CREATE AN EXPENSE REPORT

Expense reports are reimbursement requests used to reimburse an employee for out-of-pocket expenses and/or reconcile an employee’s T&E Card charges for business-related costs, such as airfare, business meals or hotel expenses.

From the Expenses application:

1. Click the Create Expense Report button under Actions.


The information you enter in this memo field, will appear as the title of the expense report.
**Note:** Please select a Business Purpose from the drop-down menu during the step. If you do not, an error message stating Business Purpose Required will be displayed on the next page. To fix this error, you will need to navigate to the Header tab and edit your entry.

3. Click **OK**. The system will bring you to **Expense Lines** section. Select **Add** to enter the expense line details.

### ADD EXPENSE LINES

From the **Expense Lines** tab within an expense report:

4. Click the **Add** button under Expense Lines. Depending on the types of transactions available for processing, you may be asked to select **Credit Card Transactions** (transactions from your T&E card), **Quick Expense** (available images and/or entries from the mobile app), or **New Expense**. (Note that you are able to link an existing Quick Expense entry to a New Expense line.)
5. Complete all required fields, including Date, Expense Item, Quantity, Per Unit Amount, Total Amount, Financial Information (Cost Center, Function, Fund, etc.) and Business Topics as applicable.

   **Note**: See the Worktags section if your organization requires a program, grant, gift, or project and/or RISD activity code to be associated with your expense report.

6. **Item Details** fields display based on expense item. For example, you will need to enter the names of the attendees for a business meal. Enter the necessary information in the **Item Details**.
   
   a. **Meals**: Enter the names of the attendees for the meal. Click the **Prompt** to select the names of RISD employees, previous guests, or **Create a Guest**
   
   b. **Airfare**: Enter the name of the airline, and the name of the city or the airport code of the destination and origination cities. If a city is not listed, enter the name of the closest location.
7. **Itemization**: You can split the accounts and/or expense categories associated with an expense line entry by clicking on the **Add** button under the **Itemization** header.

a. Once the Add button is selected, a new screen will appear. The screen will show the expense line with the values already entered on **Item Details**. Note the **Remaining** field on the top left side of the screen. This field will subtract the invoice distributions from the Expense Line item total and will display the funds available for allocation. The sum of your itemized expenses must equal the total of your Expense Report Line.
b. Once all Expense Line distributions have been allocated, click on the **Done** button to go back to your expense report.
Expenses: Create Expense Report

**c.** A summary of the distribution information entered will now show under Itemization.

<table>
<thead>
<tr>
<th>Itemization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remaining Amount to Itemize</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2 items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Train / Railway Expenses</td>
<td>49.50 USD</td>
</tr>
<tr>
<td>08/24/2019</td>
<td></td>
</tr>
<tr>
<td>Train / Railway Expenses</td>
<td>49.50 USD</td>
</tr>
<tr>
<td>08/24/2019</td>
<td></td>
</tr>
</tbody>
</table>

8. Add any needed attachments.

9. Click **Submit**.

10. Click **Done**.

**ADD WORKTAGS**

Worktags are keywords needed for the expense report to be routed correctly. They are used for reporting purposes. Based on your expense, you may need to add additional worktags.

- **Cost Center**: Workday will auto-populate this field; it should only be modified as needed.
- **Grants, Projects, Programs, RISD Activity Codes**: add the worktag to associate the expense as needed

**Note:** The number of worktags you can choose for your expense report can vary. An inactive (closed) grant, project, program or activity code will not appear in the list of available worktags.
VIEW AN EXISTING EXPENSE REPORT

From the Expenses application:

1. Click the **Expense Reports** button under View. You have the option of filtering expense reports by status or date.
2. You could also click the date of the expense report you want to view in the Recent section. The current status of the expense report will appear next to the title of the expense report.

EDIT AN EXISTING EXPENSE REPORT

From the Expenses application:

1. Click on the Edit Expense Report button. It will be the first option under the Action column.
2. From the Edit Expense Report page, use the drop down to select the report you want to edit.
3. Click Ok. The expense report selected will display.
4. To edit the report, selection the Action button and edit.
5. Select Submit after your changes are completed.

What does that mean? Below is an explanation of the fields displayed on the top right side of the report:

- **Pay To**: This field displayed the name of the person being reimbursed/Owner of the T&E card being processed.
- **Status**: Shows the status of the transaction
- **Personal**: This field shows amounts that were flagged as personal by selecting the Personal checkbox on the Expense Line; this makes the expense reportable as a Personal expense
- **Company Paid**: This is the amount paid directly by RISD towards the credit card balance
- **Cash Advance Applied**: Shows any cash advances applied/deducted from a reimbursement
- **Reimbursement**: This is the amount due to the payee