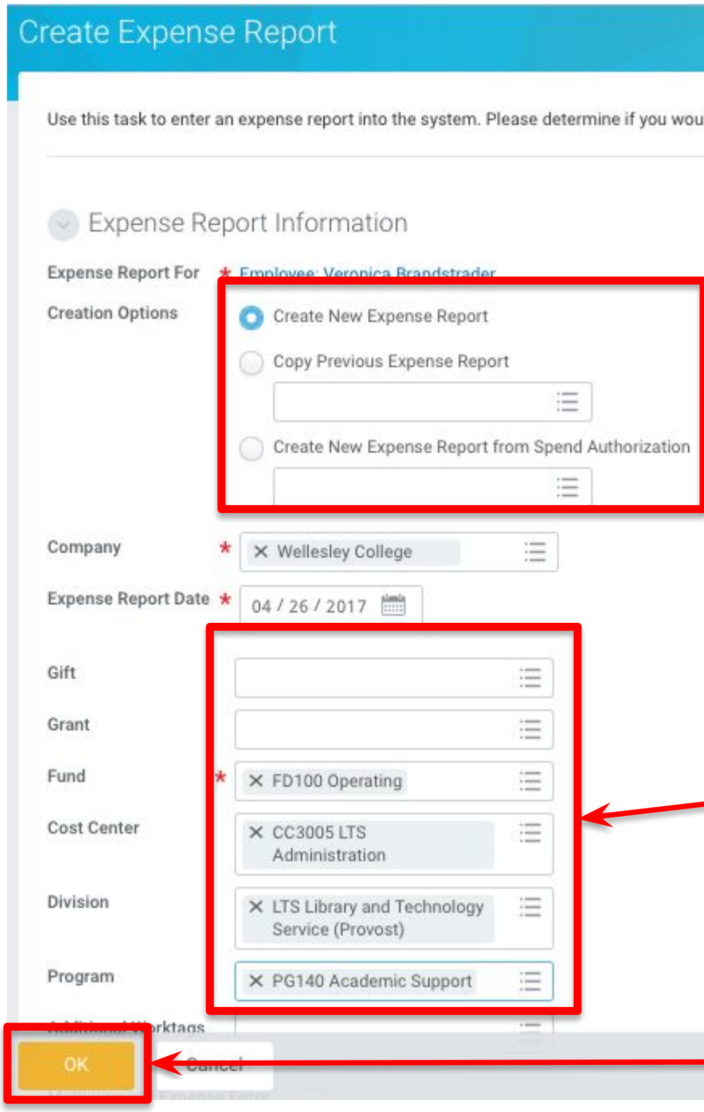
EXPENSE REPORTS (Personal Reimbursements)

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



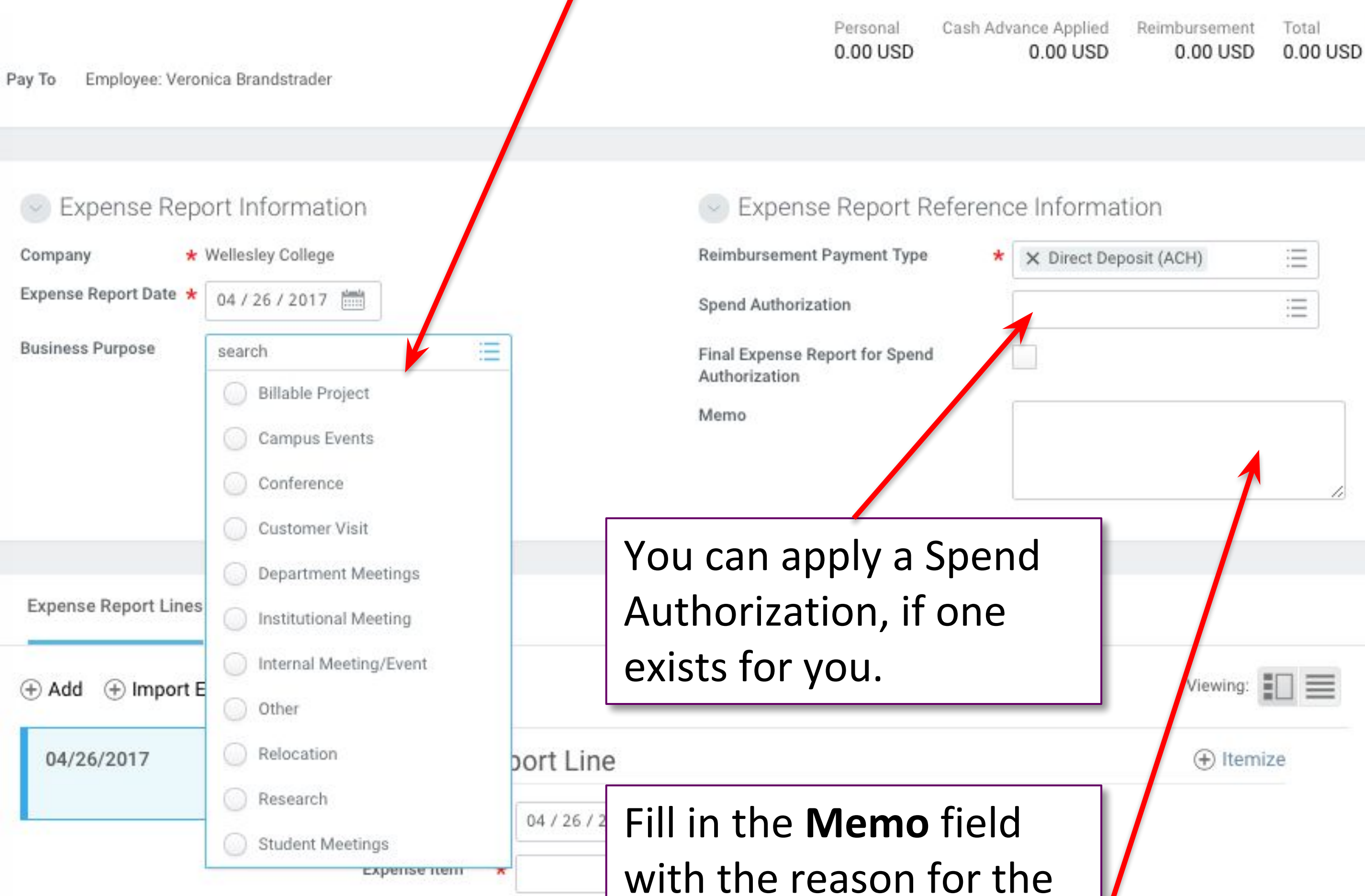
Either **Create New Expense Report**, or **Copy Previous**, or **Create…from Spend Authorization** (travel advance) if you have one.

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.

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.



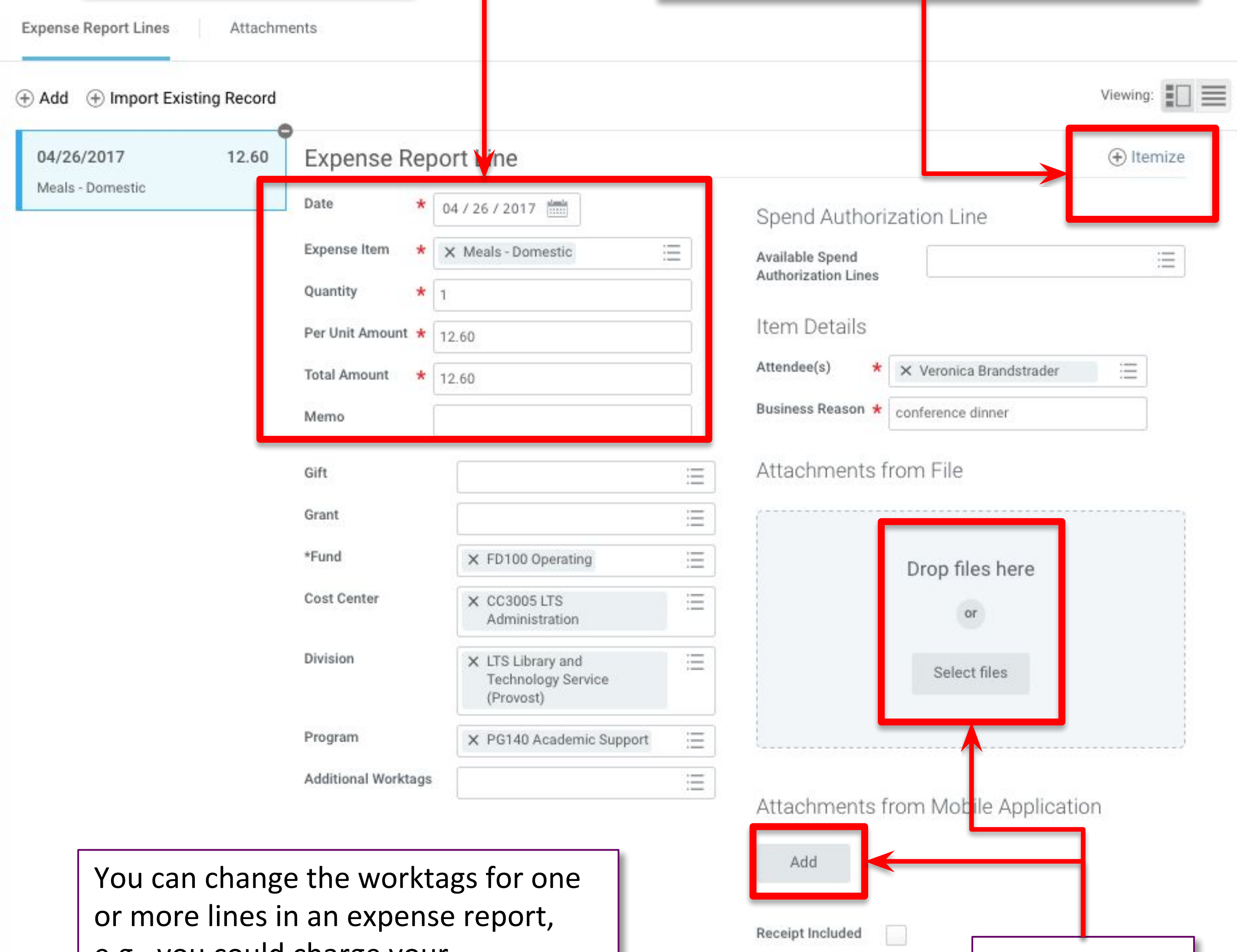
You can apply a Spend Authorization, if one exists for you.

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

Scroll down…

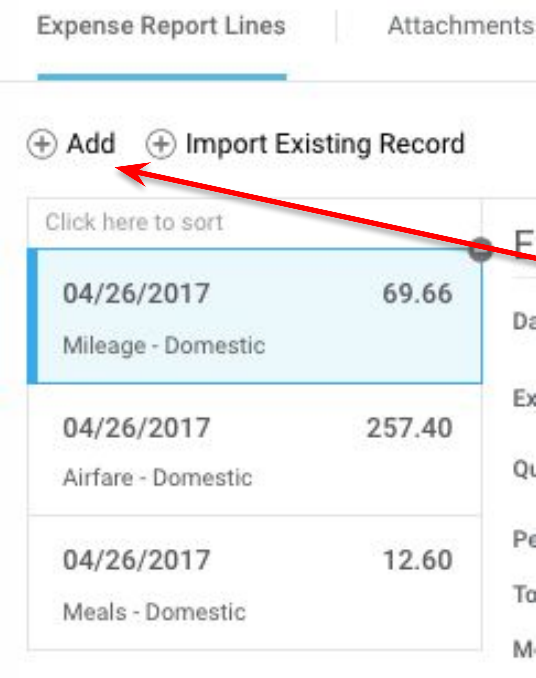
For *Expense Item*, start typing the words to search for it.

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**.



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

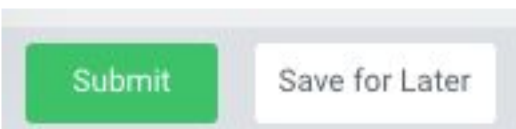


Click **Add** to continue adding individual expenses.

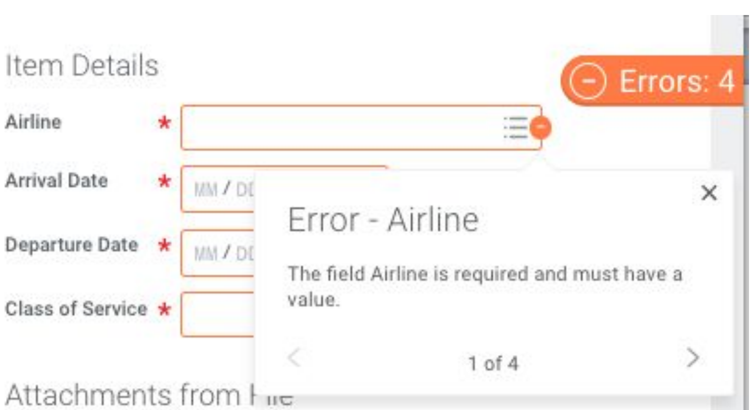
Different fields appear related to the type of expense, e.g., Airfare will ask you for dates of travel and airline.

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**.



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 * Wellesley College

Start Date * 06 / 08 / 2017

End Date * 06 / 08 / 2017

Description * conference in Toledo

Business Purpose Conference

Currency USD

Spend Authorization Details

Reimbursement Payment Type * Check

Justification Annual conference in Toledo for Workday trainers; I need to purchase airfare and don't have a travel card

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 * Airfare - Domestic

Quantity * 1

Per Unit Amount * 430.00

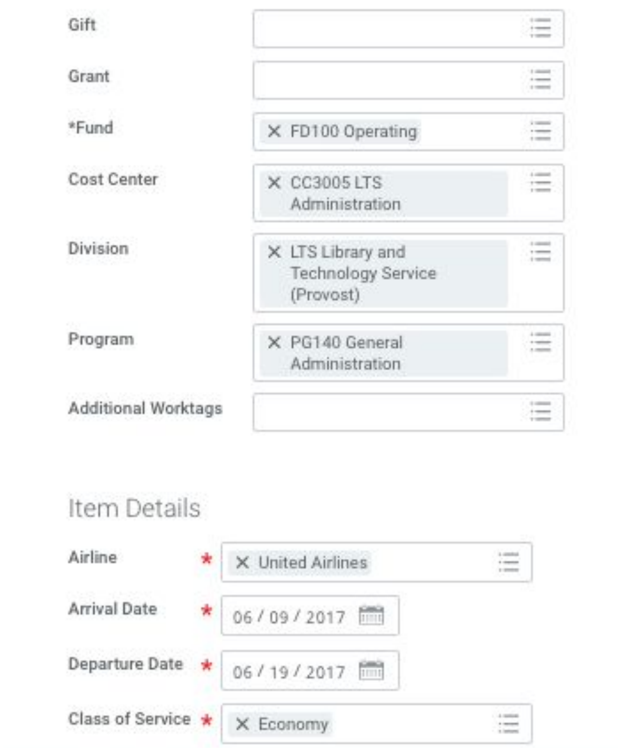
Total Amount * 430.00

Memo

Cash Advance Requested

Fill in the expense…

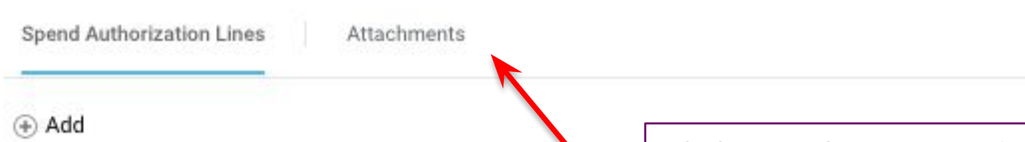
…click **Cash Advance Requested...**



…and where it should be charged...

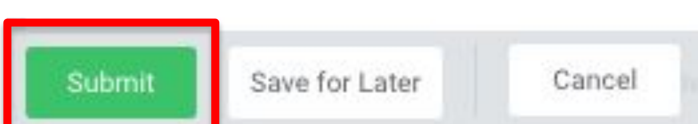
Note: You can only choose one set, so if you'd like to encumber 2 different cost centers, create 2 spend authorizations. Also, you can always reassign charges when you create an expense report.

…and details particular to the expense.



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

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



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