Create Expense Report: Reimbursement

This How-To Guide covers **Creating an Expense Report** to request reimbursement for necessary business purchases made with personal funds.

Note:

- Before you begin, have receipts ready to upload.
- **Workday Mobile** provides an intuitive interface for expense reporting on the go.
- Workday may timeout if there is a significant time of inactivity. Use **Save For Later** to avoid having to restart the process from the beginning.
- All expenses are expected to follow College Policy.

Start Here

1. Open **Google Chrome.**
2. Navigate to **Workday.**
3. If prompted, login with your **College email** and **password.**
4. In the top-left corner, select **Menu**.
5. Select the **Expenses Hub** app. The first time you do this, you may need to add the [app] to your menu by following these steps:
   - Select **(+) Add** at the bottom of the **Menu**.
   - In the search field, type **[name of missing app]**.
   - Select the plus sign icon to add a new app.
6. Under **Tasks**, select **Create Expense Report**.

Note:

- You can also search for the **Create Expense Report** task in the Search bar on the Workday Homepage.
- Read the listed instructions on the **Create Expense Report** screen before proceeding.

7. Under the **Expense Report Information** section, select the type of Expense Report you want to complete:
    - **Create New Expense Report:** Use this option to request reimbursement for an out-of-pocket expense.
    - **Copy Previous Expense Report:** Use this option to copy an expense report you have submitted previously. For example, this can be used for recurring trips that have the exact location and mileage.
    - **Create Expense Report from Spend Authorization:** Use this option when you have expenses to report for federally funded travel.

Note:

- If your business purpose is related to Travel, you can add the type of travel in the header of the report. Use the three-bar dropdown button to select the type of travel. This will copy to every expense item you add to your report. Update the Travel Worktag if it is not accurate for a specific item.
- Workday will automatically generate Errors or Alerts for each expense line as you work. These messages simply help track your progress. Follow the steps in this guide to resolve each error.

8. Complete the following:
    - **Memo:** Enter a detailed description of the purpose of the expenses. Include **Date/date range, Details, Participants** (name and/or count) and **Location**. If creating from a spend authorization, this will auto-populate.
    - **Business Purpose:** Select or search for the associated item. If creating from a spend authorization, this will auto-populate.
    - **Cost Center** and **Additional Worktags:** Review each of these fields. Make changes based on the department or grant covering the expenses.
        - **Cost Center:** Use the three-bar dropdown button to search under **Active Cost Centers** or start typing a Cost Center name. When a Cost Center is selected, the **Additional Worktags** field automatically populates with assigned Fund and Functional classification. Do not change these; add an additional Worktag when needed.
        - **Grant:** If the expense is tied to a special revenue grant, select the three-bar dropdown button, search under **All Grants,** or start typing a grant name**,** and select the appropriate Grant. The Cost

Center, Fund, and Function Classification will automatically populate.
  - **Project:** Projects in Workday are for Facilities, Infrastructure, and Conferences & Events capital and non-capital activity. They are not the same as Financial Edge Projects. Use the three-bar dropdown button in the Project Field to search under Projects or start typing a project name and select the appropriate Project. The Cost Center, Fund, and Function Classification will automatically populate.
  - **Item Details**: Complete all required details.

9. **Drop Files Here** or **Select Files** to add a receipt. You can add a comment when you attach your receipt or at the bottom of the expense report.
10. **Save for Later** if more edits are needed before approval. **Submit** for approval when the report is complete.

    Note:

    - Depending on the combination of Worktags selected, your report may need to go to more than one approver. The status will update as reports flow through the business process.
    - You can continue to edit the Expense Report until it is Approved.

Sharing Expenses Across Multiple Cost Centers

If an expense will be shared, use **Itemization**.

1. Select the **Add** Button under Itemization.
2. Enter information for the fields displayed. Fields will vary depending on the Expense Item selected. All required fields must be completed.
3. Select **Done** when the remaining amount is $0.00.

Note: Itemized entries must equal the total of the Expense Line. You may notice that once you are finished itemizing, the Worktags will say **Empty**. Itemization shows where each amount is charged.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.