Employee

Creating Expense Reports

You can submit expense reports for reimbursement of business-related cost, such as airfare or hotel expenses, in Workday.

Create an Expense Report

From the Expenses application (Or type **Create Expense Report** from the search bar):

Under Actions, choose the **Create Expense Report** button.

1. Select either **Create New Expense Report**, **Copy Previous Expense Report**, or **Create New Expense Report from Spend Authorization**. Your selection determines what information is displayed on the new expense report. Required fields should automatically populate.
2. Select **OK**, then **Add**.
3. Add any necessary attachments in the designated area by dragging and dropping or selecting the **Select files** button.
4. Complete all required fields denoted with an asterisk.

Note: Review the Additional Worktags section below if your organization requires a project, cost center, or location to be associated with your expense report.

5. Select **Submit**.

Note: To indicate expenses paid with corporate cards in your expense reports, your organization must enable the feature.

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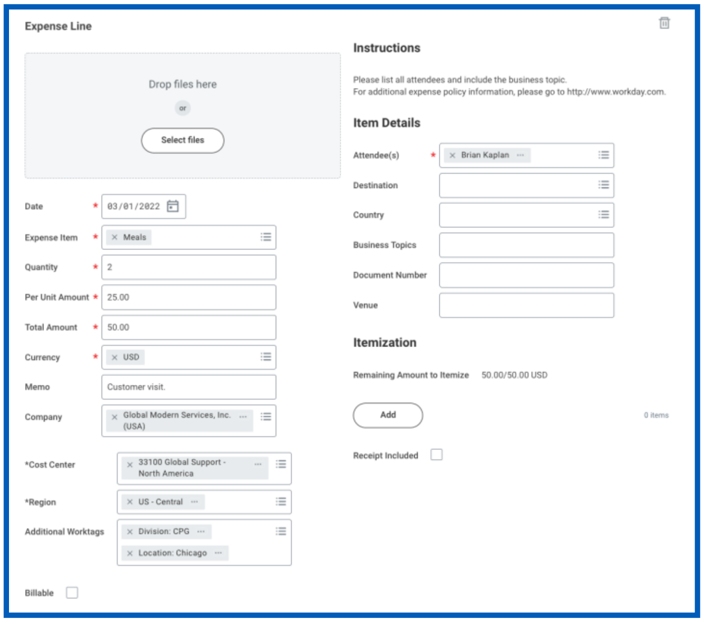
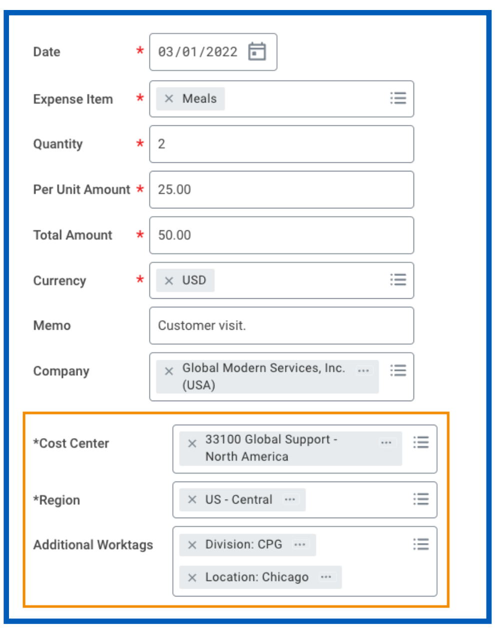


Add Worktags

Worktags are keywords that provide reporting dimensions or metadata for your expense reports. These help the expense report route correctly. Based on your organization's configuration and policies, you may need to add worktags.



- **Cost Center**: Workday may auto-populate this field; only modify this field as needed.
- **Region**: BWC does not use the Region Worktag
- **Additional Worktags**: Professional services-related cost centers may require users to associate an expense report with a project worktag (even if they are not charging expenses to customer-billable projects).

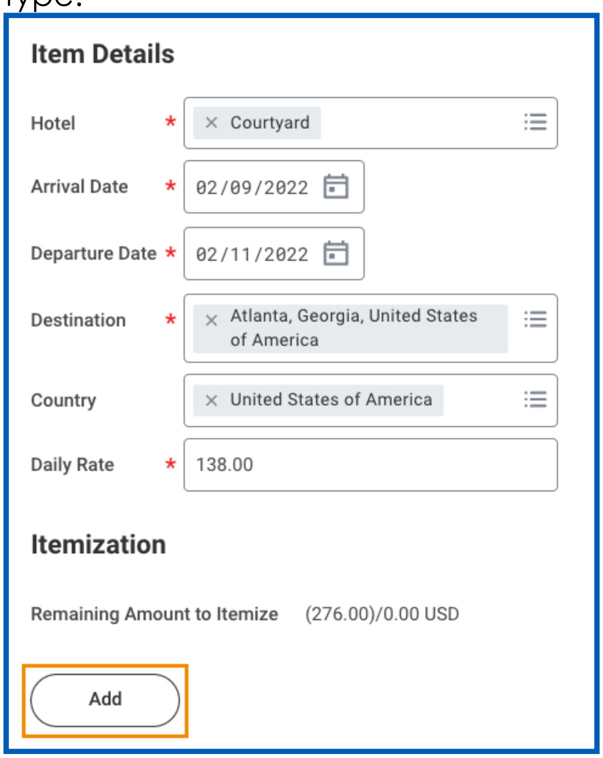
Note: The number of projects you can choose for your expense report may vary based on your organization's configuration. An inactive (closed) project will not appear in available projects.

Itemize Your Expenses

Your organization may require you to itemize your expenses. For example, your hotel bill may include your room rate, room service, internet fees, and more.

From the Expense Lines tab within an expense report:

1. Under Itemization, select the **Add** button. Fields display based on expense type.

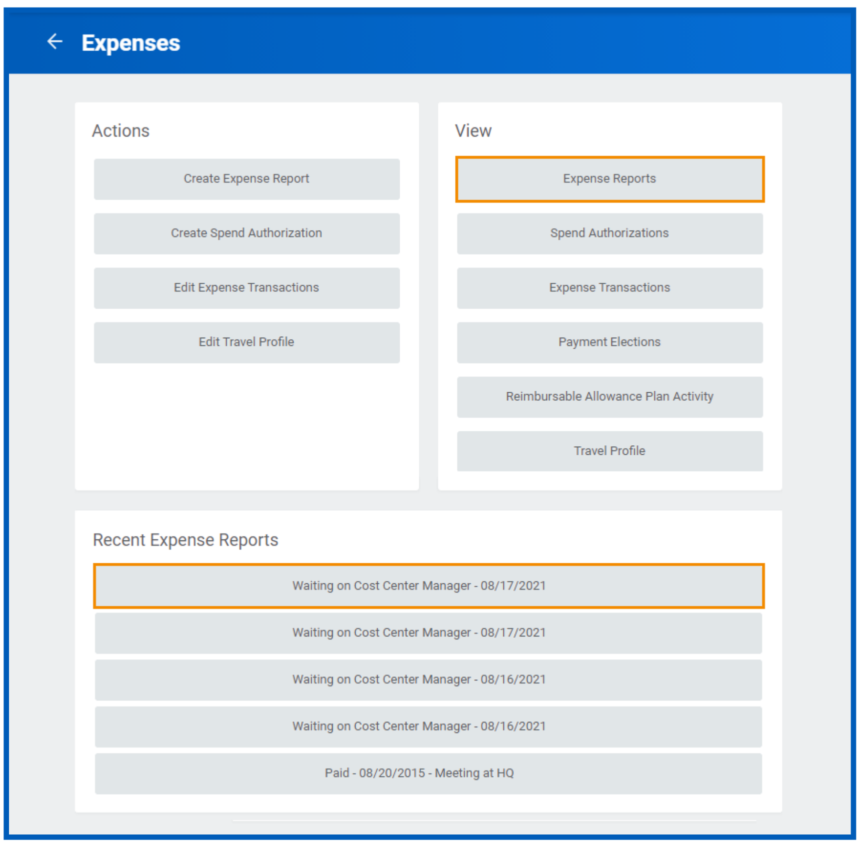


2. Enter the necessary information based on the expense type you are itemizing. Your itemized expenses must equal the total of your Expense Report Line.
3. Select **Done**.

View an Existing Expense Report

From the Expenses Application:

1. Under View, choose the **Expense Reports** button. You have the option of filtering expense reports by status or date.
2. You could also select the date of the expense report you want to view in the Recent Expense Reports section.



Note: In-progress expense reports display with the role needed for the next action, increasing visibility in the expense report approval process.

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Mobile – Enter Expense and Submit Expense Report

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

From the Home Screen:

1. Select **View All** > **Expenses.**
2. Select **Scan Receipt** to scan your receipt and have Workday automatically add expense data, or select **Enter Quick Expense** to fill in the expense information manually as described in the following steps. To add an attachment, select the **Add Attachments** icon and select **Take Photo**, **Choose Photo**, or **Import Attachment**.
3. Select **Enter Quick Expense**.
4. Enter a Date. The date may have auto-filled when creating the expense.
5. Add the Expense Item, along with any other supporting information.
6. Select **Done**. Repeat the previous steps to add any other expense items you want to report. After you add all expense items, you can submit an expense report from the Expenses app.
7. Select **Create Expense Report**.
8. Include required information, such as Company, Expense Report Date, Company on Expense Line, Cost Center, and Region.
9. Select the **Additional Worktags** prompt. Add information your organization may require, like Location and Project.
10. To add a Project, from the Additional Worktags prompt, select **Project.**
11. Select your Project, then select **Done**.

Note: The number of projects you can choose for your expense report may vary based on your organization's configuration. An inactive (closed) project will not appear in available projects.

12. Once you have completed the expense report information, select **Done**.
13. Select **New Expense** to begin attaching expenses to the report.
14. Select **Existing Expenses**. You can also choose to add new expenses in this step by selecting **New Expense**.

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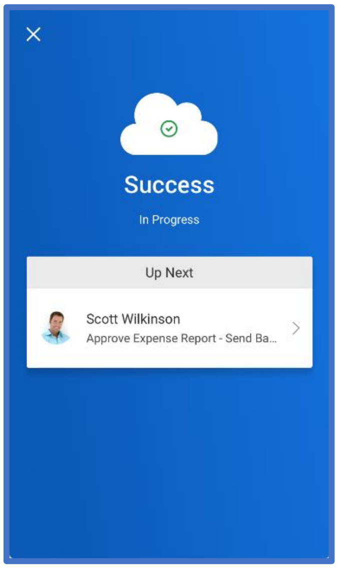
15. Select the **checkmark** next to each expense item to choose which expenses you want to include in the report.
16. Select **Next**.
17. Select **Review**.
18. Review your expense items for accuracy, correct any errors, and then select **Submit**. A confirmation screen shows your expense report is routing for approval.

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



iPad – Enter Expense and Submit Expense Report

From the Home screen:

1. Select **View All** > **Expenses**.
2. From here, you can select **Scan Receipt** to scan your receipt and have Workday automatically add expense data, or select **Enter Quick Expense** to fill in expense information manually. You can also select **Create Expense Report** to start a new expense report.
3. Select **Enter Quick Expense** to enter the expense manually.

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You can submit expense reports for reimbursement of business-related cost, such as airfare or hotel expenses, in Workday.

4. Select the **paperclip** icon to take a photo, choose a photo, or import an attachment.
5. Enter a Date. The date may have auto-filled when creating the expense.
6. Add the Expense Item, along with any other supporting information for the expense.
7. Select **Done**. The newly entered expense should save automatically.
8. Select the back arrow in the upper left to add other expense items to the report. After you add all expense items, you can submit the expense report from the Expenses application.
9. Select **Available Expenses**.
10. Select the **checkmark** icon to add the expense item to an expense report.
11. Select the **Add to Report** button, then **Create New Report**.
12. Include required information, such as Company, Expense Report, Date, Company on Expense Line, Cost Center, and Region.
13. Optionally, select the **Additional Worktags** prompt. Add information your organization may require, such as Location and Project.
14. To add a project, from the Additional Worktags prompt, select Project and select your **project**.

Note: The number of projects you can choose for your expense report may vary based on your organization's configuration. An inactive (closed) project will not appear in available projects.

15. Select **Done**.
16. Select **Review**.
17. Review your expense items for accuracy and correct any errors, then select **Submit**. A confirmation screen shows your expense report is routing for approval.

Note: Upon review, Workday may ask you to enter Business Topics into the expense item details. Enter the topic into the prompt, select Save and Review to continue processing your expense report.