MOBILE

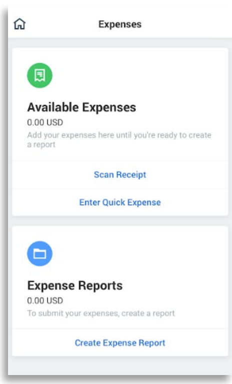
ENTER EXPENSE AND SUBMIT EXPENSE REPORT

MOBILE

Use the Expenses app to track expenses, upload receipts, and submit expense reports.

From the Home screen:

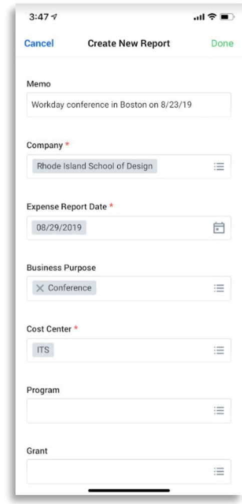
1. Tap **View Apps** > **Expenses**.



2. Tap **Scan Receipt** to scan your receipt and have Workday automatically add expense data from the receipt or tap **Enter Quick Expense** to fill in the expense information manually as described in the following steps. For an iPhone, you can also choose an existing photo or import an attachment. For an Android, you can select an existing photo from the gallery. If you took a photo, tap the camera icon and select **Choose Photo** or **Import Attachment.**
3. Enter a Date.
4. Add any other supporting information.
5. Tap **Done**.

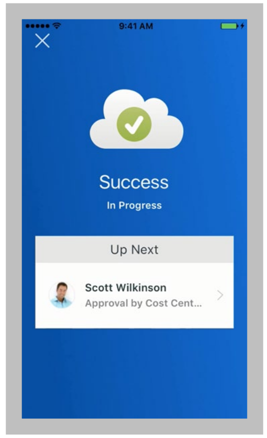
Repeat previous steps to add any other expense items you want to report. When all expense items are added, you can submit an expense report from the Expenses app:

6. Tap **Create Expense Report**.



7. Include required information such as, Company, Expense Report Date, Cost Center, and Region.
8. Tap the **Additional Worktags** prompt. Add information your organization may require, like Location and Project.
9. To add a Project, tap **Project** from the Additional Worktags prompt.
10. Select your Project, then tap **Done**.
11. Once you've completed the expense report information, tap **Done**.
12. Tap **New Expense** to begin attaching expenses to the report.
13. Tap **Existing Expenses**. You can also choose to add new expenses in this step by tapping **New Expense**.

14. Choose the pre-existing expenses you want to include in the report by tapping the radio button next to each expense item you saved.
15. Select **Done** or **Add Another**.
16. Tap **Review**.
17. Review your expense items for accuracy, correct any errors, then tap **Submit**. A confirmation screen shows your expense report has been routed for approval.



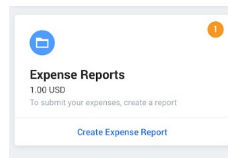
Note: You can also add expense items from your list of expenses by selecting the checkbox next to the expense and selecting Add to Report. This will display immediately after entering the expense item. If no report exists at this time, you'll be prompted to create one.

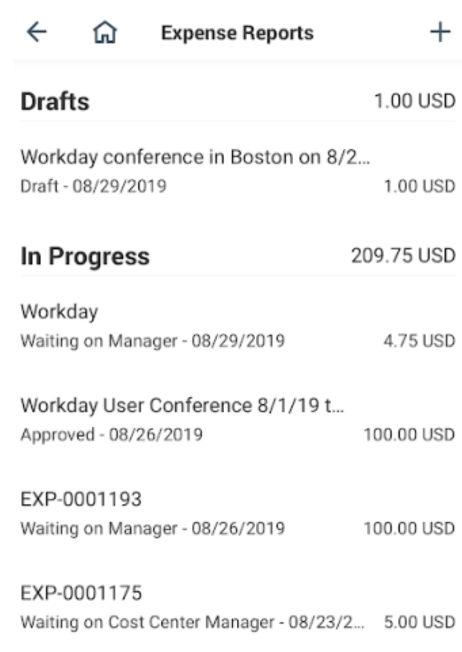
CHECKING STATUS OF EXISTING EXPENSE REPORTS

From the Home screen:

1. Tap **View Apps** > **Expenses**

2. Click on the section for Expense reports. The number in the top right corner indicates the number of reports in draft status.





The list expense reports provides a current status.