

Approve Expense Reports Overview

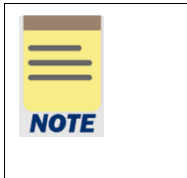
This Quick Reference Guide (QRG) is designed to walk an **Expense Support Specialist** through the approval process in Workday. By the end of this QRG, you will know how to review and approve an Expense Report.

Below are the tasks that an Expense Support Specialist can approve in Workday:

Task	Approval Description
Create Expense Report	This task will always route to the Expense Support Specialist for approval.
Create Supplier Invoice Request	This task will always route to the Expense Support Specialist for approval if the Spend Category is Student Reimbursements Other (SC0747), Travel Non-employee (SC0745), or Travel Student (SC0746).

Review and Approve Expense Reports

Let's walk through the steps for how to review and approve an expense report including specific items you need to look out for to ensure the expense report is correct.



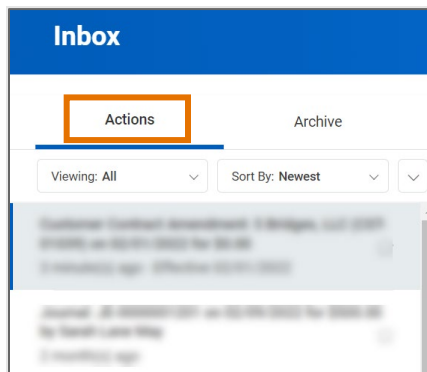
As the Expense Support Specialist, when you approve an expense report you are certifying that expenses have been allocated appropriately, are in compliance with policies, are in accordance with any restrictions on the worktags, and required documentation is attached to the support the expenses.

On the **Workday Home** screen:

1. Click the **Inbox** icon.



2. Click on the **Expense Report** under the **Actions** tab.



3. Scroll down, as needed, to view all the details related to the expense report.

Review Expense Report ER-000000914 Trip for meetings in Richmond ☆ 📄 ⚙️ 🗑️

2 day(s) ago - Due 05/26/2022; Effective 05/24/2022

Pay To Employee: [Redacted] Status: Waiting on Expense Support Specialist Personal: 0.00 USD Company Paid: 0.00 USD Prior Balance Applied: 0.00 USD

Reimbursement: 460.00 USD Total: 460.00 USD

Header Attachments Expense Lines

Add 📄 🗑️

Expense Lines 2 items

Grouping Label	Expense Item	Charge Description/Memo	Total Amount	Converted Amount	Expense Report Line Date	Itemized	Worktags	Indicator
Tue, May 24	Per Diem Travel Meals Domestic	[Redacted]	160.00 USD	160	05/24/2022	Yes		📄
Tue, May 24	Hotel Accommodations Domestic	[Redacted]	300.00 USD	300	05/24/2022	Yes		📄

enter your comment

📄 See History

Approve Send Back Add Approvers ⋮ 2 days ago

☰

NOTE

All expense report lines should provide details as to the business purpose and make good business sense with well documented receipts.

- As a general rule, all expense lines should include the who, what, where and when.
- No protected, personal, or sensitive data should be included on the expense report.

Under the **Expense Lines** Section:

4. Select the **icon** in the **Indicator** column for the expense item you want to view.

Expense Lines 3 items

Grouping Label	Expense Item	Charge Description/Memo	Total Amount	Converted Amount	Expense Report Line Date	Itemized	Worktags	Indicator
Tue, Apr 12	Per Diem Travel Meals Domestic	Per Diem Meals for [Redacted]	185.00 USD	185	04/12/2022	Yes		📄 🗑️
Tue, Apr 12	Hotel Accommodations Domestic	Hotel for [Redacted] for LA trip	400.00 USD	400	04/12/2022	Yes		📄 🗑️

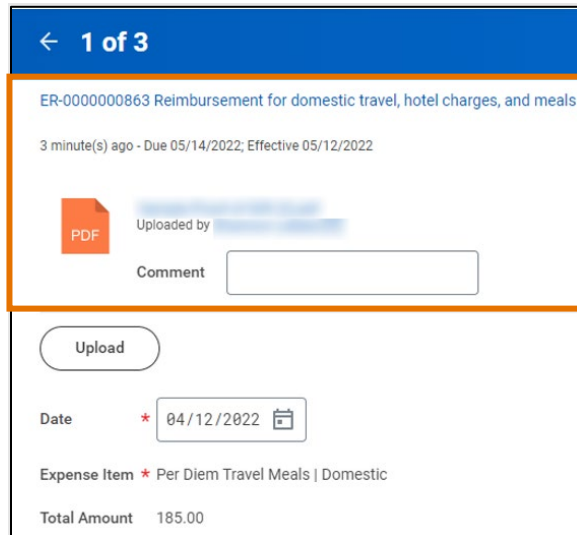
On the **Expense Item Details** screen:

5. Review the following:

- **Receipt** – At the top of the screen, select and view the **attached receipt** for the expense item.

Review the following guidelines:

- Ensure the attached receipts are legible (must be an itemized receipt, not an estimate or proposal) and must include details of the purchase, including the amount paid.
- Receipts are required for all non-travel expenses, air and rail tickets, hotel, and car rentals regardless of the amount. Receipts for other travel expenses less than \$75 are not required.
- If the receipt is missing, provide details of the purchase and state why the receipt is missing in the **Missing Receipt Justification** field.
- Receipts for air and rail tickets must include the itinerary, class of ticket, dates of travel, ticket holder name, and price.
- For Grant funds, follow the University funds receipt requirements unless otherwise specified on the grant.
- If the receipt includes alcohol, the **Alcohol Included** box must be marked so the system will require a local fund source.
- Make sure that gas receipts do not say “pre-paid”. They must pay for the actual amount used.
- Ensure receipts are attached to the correct line item.



- **Expense Item** – View the **expense item** and review the following guidelines:
 - **For T&E card** – Ensure T&E card transactions are not being processed as reimbursements and are not used for personal use. If done by mistake, ensure it is marked as personal.
 - **Fees** –Ensure the expense items properly classify airfare, baggage fees, and agent fees (they all come classified as Airfare from Bank of America for T&E transactions).
 - **Wifi** – Wifi on planes should be expensed using the expense item In-flight Wi-Fi instead of Telecom/Cell/Internet.
 - **Vehicle Fuel** – Vehicle fuel purchases for a personal vehicle are only used for international locations.
 - **Travel Training** – Ensure that all travel expenses related to travel training including conferences or other professional development use the corresponding Travel Employee Training expense item. For example, *Airfare | Domestic, Travel, Employee Training*.
 - **Gift Cards** –All gift-cards to employees, regardless of amount, must be expensed as taxable using Employee Award Taxable. Gift cards can only be expensed for the expense items Human Subject Payments, Employee Award Taxable, or Gift Card Non-Employee. The name of the recipient of the gift card must be known before expensing. Therefore, it is important it is purchased close to the date it is dispersed.
 - Human Subject gift cards must include the IRB Number.
 - Physical gifts to employees valued at \$100 or more must be expensed as taxable using Employee Award Taxable.
 - Use Employee Award Non-Taxable for floral arrangements, food, and greeting cards given to express sympathy or get well wishes regardless of the amount. No gift cards allowed.
 - Ensure the amount of the gift matches the receipt per recipient. The system automatically divides evenly, but since it is taxable it must be exact.
- **Total Amount** – View the **total amount** and review the following guidelines:
 - Ensure expense reports are not violating purchasing guidelines. Examples include \$5000 or more with a given vendor in a given year, restricted items, and contracts.
 - Expense lines marked as Personal / Non-Reimbursable create a negative “due me amount.”
- **Memo** – View the **description** of the expense item provided and review the following guidelines:
 - Travel items should include the traveler’s name in the **Memo** field.
- **Worktags** –View all **worktags** provided and review the following guidelines:
 - Ensure expenses have been allocated to the proper worktag and expense item.




If you do not see the worktags displayed, click the **Edit** or **View Details** button (as applicable) to view the worktags for each itemized amount.

6. Under the **Item Details** section, view the populated fields and review the following guidelines:

- Ensure Meal per diem locations match the travel location on each travel day. Please check the location for each day, especially for multi-city travel.
- If Companion is checked, verify they are a personal companion and that they have a bona fide business purpose. Ensure that a spend authorization is attached for any bona fide companion travel expenses. Review that the actual amount spent is not significantly more than the authorized amount.
- For expenses that require internal guests to be listed, make sure that the expense owner is not listed if the expense did not include them.

7. Click the **Done** button once you are finished reviewing.

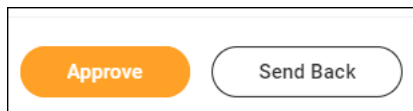


 <p>NOTE</p>	<p>As an Expense Support Specialist, you also have the ability to make changes/corrections to the expense report as needed, or you can “send back” the expense report and note the required changes to the expense owner.</p>
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On the **Review Expense Report** screen:

8. Take the appropriate action:

- Click **Approve** if the details provided are accurate.
- Click **Send Back** if the details provided are incorrect and the initiator of the task is required to make changes. Enter a reason in the pop-up box.



You have successfully completed this task.