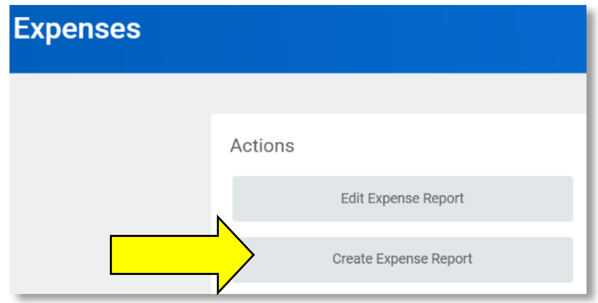
CREATE AN EXPENSE REPORT WITH T&E CARD TRANSACTIONS

Version Date: 11/20/19

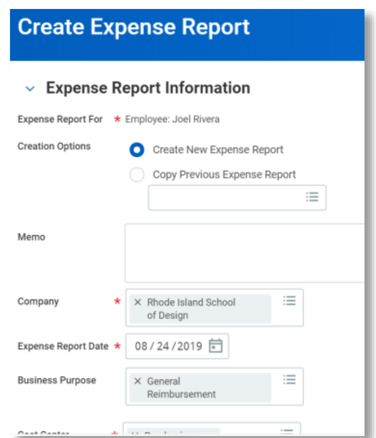
Expense reports are reimbursement requests used to reimburse an employee for out-of-pocket expenses and/or reconcile an employee's T&E Card charges for business-related costs, such as airfare, business meals or hotel expenses.

From the **Expenses** application:

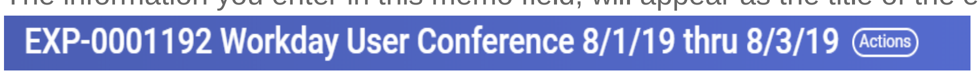
1. Click the **Create Expense Report** button under Actions.



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.

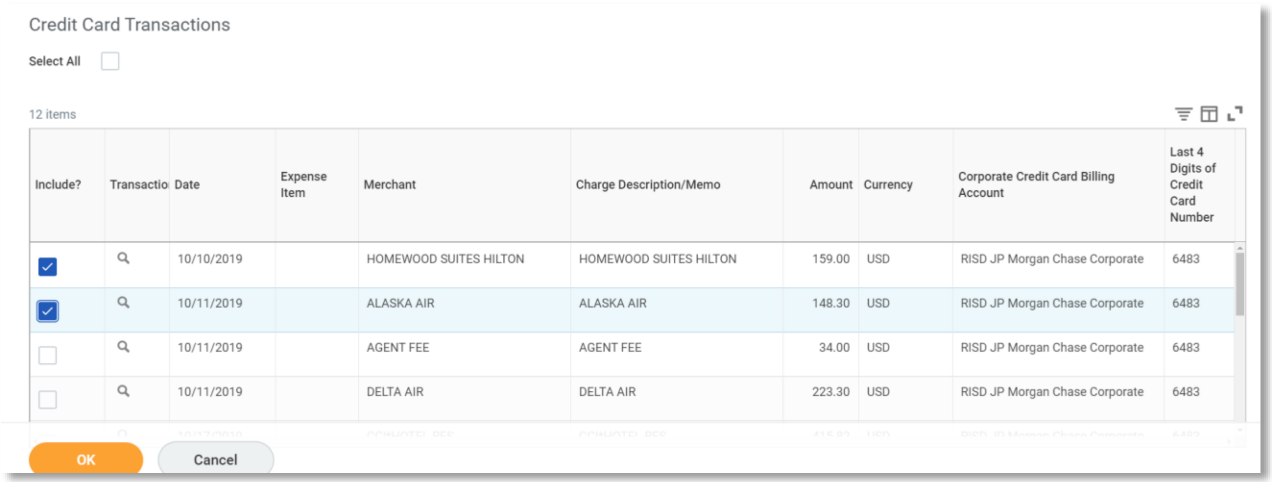


The information you enter in this memo field, will appear as the title of the expense report.

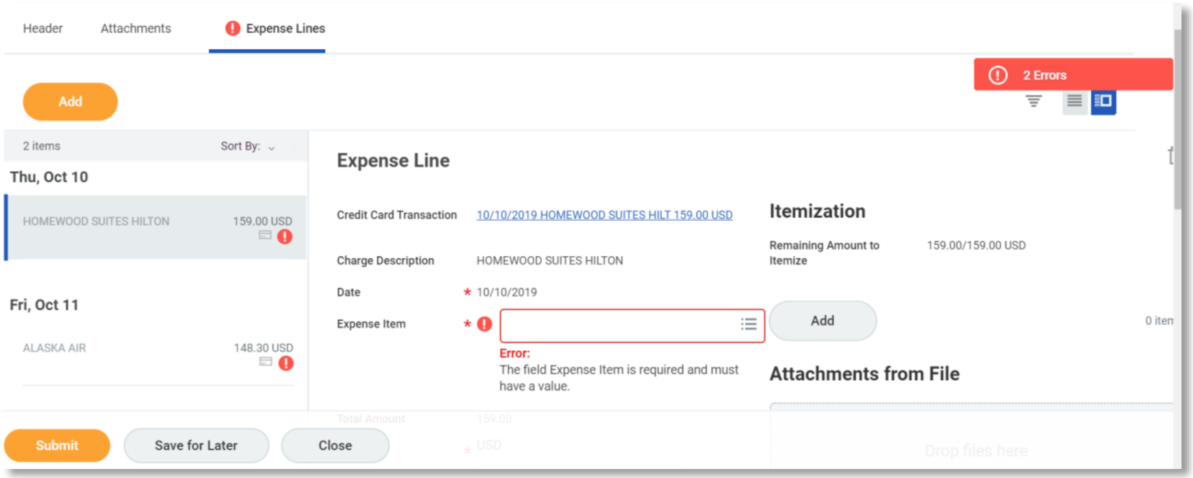


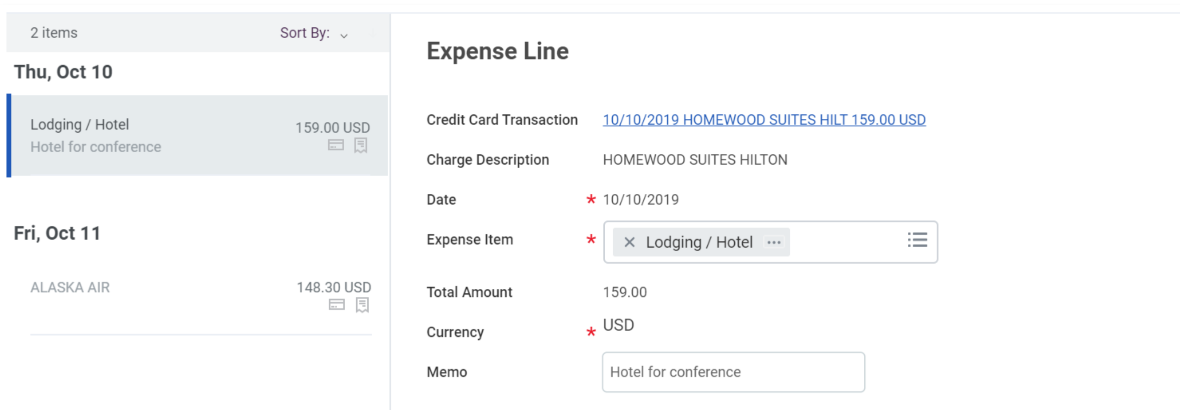
Select a Business Purpose from the drop-down menu during the step. If you do not, an error message stating Business Purpose Required will be displayed on the next page. To fix this error, you will need to navigate to the Header tab and edit your entry.

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.



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.





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

4. 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.