want to save the expense report to continue working on later, click “Save for Later”. If you want to discard the expense report, click “Close”:

Submit	Save for Later	Close
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5. If you wish to edit an expense report, you may do so by searching by “My Expense Reports”. Once you locate the expense report you want to modify, click the “Edit Expense Report” button:

The screenshot shows the Workday interface with a search bar containing 'my expense reports'. Below the search bar is a purple 'Search Results' header. On the left, there are 'Categories' listed: Common, Assets, and Banking. The 'Common' category is selected. To the right of the categories, it says 'Search Results 1 items'. Below this, there is a section titled 'Tasks and Reports' with a link 'My Expense Reports' and a description: 'View your expense reports with the date, status, amount, and other details. Perform related actions such as cancel, change, or copy an expense report. Required prompt: none Optional prompt: none'. Below this, there is a table titled 'My Expense Reports 9 items'. The table has columns: Expense Report Date, Expense Report Status, Memo, Total Amount, Reimbursement Amount, Worker Paid, Personal Amount, Currency, and Company. The first row shows: 08/29/2019, Draft, How to Complete an Expense Report, 0.00, 0.00, (blank), 0.00, USD, and Florida Polytechnic University. To the right of the table, there is a button labeled 'Edit Expense Re...'.

Expense Report Date	Expense Report Status	Memo	Total Amount	Reimbursement Amount	Worker Paid	Personal Amount	Currency	Company
08/29/2019	Draft	How to Complete an Expense Report	0.00	0.00		0.00	USD	Florida Polytechnic University

OR, if you know your expense report number, you can enter it in the search bar and choose “Edit”:

The screenshot shows the Workday interface with a search bar containing 'ER-2000375'. Below the search bar is a purple 'Search Results' header. On the left, there are 'Categories' listed: Common, Assets, Banking, Expenses, and Financial Accounting. The 'Common' category is selected. To the right of the categories, it says 'Search Results 1 items'. Below this, there is a section titled 'All of Workday' with a link 'Expense Report: ER-2000375'. Below this, there is a tip: 'Tip: try selecting another category from the list'. To the right of the tip, there is a dropdown menu with the label 'Actions' and a list item 'Expense Report' with a right arrow.

6. You can check the status of an expense report by locating the expense report as described above. Once you click on the expense report and are in view mode, click the “Business Process” tab to see where it is in the approval path.

7. Any reimbursement due to you will be paid in the next check run once the expense report is fully approved.

8. As with any expense, thorough backup is required. Please be sure to provide adequate explanations for your expenses and refer to the Travel Manual for more specific guidance on what is required.