

# EXPENSE REPORTS (Personal Reimbursements)

In the *Expenses* worklet, click **Create Expense Report**. Fields with a \* are required.

## Create Expense Report

Use this task to enter an expense report into the system. Please determine if you would

### Expense Report Information

Expense Report For \* Employee: Veronica Brandstrader

#### Creation Options

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

Either **Create New Expense Report**, or **Copy Previous**, or **Create...from Spend Authorization** (travel advance) if you have one.

Company \* X Wellesley College

Expense Report Date \* 04 / 26 / 2017

- Gift
- Grant
- Fund \* X FD100 Operating
- Cost Center X CC3005 LTS Administration
- Division X LTS Library and Technology Service (Provost)
- Program X PG140 Academic Support

To change default worktags, fill in the Cost Center first and the others will fill in. Fill in gift, endowment, or grant worktags first, and the other tags will fill in. For faculty, if you enter "Provost Office" in the Cost Center field, someone in that office can reassign the charges.

OK

Click **OK**.

If you have charges made on a Travel Card, they will appear at the bottom of the first screen of the expense report. Simply check the box next to the items you wish to include. An expense report can be a combination of Travel Card charges and items you are requesting reimbursement for. Separate events, e.g., a conference and office supplies, should go onto separate expense reports.

Select the reason for the expense.  
You can also start typing the word  
in the *search* field.

Pay To Employee: Veronica Brandstrader

Personal	Cash Advance Applied	Reimbursement	Total
0.00 USD	0.00 USD	0.00 USD	0.00 USD

Expense Report Information

Company: Wellesley College

Expense Report Date: 04 / 26 / 2017

Business Purpose

- search
- Billable Project
- Campus Events
- Conference
- Customer Visit
- Department Meetings
- Institutional Meeting
- Internal Meeting/Event
- Other
- Relocation
- Research
- Student Meetings

Expense Report Reference Information

Reimbursement Payment Type: Direct Deposit (ACH)

Spend Authorization

Final Expense Report for Spend Authorization

Memo

Expense Report Lines

04/26/2017

Expense Item

You can apply a Spend Authorization, if one exists for you.

Fill in the **Memo** field with the reason for the reimbursement (e.g., Conference in Miami 5/4-7).

*Scroll down...*

For *Expense Item*, start typing the words to search for it.

Alcohol that's part of a meal needs to be broken out. Use **Itemize** and split between food and alcohol. For meals without alcohol, note "no alcohol" in the **Memo**.

Expense Report Lines | Attachments

+ Add + Import Existing Record

04/26/2017 12.60 Expense Report Line

Meals - Domestic

Date *	04 / 26 / 2017
Expense Item *	X Meals - Domestic
Quantity *	1
Per Unit Amount *	12.60
Total Amount *	12.60
Memo	

Gift

Grant

\*Fund

Cost Center

Division

Program

Additional Worktags

Spend Authorization Line

Available Spend Authorization Lines

Item Details

Attendee(s) \*

Business Reason \*

Attachments from File

Drop files here

or

Select files

Attachments from Mobile Application

Add

Receipt Included

You can change the worktags for one or more lines in an expense report, e.g., you could charge your department overall, then charge an individual item to a gift.

Scanned receipts can be added in multiple ways

 **Add**  **Import Existing Record**

Click here to sort



Date	Amount	Description	Category
04/26/2017	69.66	Mileage - Domestic	Ex
04/26/2017	257.40	Airfare - Domestic	Ex
04/26/2017	12.60	Meals - Domestic	Ex

Click **Add** to continue adding individual expenses.

Different fields appear related to the type of expense, e.g., Airfare will ask you for dates of travel and airline.

Note that alcohol still needs to be reported as a separate item.

For lost receipts, fill in the **Memo** field with an explanation of the expense and attach the Missing Receipt form as an attachment for that line.

When you're done, scroll down and click **Submit** or **Save for Later**.

### Item Details



Airline \*

Arrival Date \*

Departure Date \*

Class of Service \*

Attachments from here

**Error - Airline**

The field Airline is required and must have a value.

1 of 4

If you've missed any required fields, you'll get an error message when you Submit, with instructions on what to correct.

Your expense report will appear in your Workday Inbox in the Archive tab and in the **Expenses** worklet under **View > Expense Reports**.

# SPEND AUTHORIZATION (Travel Advance)

From the Workday home screen, choose **Expenses**, then **Create Spend Authorization**.

## Important Reminder for Spend Authorizations:

- Spend Authorizations will be used **ONLY**, when requesting Travel/Cash Advances. Please don't not use spend authorizations for any other purposes.
- For all spend authorizations, select the Travel Expenses expense item and check the Cash Advance Requested check box.

For guidance on applicable charges, please refer to Wellesley's Travel Policy and Procedure.

### Spend Authorization Information

Company \*

Start Date \*

End Date \*

Description \*

Business Purpose

Currency USD

### Spend Authorization Details

Reimbursement Payment Type \*

Justification

Enter **Dates, Description, Business Purpose,** and **Justification** (required) then scroll down...

### Spend Authorization Lines

### Attachments

+ Add

Click **Add**.

Airfare - Domestic 430.00

### Spend Authorization Line

Expense Item \*

Quantity \*

Per Unit Amount \*

Total Amount \*

Memo

Cash Advance Requested

Fill in the expense...

...click **Cash Advance Requested**...

Gift

Grant

\*Fund

Cost Center

Division

Program

Additional Worktags

...and where it should be charged...

Note: You can only choose one set, so if you'd like to encumber 2 different cost centers, create 2 spend authorizations. Also, you can always reassign charges when you create an expense report.

### Item Details

Airline \*

Arrival Date \*

Departure Date \*

Class of Service \*

...and details particular to the expense.

Spend Authorization Lines

Attachments

+ Add

Click **Attachments** and upload a document (for example, flight information).

You can either **Add** other items, or click **Submit** (or **Save for Later**).

Submit

Save for Later

Cancel

The Cost Center Manager can then approve or send back the request.