

Create Expense Report Overview

This Quick Reference Guide (QRG) is designed to walk employees through the process of creating an expense report in Workday. By the end of this QRG, you will be able to:

- Create an expense report to request reimbursements for out-of-pocket charges
- Reconcile credit card transactions for charges made to a UVA Travel & Expense (T&E) credit card
- Select per diem meals expense item for expense reports
- Select and itemize hotel accommodations expense items for expense reports
- Split worktags for expenses through itemization
- Create a guest for specific expense items such as Business Non-Travel Meals and Gift-related items

Please note, if you are creating an intercompany expense report, see guidance below:

- For reimbursements, leave the Company as is and update the Company field on Expense Line to the company paying for the expense (ex: UPG).
- For T&E (Credit Card Transactions), have both Company fields the same (leave as is). Then for the worktags fields, provide the other company's worktags (ex: UPG cost center). The accounting will be adjusted on the back end.



Companion travel expenses related to agency fee, airfare, air upgrade, baggage fees, entrance fees, public transit, rail and/or rail upgrade require a Spend Authorization to be submitted for pre-approval before an expense report can be created. Refer to the [Spend Authorization QRG](#) for detailed steps on how to create and submit a spend authorization in Workday. The expenses must be for a bona fide business purpose.

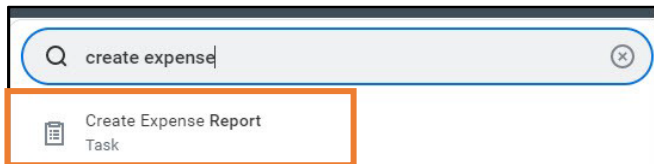
Table of Contents

Create Expense Report Overview	1
Table of Contents	1
Create Expense Report Procedure: Add Expenses to Request Reimbursement.....	2
Create Expense Report Procedure: Reconcile Credit Card Charges	7
Create Expense Report Procedure: Add Per Diem Meals Expense Item.....	13
Create Expense Report Procedure: Add Hotel Accommodations Expense Item	14
Create Expense Report Procedure: Split Worktags on Expense Item	18
Create a Guest.....	20
Using Travel Employee Training Expense Items.....	21

Create Expense Report Procedure: Add Expenses to Request Reimbursement


On the **Workday Home** screen:

1. Type **create expense report** (or similar search text) in the **Search** field.



The screenshot shows a search bar with the text 'create expense' entered. Below the search bar, a search result is displayed: 'Create Expense Report Task' with a document icon to its left. The search bar has a magnifying glass icon on the left and a close button (X) on the right.


2. Select the **Create Expense Report** task from the Search Results.

 NOTE	<p>Depending on your security role, the Create Expense Report for Worker task may be available enabling you to create an expense report for another employee.</p>
--	--


The first screen in the Create Expense Report task is where you identify who the report is for (if not for yourself), enter a title for your report and enter the relevant worktags. If there are any credit card charges to be reconciled or you uploaded receipts from the Mobile app, they will also display at the bottom of the screen. To reconcile credit card charges, see [Create Expense Report Procedure: Reconcile Credit Card Charges](#) in this QRG. The uploaded receipts will display under the Quick Expenses tab.

On the **Create Expense Report** screen:

3. Under the **Instructions** section, read the listed instructions carefully before proceeding.
4. Complete the following required fields:
 - **Expense Report For** – will auto-populate with your name or the name of the person you are creating the report for if you are acting as a delegate.

 NOTE	<p>If you are creating a report for another employee via the <i>Create Expense Report for Worker</i> task, select the employee's name in the Pay To field.</p>
--	---

- **Creation Options** – will default to **Create New Expense Report**.

 NOTE	<p>If needed, under Creation Options:</p> <ul style="list-style-type: none"> • Select Copy Previous Expense Report and select an existing expense report from the list. Workday will create a copy of the selected expense report with pre-filled details from the selected expense report. Edit these details as needed before submitting the expense report. • Alternatively, select Create Expense Report from Spend Authorization and select an existing spend authorization from the list. Workday will create an expense report with pre-filled details from the selected spend authorization. Edit these details as needed before submitting the expense report.
--	--

- **Memo** – enter a title for your expense report. This is how you will reference the report.
- **Company** – will auto-populate to your associated Company.
- **Expense Report Date** – will auto-populate with the current date.
- **Company on Expense Line** – will auto-populate with your associated Company.
 - If the expense(s) will be paid by your associated company, then leave the default value.
 - If the expense(s) will be paid by a different company than your own, select that company. This is considered an **intercompany event**.

Intercompany event example: Someone in the School of Medicine makes a purchase that needs to be reimbursed by UPG funds.

- **Gift, Grant, Designated, or Project** – One of these worktags must be entered to identify the account to charge the expense. Type the full value in the field (e.g., DN000311) or type part of it to search for the value (e.g., DN0003), then select it from the list.



If you select a **Gift** worktag, this will only populate Fund, Cost Center, and Function but not the Business Unit from that Cost Center. You **will need to confirm you want to use that Cost Center worktag** from the gift selected.

If you want to use the Cost Center that was populated, you may need to update the appropriate **Business Unit** worktag in the **Additional Worktags** field.

If you do not want to use that Cost Center, you can select a new **Cost Center** worktag which will populate a **Business Unit** worktag.

- **Additional Worktags** – In addition to business unit, select additional worktags such as Activity or Assignee if applicable to the expense(s).



Always check all your worktag entries to ensure they are correct and make any updates as needed.


5. Click **OK** to proceed.



To select receipts uploaded via the Mobile app, select the **Quick Expenses** tab at the bottom of the screen, then select the receipt(s) you want reimbursed.


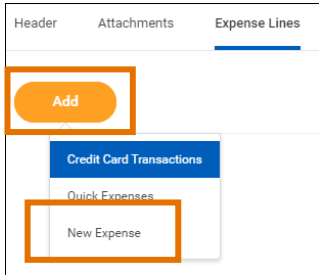
The selected receipts will appear on the left side of the next screen under the **Expense Lines** tab with an exclamation point.

On the **second Create Expense Report** screen:

 <p>NOTE</p>	<p>The Header tab will auto-populate based on the details entered in Steps 2 - 3. Select this tab to update the title of the report (from the Memo field on the first screen) or the expense report date.</p> <p>The Attachments tab enables you to add supporting documentation. Select the tab and click Edit.</p>
--	---


Under the **Expense Lines** tab:

6. Do one of the following:
 - Click **Add** to add an expense line for reimbursement.

 <p>NOTE</p>	<p>If you have credit card transactions to reconcile or you added receipts via the mobile app, a drop-down menu displays when you click Add. Select New Expense to add an expense line for reimbursement.</p> <div data-bbox="745 894 1062 1167" data-label="Image">  </div>
--	--

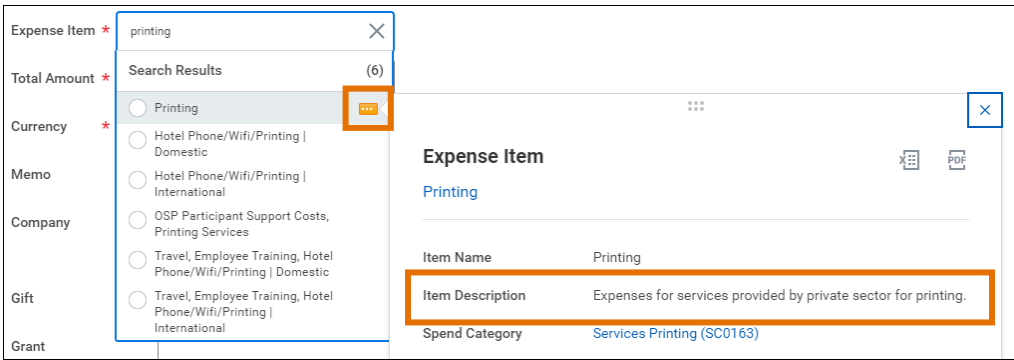
- If you selected receipts from the Quick Expenses tab, select the receipt on the left side of the screen. By default, a new expense line will be automatically started for the first quick expense.
7. Under the Expense Line section, attach the receipt for the expense. Most expenses will require a receipt.
 - Click **Select files** to upload the receipt(s) or drag and drop the files onto the field.
 - If you selected a Quick Expense to add the new expense line, the **Linked Quick Expense** field will be auto-populated, and a copy of the receipt will display under the field.
 8. Under the Expense Line section, complete the following required fields:
 - **Date** – will auto-populate with the current date. Change this to the date the expense was incurred. This date should match what is on the expense receipt. The exception is dates for travel expenses made in advance that cannot be expensed till the travel is completed. In this case, you can use the default date or your return date.
 - **Expense Item** –type search text to find the appropriate expense item or search *By Expense Item Group* or *Spend Category*.

For travel associated with employee training, use the Travel Employee Training expense items. See Using Travel Employee Training Expense Items in this QRG for more information.




HINT

To verify you have the correct expense item, hover over the item and click the related **Actions/Ellipsis (...)** icon. A pop-up window displays showing the Item Description.



- **Total Amount** – type the amount of the expense incurred.
 - **Currency** – change the currency if needed.
 - **Memo** – enter a description for the expense item. Most expense items will require a memo. It is good practice to enter a memo even when it is not required to provide more information about the expense.
 - **Company** - will auto-populate with the company from the *Company on Expense Line* field on the first screen. This is the company who will be responsible for the expense. Update as needed. If the expense is to be covered by a company other than your own and you did not select that company on the first screen, then update this field with the applicable company. Otherwise, leave the auto-populated value.
 - The remaining required fields in this section will auto-populate with the values from the first screen. Update as needed.
9. Under the **Item Details** section, complete any fields as needed. The fields in this section will vary depending on the Expense item selected.

Examples include: Merchant, Missing Receipt Justification, Arrival Date and Departure Date.



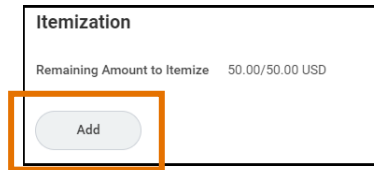
NOTE

It is suggested you add as much detail as possible to describe the expense item. The greater the detail added, the easier it will be for the approver to approve the expense.

If you need to itemize the expense continue with steps 10 – 13. If you do not need to itemize the expense, skip to step 14. **Most items do not require itemization.**

Itemize if you need to split the expense between more than one account (worktags). Also, itemization is required for the T&E Card Cash Withdrawals and Hotel Accommodations (domestic and international) expense items. The Hotel Accommodations expense items are itemized under Daily Expenses.

10. Under the Itemization section, click **Add** to itemize expense lines to include and track more detailed costs when needed.



The screenshot shows a box titled "Itemization". Inside, it says "Remaining Amount to Itemize 50.00/50.00 USD". At the bottom of the box is a button labeled "Add", which is highlighted with an orange rectangular border.



When you enter **Hotel Accommodations** expense items, click the **Edit** button under Daily Expenses to itemize the hotel expenses. Do not click Add.

The Hotel expense item will automatically include the Hotel daily rate and Hotel taxes for you to complete on the Itemization screen. All other *daily* hotel expenses will need to be added by clicking **Add** at the bottom of the Itemization screen.

To add a non-daily hotel expense, such as a meal, click the **Add** button under **Itemization** to enter the expense.

See Create Expense Report Procedure: Add Hotel Accommodations Expense Item in this QRG for detailed steps for adding a hotel accommodations expense item.

On the **Itemization screen** (only if needed):

11. Complete the following required fields (starting with the first expense item):
- **Date** – will auto-populate with the date from the Expense Line.
 - **Expense Item** – will auto-populate with the expense item from the Expense Line. Change the expense item to the item that applies to the expense you are itemizing. Based on the Expense Item you select, additional required fields may display. Complete these fields as needed.
 - **Total Amount** – type the total amount of the expense you are itemizing.
 - **Company** – will auto-populate with the company from the Expense Line. Update if needed.
 - Update the **Fund, Cost Center, Function and Additional Worktags** as needed for the expense you are itemizing.



If you are splitting the expense between more than one account, be sure to enter the correct worktags for each amount that is being split to ensure the appropriate worktags are charged for the expense.

12. To add the next item, click **Add** at the bottom of the Itemization screen and repeat step 11. Repeat this step until you have added all the needed items.



The cumulative Total Amount of all the itemized expenses should be equal to the Total Amount of the Expense Line.

13. Click **Done** to add the itemization to the Expense Line.

Back in the **Expense Line** section:

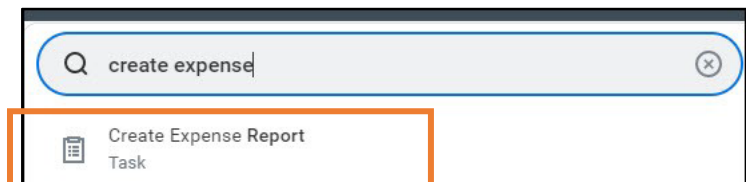
14. Repeat steps 6 – 13 to include any additional expenses to the report.
15. Once you've added all the expenses, click **Submit** to submit the expense report.

You have successfully completed this task. It will now be routed based on the business process workflow.


Create Expense Report Procedure: Reconcile Credit Card Charges

On the **Workday Home** screen:

1. Type **create expense report** (or similar search text) in the **Search** field.




2. Select the **Create Expense Report** task from the Search Results.

 NOTE	Depending on your security role, the Create Expense Report for Worker task may also be available enabling you to create an expense report for another employee.
---	--

The first screen in the Create Expense Report task is where you identify who the report is for (if not for yourself), enter a title for your report and enter the relevant worktags. T & E credit card charges will also display at the bottom of the screen allowing you to select the ones you want to reconcile.

On the **Create Expense Report** screen:

3. Under the **Instructions** section, read the listed instructions carefully before proceeding.
4. Complete the following required fields:
 - **Expense Report For** – will auto-populate with your name or the name of the person you are creating the report for if you are acting as a delegate.

 NOTE	If you are creating a report for another employee via the Create Expense Report for Worker task, select the employee's name in the Pay To field.
--	---

- **Creation Options** – will default to **Create New Expense Report**.



If needed, under **Creation Options**:

- Select **Copy Previous Expense Report** and select an existing expense report from the list. Workday will create a copy of the selected expense report with pre-filled details from the selected expense report. Edit these details as needed before submitting the expense report.
- Alternatively, select **Create Expense Report from Spend Authorization** and select an existing spend authorization from the list. Workday will create an expense report with pre-filled details from the selected spend authorization. Edit these details as needed before submitting the expense report.

- **Memo** – enter a title for your expense report. This is how you will reference the report.
- **Company** – will auto-populate to your associated Company.
- **Expense Report Date** – will auto-populate with the current date.
- **Company on Expense Line** – will auto-populate with your associated Company.
 - If the expense(s) will be paid by your associated company, then leave the default value.
 - If the expense(s) will be paid by a different company than your own, this is considered an **intercompany event**. Still keep the default company and provide the other company's worktags. The accounting will be adjusted on the back end.

Intercompany event example: Someone in the School of Medicine makes a purchase with a T & E card that needs to be paid by UPG funds.
- **Gift, Grant, Designated, or Project** – One of these worktags must be entered to identify the account to charge the expense. Type the full value in the field (e.g., DN000311) or type part of it to search for the value (e.g., DN0003), then select it from the list.



The gift worktag will only populate Fund, Cost Center, and Function but not the Business Unit for that Cost Center. You **will need to confirm you want to use the Cost Center worktag** from the gift selected.

If you do, then you may need to update the business unit worktag in the Additional Worktags field.

If you do not want to use the Cost Center that the gift worktag populated, you can select a new cost center worktag which will populate the business unit worktag.

- **Additional Worktags** – In addition to business unit, select additional worktags such as Activity or Program if applicable to the expense(s).



Always check all your worktag entries to ensure they are correct and make any updates as needed.

Under the **Credit Card Transactions** section:

If there are any credit card transactions to be reconciled, they will display at the bottom of the screen under the Credit Card Transactions section as shown below.

5. Select credit card transactions as follows:

If you want to include...	Then...
All items	Select the Select All check box.
Specific items	Select only the check boxes next to items you want to include.
None of the items	Do not select any check box.

Credit Card Transactions

Quick Expenses

Select All ☐

2 Items

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	Last 4 Digits of Credit Card Number
<input type="checkbox"/>	Q	10/23/2021		MAILCHIMP	120075762-14079401	52.68	USD	UVA BofA Billing Account	9609
<input type="checkbox"/>	Q	11/10/2021		UNITED		(600.40)	USD	UVA BofA Billing Account	9609



If you forget to select a credit card transaction on this screen, you can select it later via the **Add** button on the Expense Lines screen. However, you will not be able to see the Merchant. The Merchant only displays on this initial screen.




If you upload receipts via the Mobile app, always wait for the T&E card transaction to display in Workday. Then, add an expense line for the T&E card transaction and link the receipt to the credit card transaction. Do not expense a T & E credit card transaction and a Quick Expense (receipt) for the same charge.

6. Click **OK**.

The selected credit card transactions will appear on the left side of the screen under the Expense Lines tab. The transaction will display with an exclamation point to alert you that there are credit card transactions to be expensed. An Error message(s) may also display.

On the **second Create Expense Report** screen:



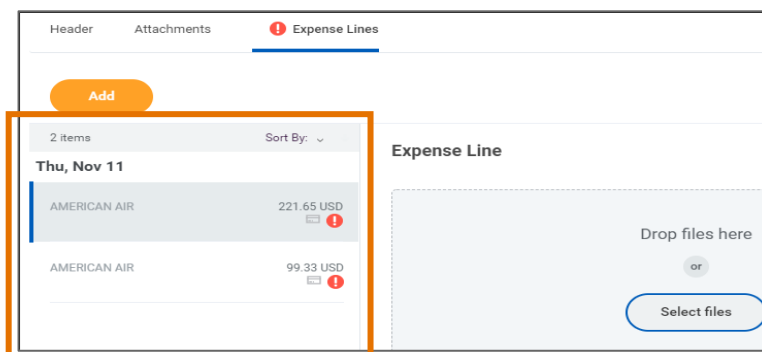
NOTE

The **Header** tab will auto-populate based on the details entered in Steps 2 - 3. Select this tab to update the title of the report (from the Memo field on the first screen) or the expense report date.

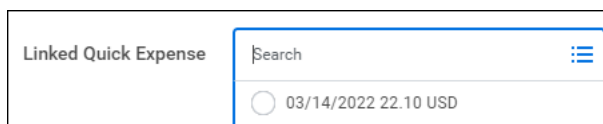
The **Attachments** tab enables you to add supporting documentation. Select the tab and click **Edit**.

Under the **Expense Lines** tab:

7. Select a credit card transaction from the left side of the screen.




8. Under the Expense Item section, attach a receipt for the expense. Most expense items will require a receipt.
 - Click **Select files** to upload the associated receipt(s) or drag and drop files onto the field.
 - If you uploaded the receipt via the Mobile app, select the applicable receipt in the **Linked Quick Expense** field.



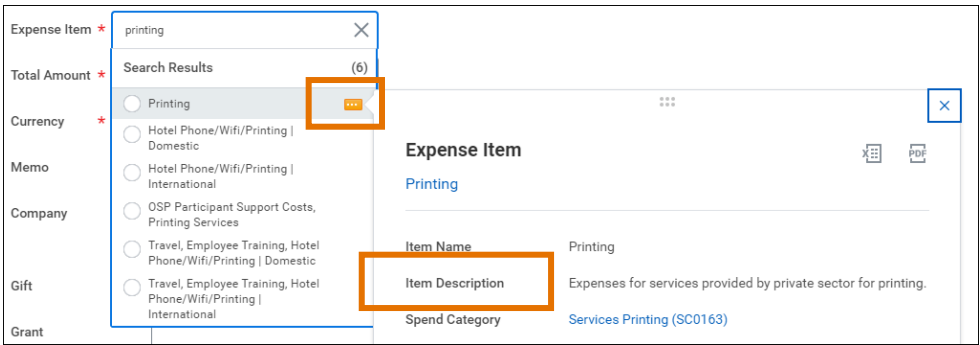
9. Under the Expense Item section, complete the following required fields:
 - **Expense Item** – type search text to find the appropriate expense item or search by *Expense Item Group* or *Spend Category*.

If you need to split the expense between expense items, select *Split Transaction*.


For travel associated with employee training, use the Travel Employee Training expense items. See [Using Travel Employee Training Expense Items](#) in this QRG for more information.


HINT

To verify you have the correct expense item, hover over the item and click the **Actions/Ellipsis (...)** icon. A pop-up window displays showing the Item Description.




- **Memo** – enter a description for the expense item. Most expense items will require a memo. It is good practice to enter a memo even when it is not required to provide more information about the expense.
- **Company** - will auto-populate with the company from the *Company on Expense Line* field on the first screen. This is the company who will be responsible for the expense. Update as needed. If the expense is to be covered by company other than your own and you did not select that company on the first screen, then update this field with the applicable company. Otherwise, leave the auto-populated value.
- The **Gift**, **Grant**, **Designated** or **Project** fields will auto-populate based on the values you entered on the first screen. Update as needed.


NOTE

All other required fields: **Total Amount, Currency, Company, Date, Fund, Cost Center and Function** will pre-fill or auto-populate based on your credit card transaction and the details you entered on the first screen (Step 4). Update the editable fields as needed.

10. Under the **Item Details** section, complete any fields as needed. The fields in this section will vary depending on the Expense Item selected.

Examples include: Merchant, Missing Receipt Justification, Arrival Date and Departure Date.


NOTE

It is suggested to add as much detail as possible to describe the expense item. The greater the detail added, the easier it will be for the approver to approve the expense report.

If you need to itemize the expense continue with steps 11 – 14. If you do not need to itemize the expense, skip to step 15. **Most expense items do not require itemization.**

Itemize if you need to split the expense between more than one account (worktags). Also, Itemization is required for the Split Transaction, T&E Card Cash Withdrawals and Hotel Accommodations (domestic and international) expense items. The Hotel Accommodations expense items are itemized under Daily Expenses.

11. Under the Itemization section, click **Add** to itemize expense lines, when needed, to include and track more detailed costs.



When you enter **Hotel Accommodations** expense items, click the **Edit** button under **Daily Expenses** to itemize the hotel expenses. Do not click Add.

The Hotel expense item will automatically include the Hotel daily rate and Hotel taxes for you to complete on the Itemization screen. All other *daily* hotel expenses will need to be added by clicking **Add** at the bottom of the Itemization screen.

To add a non-daily hotel expense, such as a meal, click the **Add** button under **Itemization** to enter the expense.

See Create Expense Report Procedure: Add Hotel Accommodations Expense Item in this QRG for detailed steps for adding a hotel accommodations expense item.

On the **Itemization** screen (only if needed):

12. Complete the required fields as appropriate (starting with the first expense). Some of the fields will auto-populate from your previous entries.
- **Expense Item** – change the expense item to the item that applies to the expense you are itemizing as needed. Based on the Expense Item you select, additional required fields may display. Complete these fields as needed.
 - **Total Amount** – type the total amount of the expense you are itemizing.
 - Update the remaining fields as needed.



If you are splitting the expense between more than one account, be sure to enter the correct worktags for each amount that is being split to ensure the appropriate worktag string is charged for the expense.

13. To add the next expense, click **Add** at the bottom of the Itemization screen and complete the appropriate fields.
14. Once you have added all the expenses that need to be itemized, click **Done** at the bottom of the screen.



The cumulative Total Amount of all the itemized expenses should be equal to the Total Amount of the Expense Line.



Again, it is suggested to include as much pertinent detail as possible to describe the expense items.

Back on the main **Expense Line** screen:

15. Once you've completed the fields for the credit card transaction, select it again on the left side of the screen to clear the red exclamation point and ensure there are no further error messages.
16. Select the next transaction on the left side of the screen and repeat Steps 7 – 15.



If you need to add an expense for reimbursement, click **Add** and complete the required fields for the expense. See [Create Expense Report Procedure: Add Expenses to Request Reimbursement](#) in this guide.

17. Once you have completed entering all the transactions, click **Submit** to submit the expense report.
- You have successfully completed this task. It will now be routed based on the business process workflow.

Create Expense Report Procedure: Add Per Diem Meals Expense Item

For the detailed steps to create an expense report, see [Create Expense Report Procedure: Add Expenses to Request Reimbursement](#) and [Create Expense Report Procedure: Reconcile Credit Card Charges](#) in this guide. The procedure below specifically addresses selecting the Per Diem Meals expense item.

From the **Expense Lines** tab:


1. Click **Add** to add an expense line for reimbursement.



If you have credit card transactions to reconcile or quick expenses, a drop-down menu displays when you click Add. Select **New Expense** to add an expense line for reimbursement.

2. Under the Expense Line section, complete the following required fields:
 - **Date** – will auto-populate with the current date..
 - **Expense Item** –type **per diem** in the field and select the item, such as, *Per Diem Travel Meals | Domestic* or search by **Expense Item Group > Meals**.
3. Under the Item Details section:
 - **Arrival Date** – select the arrival date
 - **Departure Date** – select the departure date.



Once you enter the dates, you cannot change them. If you enter a wrong date, you need to delete the line item (click the **Delete**  (trash can) icon on the upper right side of the screen) and start over.

- **Destination** – type search text for the city or search by the *Cities, Airports* or *Travel Cities by Country* drop-down lists. If the city is not available, search for **other** and select the appropriate Other, State or Other, Country combination.

Arrival Date	*	03/14/2022
Departure Date	*	03/17/2022
Destination	*	<div> x Other, CO, Colorado, United States of America </div>
Purchase Justification		

If a meal was provided on one or more dates and/or the travel included multiple cities, continue with steps 4 – 7; otherwise, skip to step 8.

4. Under the Travel Journal section, click **View Details**.
5. If a meal was provided on a specific date, select the appropriate meal box (**Breakfast, Lunch** and/or **Dinner**) for the relevant date to remove that meal from the reimbursement.
6. In the **Destination** field for each travel date, update the destination as needed.
7. Click **Done**.
8. Once you have entered all the expense items for the report, click **Submit** to submit the expense report.



If you need to adjust the amount of the per diem received, use the *Per Diem Meals Deduction* expense item.

You have successfully completed this task. It will now be routed based on the business process workflow.


Create Expense Report Procedure: Add Hotel Accommodations Expense Item

For the detailed steps to create an expense report, see [Create Expense Report Procedure: Add Expenses to Request Reimbursement](#) and [Create Expense Report Procedure: Reconcile Credit Card Charges](#) in this guide. The procedure below specifically addresses selecting the Hotel Accommodations (Domestic or International) expense items.

From the **Expense Lines** tab:




1. Under the Expense Line section, complete the following required fields:
 - **Date** – will auto-populate with the current date.
 - **Expense Item** –type **hotel** in the field and select the item, such as, *Hotel Accommodations | Domestic* or search by **Expense Item Group > Hotel**.
 - **Total Amount** – type the total amount for the expense.

- **Currency** – will auto-populate to US currency. Update as needed.
- **Memo** – type a description for the expense.



NOTE

When you change the currency, the Currency Rate and Converted Amount fields will display auto-populated.

Date	*	03/30/2022	
Expense Item	*	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> x <div style="flex-grow: 1;">Hotel Accommodations International</div> ... </div>	
Total Amount	*	500.00	
Currency	*	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> x <div style="flex-grow: 1;">EUR</div> ... </div>	
Currency Rate	*	0.88097964937	
Converted Amount	*	440.49	

2. Under the Item Details section:

- **Hotel** – search for and select the hotel. If this is a credit card transaction, the hotel may auto-populate.
- **Arrival Date** – select the arrival date.
- **Departure Date** – select the departure date.
- **Destination** – search for and select the Destination.
If the city is not available, select Other – XXX (where XXX refers to the state or country).
- **Daily Rate** – type the daily rate for the hotel. If there is more than one rate, type the rate for the first night.

3. Under the Itemization section, click the **Edit** button under **Daily Expenses**.

Itemization

Remaining Amount to Itemize 100.00/500.00 USD

Add

0 items

Daily Expenses

2 items


Edit

Hotel Room Charge Domestic (Itemization Only) *	400.00 USD
Mon, Mar 21, 2022	
Hotel Taxes/Fees Domestic (Itemization Only) *	0.00 USD
Mon, Mar 21, 2022	


The Daily Expenses screen displays and will automatically include items for *Hotel Room Charge* and *Hotel Taxes | Fees*.

On the **Daily Expenses** screen:

4. The **Hotel Room Charge** expense item will display by default and the required fields will auto-populate based on your entries in the Item Details section. Update any of the fields as needed.

 NOTE	<p>If the hotel rate changed during the stay:</p> <ol style="list-style-type: none"> 1. In the Number of Nights field for the default Hotel Room Charge expense line, type the number of nights for the first rate for the hotel stay. 2. Scroll to the bottom of the Daily Expenses screen and click Add to add a new expense line. 3. In the Expense Item field, select Hotel Room Charge (domestic or international). 4. Type the number of nights and daily rate in those respective fields. 5. Update any other fields as needed. 6. Repeat steps 2 -6 if needed to itemize additional hotel rates.
--	---

5. Scroll to the **Hotel Taxes/Fees** expense item and complete the required fields:
 - **Number of Nights** – will default to the night for the hotel stay. If the taxes/fee changed during the stay, follow the steps in the note above for multiple hotel rates except select the Hotel Taxes/Fees (domestic or international) expense item.
 - **Daily Rate** – type the rate for hotel taxes/fees.
 - **Total Amount** – will auto-populate based on the number of nights and daily rate.
6. If there are additional daily expense to itemize, such as WIFI or parking, click **Add** at the bottom of the Daily Expenses screen. Complete the fields as appropriate for the item.

 NOTE	<p>If any of the expense items were for your personal use and should not be reimbursed, select the Personal Expense check box at the bottom of the itemization line.</p> <div style="text-align: center; border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> Personal Expense <input type="checkbox"/> </div>
--	---

7. Once all daily expense items have been added, click **Done** at the bottom of the screen.



If there are any non-daily expenses that need to be itemized, such as a meal, click the **Add** button under **Itemization** and complete the fields as appropriate for the expense item. Once you have added all non-daily expense items, click **Done** at the bottom of the screen.

Itemization

Remaining Amount to Itemize 40.00/500.00 USD

Add



Remaining 0.00/500.00 USD

Date * 03/21/2022

Expense Item * Travel Meals Actual | Domestic

Total Amount * 40.00

Destination * Denver / Aurora, Colorado, United States of America

Merchant * Mellow Mushroom

Alcohol Included? ☐

Missing Receipt Justification

- Verify there is no remaining amount to itemize. The Total Amount of all the itemized expenses should be equal to the Amount entered for the Hotel Accommodations expense item at the line level.

Itemization

Remaining Amount to Itemize 0.00/500.00 USD

Edit 1 item

Travel Meals Actual Domestic	40.00 USD
Mon, Mar 21, 2022	

Daily Expenses

Edit 3 items

Hotel Room Charge Domestic (Itemization Only) *	400.00 USD
Mon, Mar 21, 2022	
Hotel Taxes/Fees Domestic (Itemization Only) *	50.00 USD
Mon, Mar 21, 2022	
Hotel Phone/Wifi/Printing Domestic	10.00 USD
Mon, Mar 21, 2022	

- Once you have entered all the expense items for the report, click **Submit** to submit the expense report.

You have successfully completed this task. It will now be routed based on the business process workflow.

Create Expense Report Procedure: Split Worktags on Expense Item

For the detailed steps to create an expense report, see [Create Expense Report Procedure: Add Expenses to Request Reimbursement](#) and [Create Expense Report Procedure: Reconcile Credit Card Charges](#) in this guide. The procedure below specifically addresses how to split worktags on an expense report.



To split more than one expense item on the same T&E card transaction (e.g., Office Supplies and Food, Drink and Supplies), select the **Split Transaction (Itemization Required)** expense item under the Expense Line section. Then in the Itemization window, change the default Expense Item field of *Split Transaction (Itemization Required)* to the specific expense items.

From the **Expense Lines** tab:

- Select the expense item you need to split and complete the required fields.
- Under the **Itemization** section, click **Add** to split the expense amount between different worktags through itemized expense lines.

On the **Itemization** screen:


- Complete the required fields as appropriate (starting with the first expense). Some of the fields will auto-populate from your previous entries.
 - Expense Item** – auto-populates to the expense item you selected on the Expense Lines section.
 - Total Amount** – type the amount you want to expense with the first set of worktags. For example, if you are expensing a Business Non-Travel Meal that costs 100.00 and you want to charge half to a different account, type 50.00 in the Total Amount field.
 - Memo** – type the description for the expense item.
 - Company** – will auto-populate with the company from the Expense Line. Update if needed.
 - Worktag Fields** (Gift, Grant, Designated, Project, Fund, Cost Center, Function, Program, Additional Worktags) – select the worktags you would like to use for the selected amount you want to expense.
 - Update the remaining fields as needed.



Since you are splitting the expense between more than one account, be sure to enter the correct worktags for each amount that is being split to ensure the appropriate worktag string is charged for the expense.

- Scroll down and click **Add** at the bottom of the Itemization screen to add the next itemization line.

5. Repeat step 3 with the following considerations:
 - **Expense Item** – ensure the same expense item is selected for the expense you want to split worktags for.
 - **Total Amount** – type the amount you want to expense with the second set of worktags. For example, type the remaining 50.00 for the Business Non-Travel Meal.
 - **Memo** – type the description for the expense item.
 - **Company** – will auto-populate with the company from the Expense Line. Update if needed.
 - **Worktag Fields** (Gift, Grant, Designated, Project, Fund, Cost Center, Function, Program, Additional Worktags) – Update the worktags appropriately for the amount on the itemization line.
6. To add another itemization line (account), click **Add** and repeat steps 4 - 5.
7. Click **Done**.



The cumulative Total Amount of all the itemized expenses should be equal to the Total Amount of the Expense Line.

Remaining 0.00/100.00 USD

Date * 06/21/2022

Expense Item * x Business Non-Travel Meals ...

Total Amount * 50.00

Memo * student luncheon

Company x The Rector & Visitors of the University of Virginia ...

Gift

Grant

Designated x DN000308 FI-PS Education and General ...

Project

***Fund** x FD095 Local Auxiliary ...

***Cost Center** x CC0490 FI-PSDS Operations ...

***Function** x FN052 Student Activities - Rec & Intramural Programs (Aux) ...

Program

Attendee(s)

Number of Persons * 5

Merchant * Panera Bread

Alcohol Included? ☐

Number of Breakfasts 0

Number of Lunches 0

Number of Attendees without a Business Purpose (Included in total # of Persons) 0

Number of Dinners 0

Missing Receipt Justification

Purchase Justification

Done

8. Once you have added all the expenses, click **Submit** to submit the expense report.

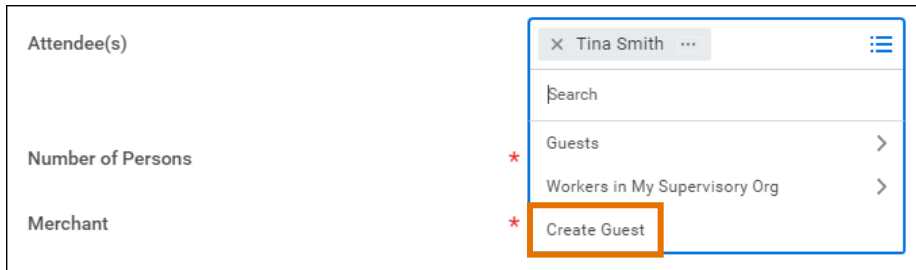
You have successfully completed this task. It will now be routed based on the business process workflow.

Create a Guest

Expense items such as Business Non-Travel Meals and Gift-related items may require you to enter the guest's name(s) (i.e., attendee or recipient). Use the following steps to create a guest.

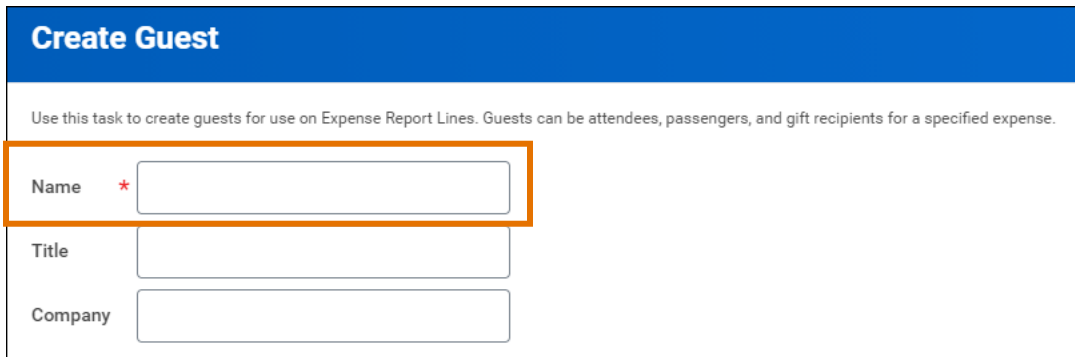
In the **Item Details** section for the Expense Line:

1. Click the **Attendee(s)** field and select **Create Guest**.



The screenshot shows the 'Attendee(s)' field in the Expense Line details. A dropdown menu is open, displaying a search bar and a list of options: 'Guests', 'Workers in My Supervisory Org', and 'Create Guest'. The 'Create Guest' option is highlighted with an orange box. There are red asterisks next to the 'Number of Persons' and 'Merchant' fields.

2. Type the guest name in the **Name** field. Optionally, enter a title and company for the guest. If you prefer not to disclose the guest's name, enter another designation such as "Guest Job Candidate."



The screenshot shows the 'Create Guest' form. The 'Name' field is highlighted with an orange box. Below it are fields for 'Title' and 'Company'. A blue header bar at the top says 'Create Guest'. Below the header, there is a note: 'Use this task to create guests for use on Expense Report Lines. Guests can be attendees, passengers, and gift recipients for a specified expense.'

3. Click **OK**.
4. The guest is added to the system and can be retrieved in future transactions.

You have successfully completed this task.



The next time you need to enter this same travel companion (passenger):

- Click the **Passenger** field and select **Passengers**.
- Select the passengers name from the list.

Using Travel Employee Training Expense Items

When your travel is related to training, you must use the *Travel Employee Training* expense items. Use these expense items when you travel to attend:

- Training classes or workshops
- Conferences
- Other Professional Development

The Travel Employee Training expense items are required for State reporting purposes.

You can find the items using the **Expense Item Group** of **Travel Employee Training** or through the other travel related expense groups.

