Download and Print Expense Report Overview

This Quick Reference Guide (QRG) is designed to walk employees through the process of downloading and printing an expense report in Workday. You can download expense reports as an excel spreadsheet or as a PDF file.

NOTE	Downloading an expense report as an excel spreadsheet provides more details compared to a PDF. If you want to view the worktags provided, the reimbursement type, and the date it was approved, it is recommended to export it as an excel spreadsheet. However, if you want to include the expense report receipts, you should download as a PDF file.

Download and Print Expense Report

On the **Workday Home** screen:

1. Type **My Expense Reports** in the **Search** field and select the task.

On the **My Expense Reports prompts** screen:

2. Complete the fields as needed to best filter your results.
3. Click the **OK** button.

On the **My Expense Reports** screen:

4. In the My Expense Reports table, select the **magnifying glass** next to the expense report you would like to export and print.

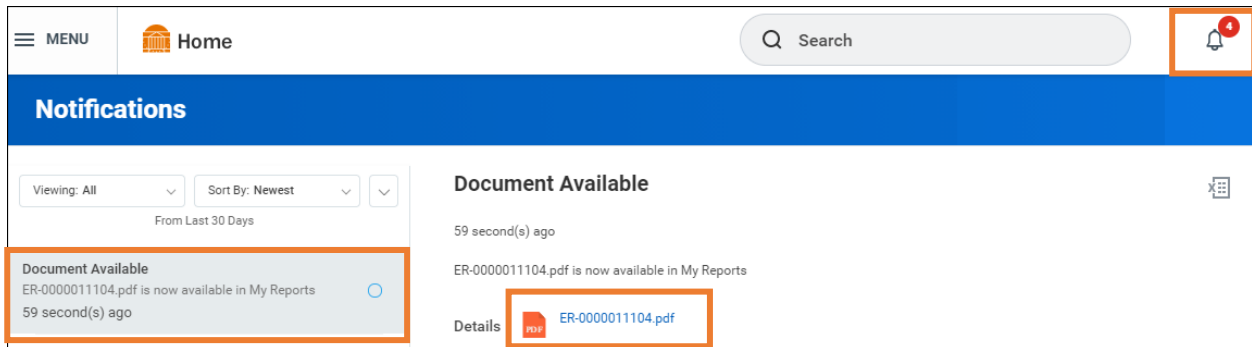|	
NOTE	You can right click the **related actions button** next to the magnifying glass and select **See in New Tab** if you want to keep your current page as a reference.

On the **View Expense Report** screen:

5. To export and print the expense report as an **excel spreadsheet**:
    a) On the top right corner, select the **Export to Excel** icon to download the expense report as an excel spreadsheet.

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b) On the Export Document pop-up, click the **Download** button.

c) Once downloaded, you can open it to view your exported excel document.

d) To print, select **File** then **Print** on the excel document.

6. To export and print the expense report as a **PDF file**:

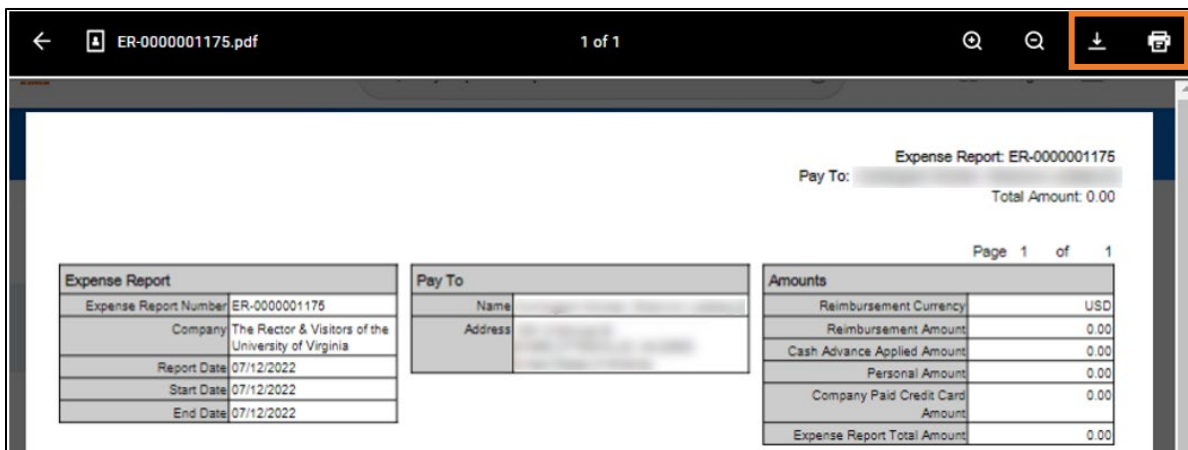a) On the top right corner, select the **PDF** icon to download the expense report as a PDF.

b) On the Print Document pop-up, click the **OK** button. The pop-up includes a message that states your PDF is being generated and you will receive a notification when it is ready.

c) After receiving the notification, click the **Notifications** icon on your Workday Toolbar and then select the **Document Available** notification (or click the link to the PDF file in the notification).

d) Select the **PDF link** to open the document.

e) Click the **Download** and **Print** icons to download and print the expense report respectively.

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NOTE	If the report includes expense lines that have been itemized, the PDF or Excel file will only print the details at the expense line level; it will not include the itemized lines associated with the expense line. To download and print multiple expense lines, including the itemized lines, in one document, run the **Find Expense Lines for Organization** report.

You have successfully completed this task.