

CREATE AN EXPENSE REPORT

1. Click on the Menu button on the top left corner of the Workday homepage



2. Click on the Expenses application:

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



4. 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.
5. Select a **Business Purpose** category from the drop-down menu.
6. Write out a detailed business purpose in the **Memo** field.

Create Expense Report

▼ **Expense Report Information**

Expense Report For * Employee: Melanie Silva

Creation Options *

- Create New Expense Report
- Copy Previous Expense Report
- Create New Expense Report from Spend Authorization

Memo

NEACUA Conference Travel

Company *

× Rhode Island School of Design

Expense Report Date *

07/17/2024

Business Purpose *

× Conference

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

EXP-0023736 NEACUA Conference Travel

8. Click **OK**. The system will bring you to the **Expense Lines** section. Select **Add** to enter the expense line details.
9. Select the **Mileage Reimbursement** expense item.
10. Enter the **Origination city, Destination city, Country** and **Business Reason**.
11. Enter the mileage total into the **Quantity** field.

Header Attachments Expense Lines

Add

1 item

Expense Line

Drop files here

or

Select files

Expense Date * 08/07/2024

Expense Item * Mileage Reimbursement

Quantity * 62

Rates Used 0.67

Total Amount 41.54

Instructions

Please attach map / directions to substantiate mileage reimbursement request

Item Details

Origination * Providence, Rhode Island, United States of America

Destination * Boston / Cambridge, Massachusetts, United States of America

Country * United States of America

Business Reason * NACUBO Conference

Receipt Included

12. Attach an online map screenshot that includes the starting/ending addresses, mileage total and the route details. Select the fastest route available for the calculation.
13. Select the appropriate accounting string and then click the orange **Submit** button.

