Create an Expense Report

Need to Know…

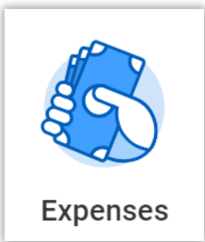
Expense reports are submitted so that you are reimbursed for business-related costs, such as airfare or hotel expenses. Follow all instructions on this job aid and in the system closely to ensure you are reimbursed quickly. Refer to the Travel and Expense policy under ‘Instructions’ for more information.

To include AMEX transactions, turn to step 8. To include prepaid travel, turn to step 12.

Steps in Workday

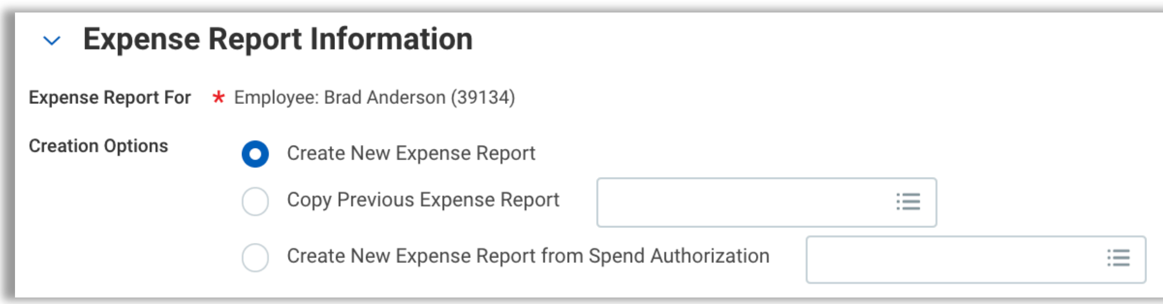
Create an Expense Report (Employee)

1. From the Workday homepage, click the **Expenses** application.



2. Click **Create Expense Report**
3. Select **Create New Expense Report**.

If applicable, select **Copy Previous Expense Report** or **Create New Expense Report from Spend Authorization**.



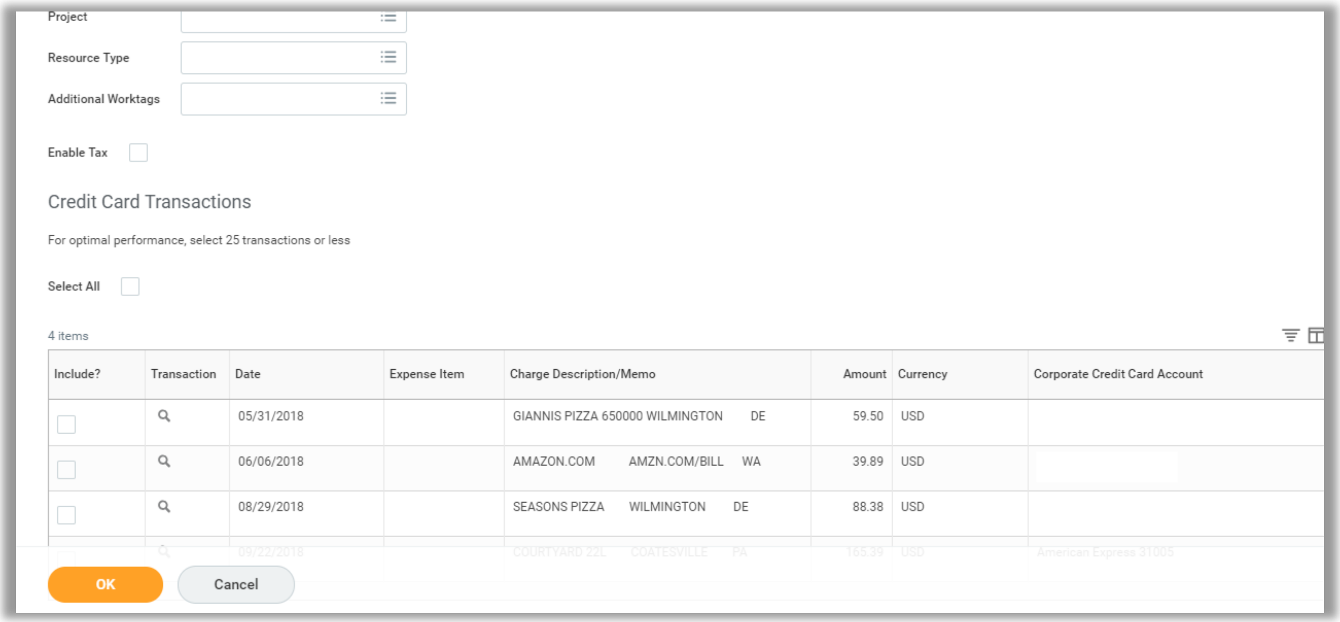
4. The **Company** will automatically populate, but you can change the company if necessary.
5. The **Expense Report Date** will automatically populate to today’s date. In the next few steps, you will be able to change the **Expense Report Line** to when the expense occurred.
6. The **Cost Center**, **Brand** and **Platform** will automatically populate. Changing these fields would only be in the event that you are charging to a specific job code or assignment.

7. If applicable, select the *prompt* icon to choose the **Job Code**, **Product Code**, **Project**, **Resource Type** and **Additional Worktags**; these fields are optional.

   If you do not know what to enter in these fields, do not complete them. They only apply to certain situations.

8. If you have transactions from your AMEX corporate credit card or mobile expenses, select the applicable transactions to include in your expense report. Keep in mind that a large number of transactions may require a bit of patience to load the next page.

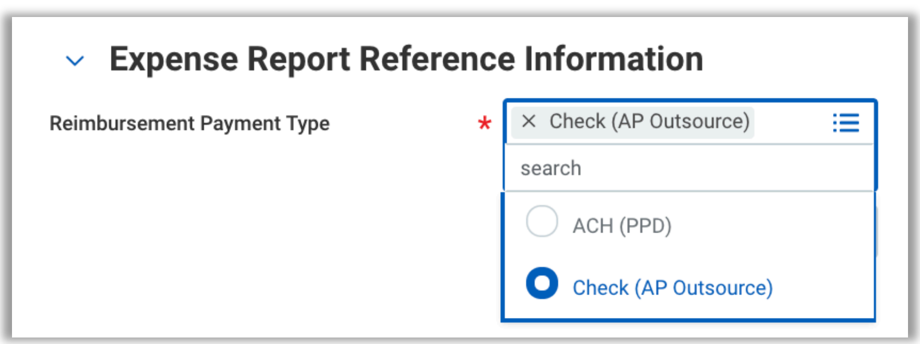
   If you do not have any credit card transactions or mobile expenses, those fields will appear blank.



9. Click *OK* .

10. The **Reimbursement Payment Type** will automatically default to whichever payment method you have selected for reimbursement.

    ACH (PPD) indicates direct deposit and Check (AP Outsource) indicates a written check.



11. In the **Expense Report Lines** section, add a line item for each expense item.

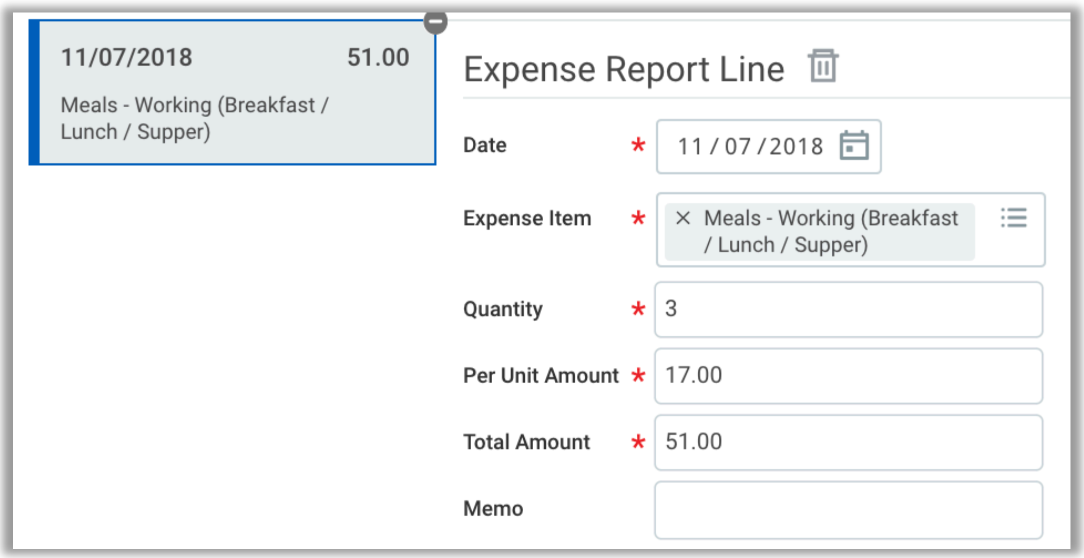
a. Complete all required fields: **Date** (that reflects when the expense occurred), **Expense Item**, **Quantity**, **Per Unit Amount**, and **Memo**. The **Total Amount** will automatically calculate based on the amount per unit.

b. Do not change the **Brand**, **Cost Center**, or **Platform**.

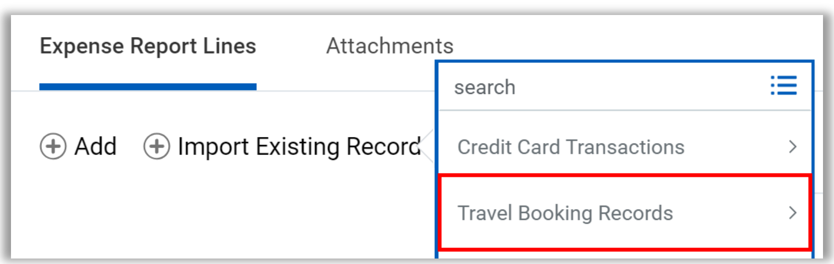
c. Depending on the type of expense, **Instructional Text** and **Item Details** may appear to the right of your screen above the attachments window. Follow the instructions or make a selection if applicable.

d. To add another line item, click the *Add* icon 

.



12. To input prepaid air and rail fair, select **Import Existing Record** below the **Expense Report Lines** section, then select **Travel Booking Records**.



13. **IMPORTANT!** For applicable prepaid travel booking, enter line items in the following manner:

   a. Prepaid travel is paid for outside of Workday; transactions should be recorded in Workday to ensure you are reimbursed but will be recorded in a unique way.

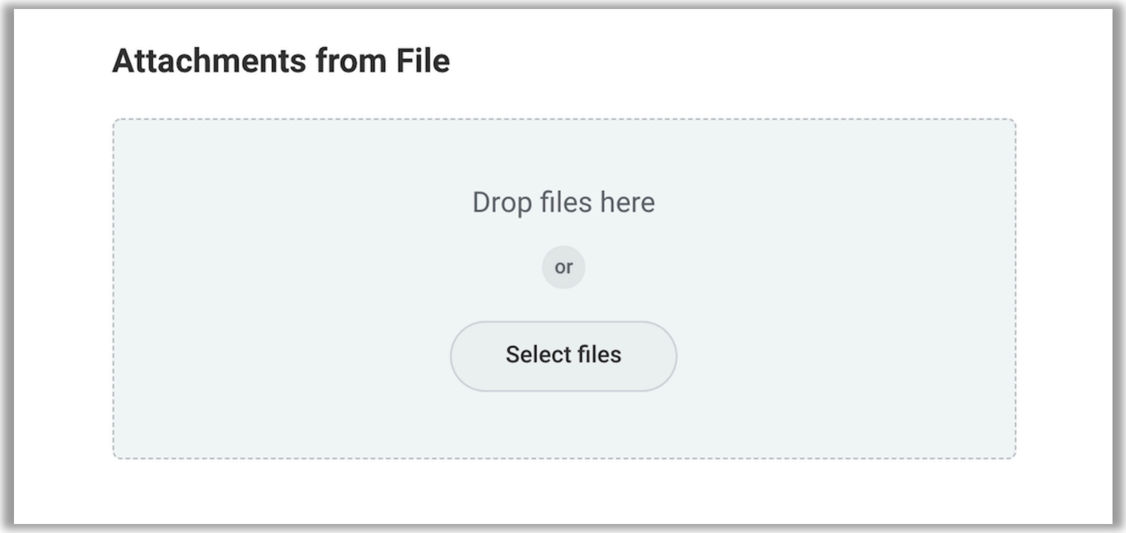
   b. Add 2 separate expense lines for prepaid travel:

      i. The first line should include a positive monetary amount (ex: $500)

      ii. The second line should include a negative monetary amount (ex: -$500)

   c. The integration will pull both line items to offset the cost.

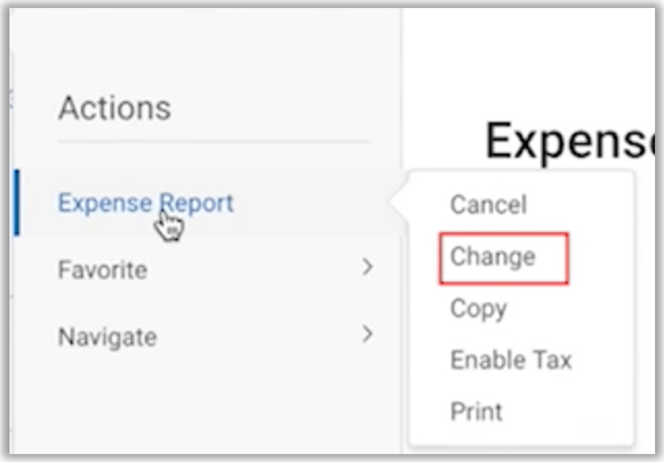
14. It is highly recommended that you add supporting documents or receipts as attachments in the **Attachments from File** window to the right of your screen. You must always submit a receipt for the following expenses:
    a. Hotels
    b. Mileage
    c. Travel (including Uber and Lyft)
    d. Health and fitness items



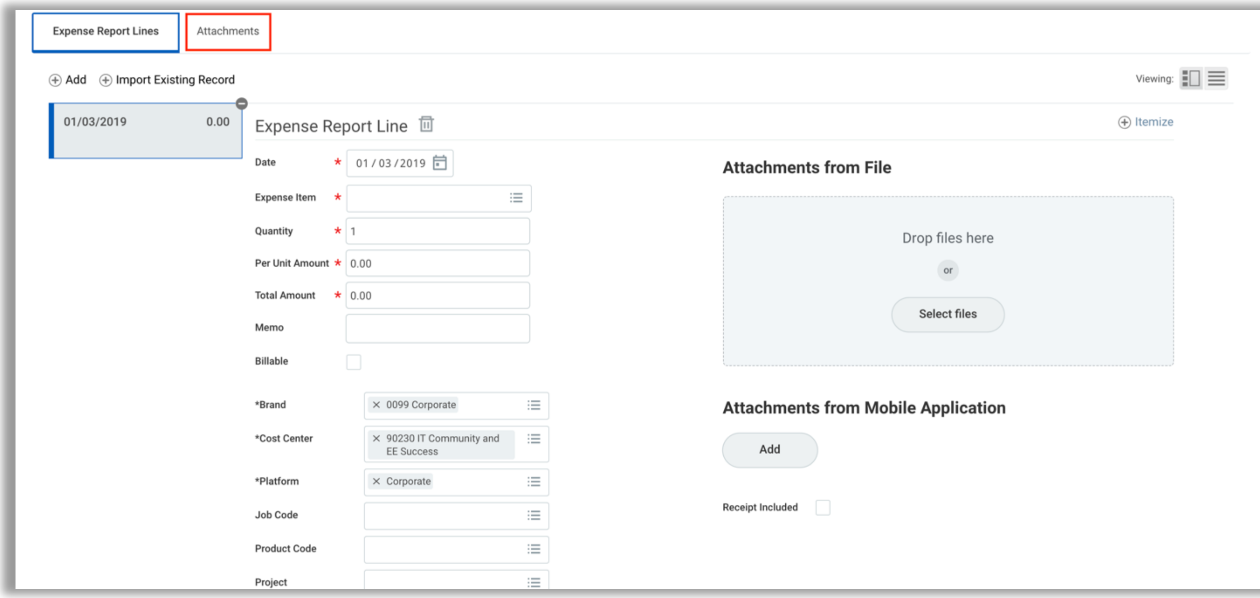
15. Click *Submit* .
16. You will be prompted to review your documents. Click **Review Documents**.
17. If you did not provide a receipt attachment, you must download the **No Receipt Affidavit**. This document is for you to manually fill in the receipt information that you did not attach. Click the *checkbox* icon to select **I Agree**.

    You ONLY need to sign the affidavit for expenses without receipts that are >$25, not hotel, Uber/Lyft, airfare or personal expenses.
18. Click *Submit* .
19. Click *To Do* .
20. Hover over the expense report title next to **For** then click on the *Related Actions* icon

21. Hover over **Expense Report** then click **Change**.



22. Click on the **Attachments** tab highlighted below to begin uploading the No Receipt Affidavit. Make sure not to upload your form to attachments window on the right side of your screen.



23. Drag the No Receipt Affidavit into the attachments window then click **Upload** to attach the document.

24. Click *Submit* 

.

25. Click *Done* 

.

END

Employees

What Happens Next…

Once you have submitted your expense report it will route to a designated approver, depending on who initiated the process and the nature of the expense report.