Create an Expense Report

Expense reports for credit cards are created to review the transactions loaded from your financial institution, provide accurate accounting and reconciliation of credit card transactions.

From the Search Bar

1. Type **Create Expense Report**

Select **Create New Expense Report**



Travel policies for your institution may be viewed by clicking on the link provided on top right of page under **Instructions**.



1. Scroll down to select your credit card transactions you want to expense.



1. **Select All** or **click “include” box** for each transaction you wish to include on the expense report.
2. Click **OK**

Next Screen



1. Complete the required field, **Expense Item** for each credit card transaction you previously selected.

|  |  |
| --- | --- |
|  | Note: Date, Quantity, Per Unit Amount and Total Amount for your credit card transactions may not be changed.  |

1. A business purpose is required on the **line memo** for each expense item **and** **header memo** for the entire expense report.
2. You have 3 options to add attachments
	1. Click **Attachments** tab and upload a summary document
	2. **Drop files** or **Select File** from your local computer for each expense report line
	3. Click **Add** for attachments from mobile application to select receipts/images uploaded through your mobile device.



Add WorktagS AT THE LINE LEVEL

Worktags are keywords needed for the expense report to be routed correctly, and are used for reporting purposes. Based on your organization’s configuration and policies, you may need to add additional worktags on each expense report line.



* **Cost Center**: Workday may auto-populate this field and should only be modified as needed.
* **Location**: Workday may auto-populate this field and should only be modified as needed.
* **Additional Worktags**: Reimbursements may be associate an expense report with a project, program, grant and/or gift worktag.
1. Click **Submit** (if no itemization is needed)

Itemize Your Expenses

Your organization may require you to itemize your expenses. For example, your hotel bill may include your room rate, room service, internet fees, and more.

From the Expense Report Lines tab within an expense report:

1. Before you submit, click **Itemize**. Itemization fields display based on the expense type.



1. Enter the necessary information based on the expense type you are itemizing. Your itemized expenses must equal the total of your Expense Report Line.
2. Then click **Done.**

combined expense report with BOTH credit card transactions and reimbursements

**1.** After completing the required fields for your credit card transactions, you can add reimbursable expense report lines by clicking **+ Add** for each additional line you want to include in your expense report.



**2.** A new expense report line will populate at the top of your listed expense report lines to be completed as needed.



1. Complete all required fields, including **Date**, **Expense Item**, **Quantity**, **Per Unit Amount**,and **Total Amount** for each reimbursable item.
2. Review the summary of all items listed on your expense report by type of transactions.



**Total Expense Report**

**Total credit card transactions**



**Total Reimbursement**

1. Once your review is complete, click **Submit**.

FIND Existing Expense Report

From the Search bar

1. Type **My Expense Reports,** select the report



1. Select **Expense Report Status** applicable



1. Enter **Report Date On** or After AND/OR **Report Data on or Before**
2. Click **OK**