

CREATE AN EXPENSE REPORT WITH T&E CARD TRANSACTIONS

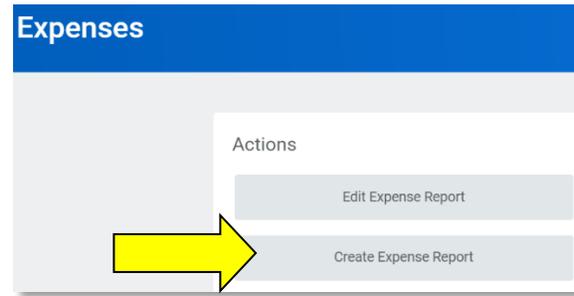
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Expense reports are reimbursement requests used to reimburse an employee for out-of-pocket expenses and/or reconcile an employee's T&E Card charges for business-related costs, such as airfare, business meals or hotel expenses.



From the **Expenses** application:

1. Click the **Create Expense Report** button under Actions.



2. Select either **Create New Expense Report**, **Copy Previous Expense Report**, or **Create New Expense Report from Spend Authorization**. Your selection determines what information displays on the new expense report.

The information you enter in this memo field, will appear as the title of the expense report.

EXP-000192 Workday User Conference 8/1/19 thru 8/3/19 (Actions)

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. At the bottom of this screen, under Credit Card Transactions, select all the transactions that you want to include with this expense report. Click on the box under the “Include?” column.

Credit Card Transactions

Select All

12 Items

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	Last 4 Digits of Credit Card Number
<input checked="" type="checkbox"/>	Q	10/10/2019		HOMEWOOD SUITES HILTON	HOMEWOOD SUITES HILTON	159.00	USD	RISD JP Morgan Chase Corporate	6483
<input checked="" type="checkbox"/>	Q	10/11/2019		ALASKA AIR	ALASKA AIR	148.30	USD	RISD JP Morgan Chase Corporate	6483
<input type="checkbox"/>	Q	10/11/2019		AGENT FEE	AGENT FEE	34.00	USD	RISD JP Morgan Chase Corporate	6483
<input type="checkbox"/>	Q	10/11/2019		DELTA AIR	DELTA AIR	223.30	USD	RISD JP Morgan Chase Corporate	6483

OK Cancel

3. Click **OK**. The system will bring you to **Expense Lines** section and generate to a line item for each expense item selected. You will see a red error flag until you enter the details for each of the lines. You will need to add an expense item, business reason and receipt for each line. There may be additional information required based on the expense item entered.

Header Attachments **1** Expense Lines

Add 2 Errors

2 items Sort By: ▾

Thu, Oct 10

HOMEWOOD SUITES HILTON 159.00 USD !

Fri, Oct 11

ALASKA AIR 148.30 USD !

Expense Line

Credit Card Transaction [10/10/2019 HOMEWOOD SUITES HILT 159.00 USD](#)

Charge Description HOMEWOOD SUITES HILTON

Date * 10/10/2019

Expense Item * **Add**

Itemization

Remaining Amount to Itemize 159.00/159.00 USD

Error:
The field Expense Item is required and must have a value.

Attachments from File

Drop files here

Total Amount 159.00
USD

Submit **Save for Later** **Close**

2 items Sort By: ▾

Thu, Oct 10

Lodging / Hotel 159.00 USD
Hotel for conference

Fri, Oct 11

ALASKA AIR 148.30 USD

Expense Line

Credit Card Transaction [10/10/2019 HOMEWOOD SUITES HILT 159.00 USD](#)

Charge Description HOMEWOOD SUITES HILTON

Date * 10/10/2019

Expense Item *

Total Amount 159.00

Currency * USD

Memo

Once you enter all of the required information, the error flag will no longer appear.

- Hit the **Submit** button once completed.

CREATE AN EXPENSE REPORT WITH SCANNED RECEIPTS FROM MOBILE DEVICE

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.



1. From the **Expenses** application:
2. Click the **Create Expense Report** button under **Actions**.
3. Select either **Create New Expense Report**, **Copy Previous Expense Report**, or **Create New Expense Report from Spend Authorization**. Your selection determines what information displays on the new expense report.
4. From Quick Expense, select each of the scanned receipt that you want to reconcile with this expense report.
5. Then select **Ok** button.
6. Workday will create lines for each of the receipts. Add the additional required information before you submit.

Please note: If you also made purchases with your own funds, you can add more lines in the same expense report.

Quick Expenses

Select All

2 Items

Include?	Transaction Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Preview	Attachment(s)
<input checked="" type="checkbox"/>	11/21/2019				2,000.00	USD		