

**Create Expense Report Overview**

This Quick Reference Guide (QRG) walks employees through the process of creating an expense report in Workday including requesting reimbursement for out-of-pocket expenses and reconciling T&E card transactions. It also includes specific procedures for using the hotel and per diem meals expense items, splitting worktags, and other miscellaneous procedures related to expense reports.

**General Notes**

| Topic                            | Description   |
|----------------------------------|---|
| Medical Center and UPG employees | You are allowed to submit expenses in Workday if you use <b>academic funding</b> (academic worktags). For more details, see the <a href="#">Submitting Reimbursements for Non-Employees QRG</a> .   |
| Gift Card purchases              | All gift cards purchased on a T&E card are taxable. Use the expense item <b>Employee Award Taxable</b> to expense gift cards. When using this item, a transaction will automatically occur in Workday that alerts Payroll to deduct the gift tax from the entered recipient(s) paycheck. It is no longer required to send this information to AskHR@virginia.edu. If both processes are completed, this may result in the employee being taxed twice. Note, purchasing gift cards with personal funds and requesting reimbursement is <u>not</u> allowed. |
| Companion Travel                 | 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. See the <a href="#">Spend Authorization QRG</a> for detailed steps on how to create and submit a spend authorization in Workday. The expenses must be for a bona fide business purpose.  |
| Expense Item Descriptions        | For a comprehensive list of expense items including description, spend category, and expense item group, see <a href="#">Expense Item Descriptions</a> .  |

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### Request Reimbursement for out-of-pocket Expenses

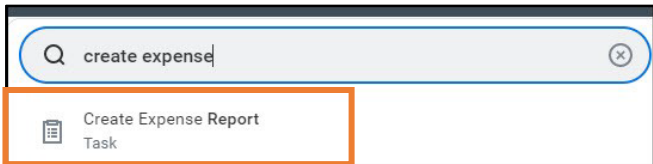


Before submitting an expense report for reimbursement, make sure the expense(s) is not associated with a T&E Card transaction. If the expense/receipt is from a T&E Card transaction, **do not** submit a reimbursement request. You need to wait for the T&E Card transaction to post to Workday and then submit the receipt with that corresponding T&E Card transaction in your expense report. See the [Reconcile T&E Credit Card Charges](#) procedure in this QRG.

If you accidentally submit a T&E Card transaction as a reimbursement, then the reimbursement will need to be paid back to the university.

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.



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.

The first screen in the Create Expense Report task is where you identify: (1) who the report is for (if not for yourself), (2) enter a title for your report and (3) enter the relevant worktags.

If there are any T&E Card transactions to be reconciled or you uploaded receipts from the Mobile app, they will also display at the bottom of the screen. To reconcile T&E credit card charges, see [Reconcile T&E Credit Card Charges](#) in this QRG. Receipts uploaded via the Mobile app 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.



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**.


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If needed, 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 that report (memo header and expense items if reimbursements). Edit these details as needed before submitting the expense report. **The FDM worktags do not copy to the new report.**
- **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.

|  |   |
|--|---|
|  <p><b>NOTE</b></p> | <p>If you select a <b>Gift</b> worktag, this will auto-populate the Fund, Cost Center, and Function, but not the Business Unit for the Cost Center. You will need to confirm you want to use the Cost Center worktag from the gift selected.</p> <ul style="list-style-type: none"><li>○ If you use the Cost Center that was auto-populated, you may need to update the appropriate <b>Business Unit</b> worktag in the <b>Additional Worktags</b> field.</li><li>○ If you do not use the auto-populated Cost Center, you can select a new Cost Center worktag which will populate a Business Unit worktag.</li></ul> |
|--|---|

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


|   |   |
|---|---|
|  <p><b>CAUTION</b></p> | <p>Always check all your worktag entries to ensure they are correct and make any updates as needed.</p> |
|---|---|

5. Click **OK** to proceed.

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|  <p><b>NOTE</b></p> | <p>To select receipts uploaded via the Mobile app, select the <b>Quick Expenses</b> tab at the bottom of the screen, then select the receipt(s) you want reimbursed.</p> <p>The selected receipts will appear on the left side of the next screen under the <b>Expense Lines</b> tab with an exclamation point.</p> |
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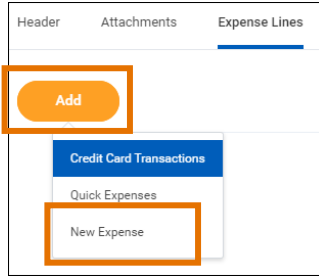
## Create Expense Report – Quick Reference Guide

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


|  |  |
|--|--|
|  <p><b>NOTE</b></p> | <p>The <b>Header</b> tab will auto-populate based on the details entered in Step 4. 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 <b>Attachments</b> tab enables you to add supporting documentation. Select the tab and click <b>Edit</b>.</p> |
|--|--|

Under the **Expense Lines** tab:

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

|  |  |
|--|--|
|  <p><b>NOTE</b></p> | <p>If you have (T&amp;E) credit card transactions to reconcile or you added receipts via the mobile app, a drop-down menu displays when you click Add. Select <b>New Expense</b> to add an expense line for reimbursement.</p>  |
|--|--|


- 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.
- Under the Expense Line section, attach the **receipt** for the expense. Supported file types include: JPG, PDF, PNG or GIF for viewing and printing. Do not use DOC, DOCX, XLS, or HEIC files since they cannot be printed (e.g., for grants or audit purposes). 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.

|  |   |
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|  <p><b>NOTE</b></p> | <p>If your receipts are in a language other than English, please provide translated documentation. For example, use <a href="https://www.google.com/translate">Google.translate</a> to prepare translated documentation to attach to your report.</p> |
|--|---|

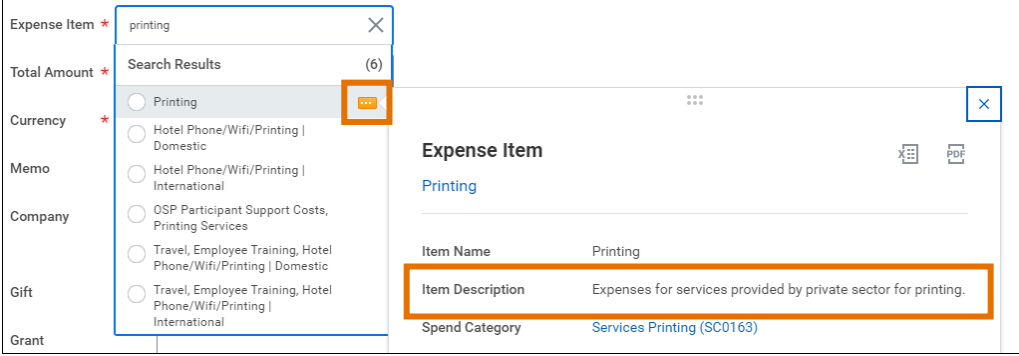
- Under the Expense Line section, complete the following required fields:
  - Date** – will auto-populate with the current date. Change this to the date the expense was incurred. This date should match what is on the expense receipt.
    - This is especially important when expensing something in foreign currency to ensure that the correct exchange rate is used.
  - Expense Item** –type search text to find the appropriate expense item or search *By Expense Item Group* or *Spend Category*.

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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.




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.



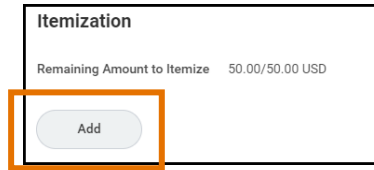
It is suggested you add as much detail as possible to describe the expense item. The greater the detail added, the easier it will be for the approver to approve the expense.

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).
- Itemization is required for the T&E Card Cash Withdrawals and Hotel Accommodations (domestic and international) expense items.
- Hotel Accommodations expense items are itemized under Daily Expenses.

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



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 [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.

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The reimbursement amount will display at the top of the screen under **Reimbursement**. T&E card transactions display under Company Paid and should never be submitted as reimbursements.

|                 |                      |                                   |                               |                       |
|-----------------|----------------------|-----------------------------------|-------------------------------|-----------------------|
| Status<br>Draft | Personal<br>0.00 USD | Prior Balance Applied<br>0.00 USD | Reimbursement<br>1,200.00 USD | Total<br>1,200.00 USD |
|-----------------|----------------------|-----------------------------------|-------------------------------|-----------------------|



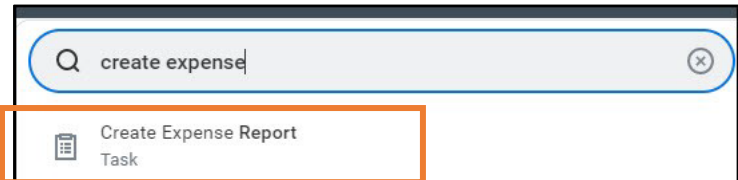
If any error messages display, they will need to be reconciled before you can submit the expense report. For example, a **Purchase Justification** may be required when maximum amounts are exceeded (e.g., over \$150 for a meal on one day).

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

## Reconcile T&E 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.



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: (1) who the report is for (if not for yourself), (2) enter a title for your report, and (3) 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.



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**.


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If needed, 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 that report (memo header and expense items if reimbursements; T&E card transactions cannot be copied). Edit these details as needed before submitting the expense report. The FDM worktags do not copy to the new report.
- **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**. However, still keep the default company but provide the other company's worktags in the fields below. 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.

|  |   |
|--|---|
| <br><b>NOTE</b> | <p>The gift worktag will populate Fund, Cost Center, and Function but not the Business Unit for the Cost Center. You will need to confirm you want to use the Cost Center worktag from the gift selected.</p> <ul style="list-style-type: none"><li>○ If you use the cost center, then you may need to update the business unit worktag in the Additional Worktags field.</li><li>○ If you do not use the cost center that the gift worktag auto-populated, you can select a new cost center worktag which will populate the business unit worktag.</li></ul> |
|--|---|

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

|   |   |
|---|---|
| <br><b>CAUTION</b> | <p>Always check all your worktag entries to ensure they are correct and make any updates as needed.</p> |
|---|---|



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Under the **Credit Card Transactions** section:

If there are any T&E credit card transactions to be reconciled, they will display at the bottom of the screen.

5. Select credit card transactions as follows:

| If you want to include... | Then...  |
|---------------------------|--|
| All items                 | Select the <b>Select All</b> check box.                            |
| Specific items            | Select only the check boxes next to the 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 for T&E card charges 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.


The same applies to receipts not uploaded to the Mobile app. Do not expense a receipt from a T&E credit card transaction as a reimbursement. Wait for the T&E card transaction to post in Workday to submit the expense and then attach the receipt to the T&E card expense line.

6. Click **OK**.

The selected T&E 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. Error message(s) will also display.

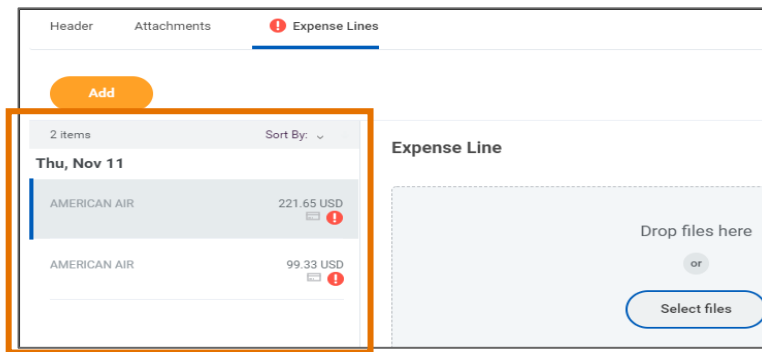
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On the **second Create Expense Report** screen:

|  |  |
|--|--|
|  <p><b>NOTE</b></p> | <p>The <b>Header</b> tab will auto-populate based on the details entered in Step 4. 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 <b>Attachments</b> tab enables you to add supporting documentation. Select the tab and click <b>Edit</b>.</p> |
|--|--|

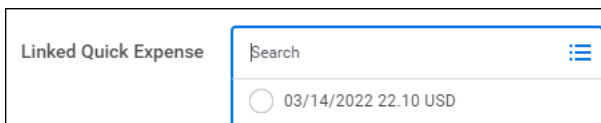
Under the **Expense Lines** tab:


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. Supported file types include: JPG, PDF, PNG or GIF for viewing and printing. Do not use DOC, DOCX, XLS, or HEIC files since they cannot be printed (e.g., for grants or audit purposes). Most expenses 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.




|  |  |
|--|--|
|  <p><b>NOTE</b></p> | <p>If your receipts are in a language other than English, please provide translated documentation. For example, use <a href="#">Google Translate</a> to prepare translated documentation to attach to your report.</p> |
|--|--|

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*.

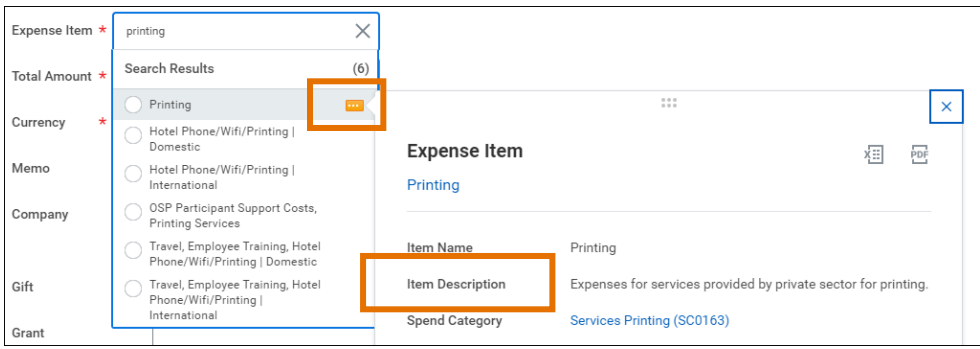
For travel associated with employee training, use the **Travel Employee Training** expense items. See [Using Travel Employee Training Expense Items](#) in this QRG for more information.

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**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. Leave the auto-populated value.  
If the expense is to be covered by company other than your own, leave the company at the default and provide the other company's worktags. The accounting will be adjusted on the back end.
- 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).
- Itemization is required for the Split Transaction, T&E Card Cash Withdrawals and Hotel Accommodations (domestic and international) expense items.
- Hotel Accommodations expense items are itemized under Daily Expenses.


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


|   |   |
|---|---|
|  <p><b>CAUTION</b></p> | <p>When you enter <b>Hotel Accommodations</b> expense items, click the <b>Edit</b> button under <b>Daily Expenses</b> to itemize the hotel expenses. Do not click Add.</p> <p>The Hotel expense item will automatically include the Hotel daily rate and Hotel taxes for you to complete on the Itemization screen. All other <i>daily</i> hotel expenses will need to be added by clicking <b>Add</b> at the bottom of the Itemization screen.</p> <p>To add a non-daily hotel expense, such as a meal, click the <b>Add</b> button under <b>Itemization</b> to enter the expense.</p> <p>See <a href="#">Add Hotel Accommodations Expense Item</a> in this QRG for detailed steps for adding a hotel accommodations expense item.</p> |
|---|---|

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.


|  |   |
|--|---|
|  <p><b>NOTE</b></p> | <p>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.</p> |
|--|---|

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.

|  |  |
|--|--|
|  <p><b>NOTE</b></p> | <p>The cumulative Total Amount of all the itemized expenses should be equal to the Total Amount of the Expense Line.</p> |
|--|--|

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.

|  |  |
|--|--|
|  <p><b>NOTE</b></p> | <p>If you need to add an expense for reimbursement, click <b>Add</b> and complete the required fields for the expense. See <a href="#">Request Reimbursement for out-of-pocket Expenses</a> in this guide.</p> |
|--|--|

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17. Once you have completed entering all the transactions, click **Submit** to submit the expense report.

The amount to reconcile the T&E card transactions will display at the top of the screen under **Company Paid**. T&E card transactions must never be entered as reimbursements.

|                      |                              |                                   |                           |                       |
|----------------------|------------------------------|-----------------------------------|---------------------------|-----------------------|
| Personal<br>0.00 USD | Company Paid<br>1,171.50 USD | Prior Balance Applied<br>0.00 USD | Reimbursement<br>0.00 USD | Total<br>1,171.50 USD |
|----------------------|------------------------------|-----------------------------------|---------------------------|-----------------------|



If any error messages display, they will need to be reconciled before you can submit the expense report. For example, a **Purchase Justification** may be required when expense items are submitted late (over 30 days) or maximum amounts are exceeded (e.g., over \$150 for a meal on one day).

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

### Add Per Diem Meals Expense Item

For the detailed steps to create an expense report, see [Request Reimbursement for out-of-pocket Expenses](#) and [Reconcile T&E 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 (return) 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.

## Create Expense Report – Quick Reference Guide

|                        |   |  |
|------------------------|---|--|
| Arrival Date           | * | 03/14/2022   |
| Departure Date         | * | 03/17/2022   |
| Destination            | * | <input type="text" value="Other, CO, Colorado, United States of America"/> |
| Purchase Justification |   | <input type="text"/>   |


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.

- Under the Travel Journal section, click **View Details**.
- If a meal was provided on a specific date, select the appropriate meal check box (**Breakfast**, **Lunch** and/or **Dinner**) for the relevant date to remove that meal from the reimbursement.
- If expense report includes multiple cities, select the **Multi-City Travel Day (Retain Per Diem)** check box on the last and/or first day of travel as appropriate. Only use this check box for travel to multi-cities within one trip that way you will get full credit for the travel day(s).

For Example: If you traveled to Atlanta for 3 days and then Orlando for 3 days. Enter an expense line for each city. Select the *Multi-City Travel Day (Retain Per Diem)* check box for day 3 in Atlanta and day 1 in Orlando.

|  |                                     |
|--|-------------------------------------|
| Breakfast provided?                            | <input type="checkbox"/>            |
| Lunch provided?                                | <input type="checkbox"/>            |
| Dinner provided?                               | <input type="checkbox"/>            |
| <b>Multi-City Travel Day (Retain Per Diem)</b> | <input checked="" type="checkbox"/> |

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

|   |  |
|---|--|
|  <b>NOTE</b> | If you need to adjust the amount of the per diem received, use the <i>Per Diem Meals Deduction</i> expense item. |
|---|--|


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




### Add Hotel Accommodations Expense Item

For the detailed steps to create an expense report, see [Request Reimbursement for out-of-pocket Expenses](#) and [Reconcile T&E 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** – enter the date on the receipt (if reimbursement).
  - **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.

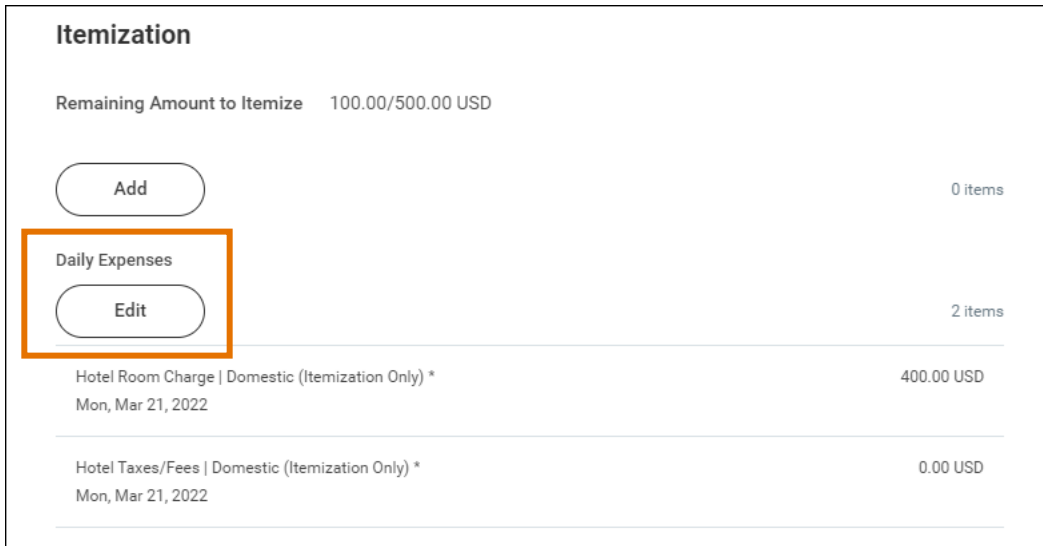
 **NOTE** When you change the currency, the Currency Rate and Converted Amount fields will display auto-populated.

|                  |   |  |   |
|------------------|---|--|---|
| Date             | * | 02/30/2022                             |  |
| Expense Item     | * | x Hotel Accommodations   International |  |
| Total Amount     | * | 500.00                                 |   |
| Currency         | * | x EUR                                  |  |
| 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. If the hotel is not available, select Other.
  - **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.

## Create Expense Report – Quick Reference Guide

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




The screenshot shows the 'Itemization' screen. At the top, it says 'Remaining Amount to Itemize 100.00/500.00 USD'. Below this are two sections: 'Add' with '0 items' and 'Daily Expenses' with '2 items'. The 'Daily Expenses' section is highlighted with an orange box, and the 'Edit' button within it is also highlighted. Below the 'Daily Expenses' section, there are two expense items listed: 'Hotel Room Charge | Domestic (Itemization Only) \*' for 400.00 USD on Mon, Mar 21, 2022, and 'Hotel Taxes/Fees | Domestic (Itemization Only) \*' for 0.00 USD on 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:


- 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.

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

- 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.
- 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.




## Create Expense Report – Quick Reference Guide

 **NOTE**

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.

Personal Expense

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

 **NOTE**

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                  | Destination                   | * Denver / Aurora, Colorado, United States of America |
| Date         | * 03/21/2022                     | Merchant                      | * Mellow Mushroom                                     |
| Expense Item | * Travel Meals Actual   Domestic | Alcohol Included?             | <input type="checkbox"/>                              |
| Total Amount | * 40.00                          | 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.

## Create Expense Report – Quick Reference Guide

### Itemization

Remaining Amount to Itemize 0.00/500.00 USD

1 item

---

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

---

#### Daily Expenses

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

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

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

### Split Worktags on Expense Item

For the detailed steps to create an expense report, see [Request Reimbursement for out-of-pocket Expenses](#) and [Reconcile T&E 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:

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

On the **Itemization** screen:

3. 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.

## Create Expense Report – Quick Reference Guide

- **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.

4. 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.

## Create Expense Report – Quick Reference Guide

|                |  |   |                          |
|----------------|--|---|--------------------------|
| Remaining      | 0.00/100.00 USD  | Attendee(s)   |                          |
| Date *         | 06/21/2022   |   |                          |
| Expense Item * | Business Non-Travel Meals                                  |   |                          |
| Total Amount * | 50.00  |   |                          |
| Memo *         | student luncheon   | Number of Persons *   | 5                        |
| Company        | The Rector & Visitors of the University of Virginia        | Merchant *  | Panera Bread             |
| Gift           |  | Alcohol Included?   | <input type="checkbox"/> |
| Grant          |  | Number of Breakfasts  | 0                        |
| Designated     | DN000308 FI-PS Education and General                       | Number of Lunches   | 0                        |
| Project        |  | Number of Attendees without a Business Purpose (Included in total # of Persons) | 0                        |
| *Fund          | FD095 Local Auxiliary                                      | Number of Dinners   | 0                        |
| *Cost Center   | CC0490 FI-PSDS Operations                                  | Missing Receipt Justification   |                          |
| *Function      | FN052 Student Activities - Rec & Intramural Programs (Aux) | Purchase Justification  |                          |
| Program        |  |   |                          |
| <b>Done</b>    |  |   |                          |

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

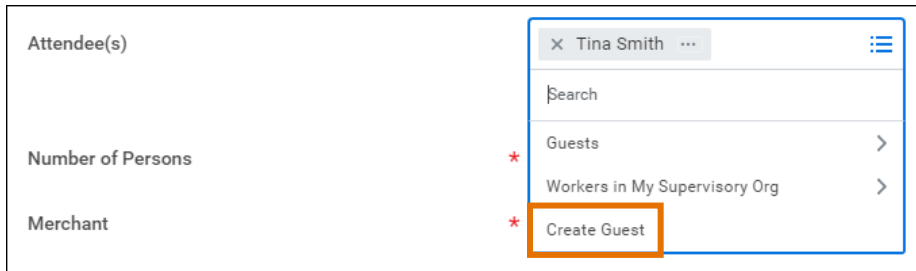
You have successfully completed this task. It will now be routed based on the business process workflow.

### 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.

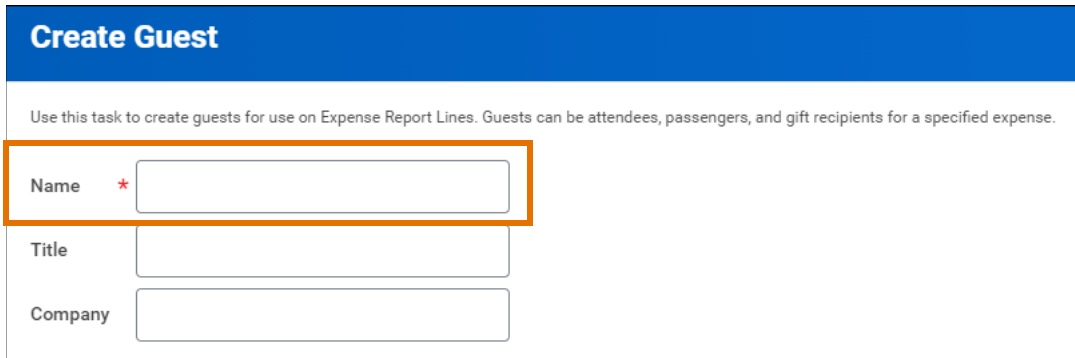
In the **Item Details** section for the Expense Line:

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



The screenshot shows a form with three fields: "Attendee(s)", "Number of Persons", and "Merchant". A dropdown menu is open for the "Attendee(s)" field, displaying a search bar and three options: "Guests", "Workers in My Supervisory Org", and "Create Guest". The "Create Guest" option is highlighted with an orange box. The "Number of Persons" and "Merchant" fields have red asterisks next to them.

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 title "Create Guest" is in a blue header. Below the title is a subtitle: "Use this task to create guests for use on Expense Report Lines. Guests can be attendees, passengers, and gift recipients for a specified expense." The form has three input fields: "Name", "Title", and "Company". The "Name" field is highlighted with an orange box and has a red asterisk next to it.

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.

### Upload Receipts via Mobile App as a Delegate


As a delegate, you can upload receipts for another employee from the Workday mobile app. This can occur if you are delegated the create expense report task from the expense owner.

On the **Workday Mobile Application Home** page:

1. Type **Expenses** in the Search field.
2. Navigate to the **Tasks & Reports** tab of the search results.
3. Under Results, select **Expenses**.
4. Select **Scan Receipt**. Once uploaded, the receipt(s) will display in the Quick Expenses tab in the desktop version.
5. Go to Workday on your desktop and log into your account.

On the **Workday Home** screen:

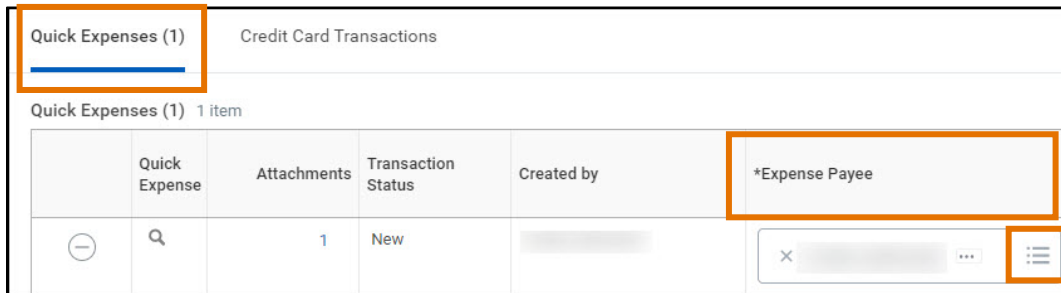
6. Type **Edit My Expense Transactions** in the **Search** field and select the task.



**Do not** Switch Account to your delegator as you **cannot** run the task logged in as them.

On the **Edit My Expense Transactions** screen:


7. In the **Quick Expenses** tab, navigate to the **Expense Payee** column.
8. Click the **Expense Payee** field and select the expense owner from the list.



| Quick Expense | Attachments | Transaction Status | Created by | *Expense Payee |
|---------------|-------------|--------------------|------------|----------------|
|               | 1           | New                |            |                |

9. Click **OK**.

You have successfully completed this task. When you switch accounts to the expense owner you are a delegate for to create an expense report, the receipts will display under **Quick Expenses**. You can now select them for reimbursement or link them to a T&E card transaction as appropriate.



To view a list of all your credit card transactions and quick expenses, run the **My Expense Transactions** report (or select **Expense Transactions** from the Expenses app). You can also edit transactions from this report by selecting the **Edit My Expense Transactions** button.

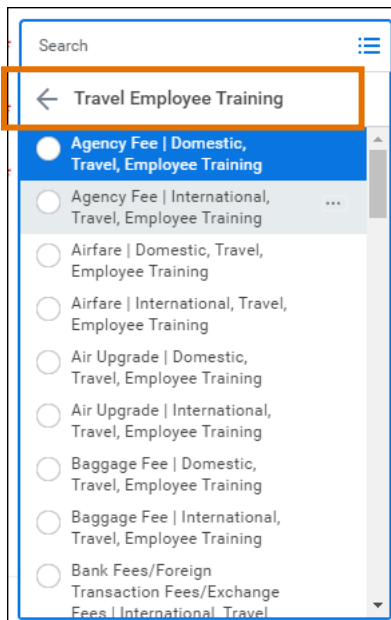
### Use the Travel Employee Training Expense Items

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.



### Use the Mileage Expense Items

When you select a Mileage expense item, Google mileage calculation instructions will appear as well as specific fields under Items Details for calculating the mileage.

- After you enter the origin and destination address, Workday will automatically calculate the **Trip Distance**.
- Click the **Round Trip** check box to calculate round-trip mileage if applicable. Workday will automatically double the mileage to be reimbursed when you click this box.
- After you select a **Vehicle Plan**, Workday will calculate the total amount to be reimbursed.

The screenshot displays the 'Expense Line' form. On the left, there is a 'Drop files here' area with a 'Select files' button. Below it, the 'Expense Date' is set to 08/25/2023. The 'Expense Item' is 'Mileage', which is highlighted with an orange box. The 'Rates Used' is 0.655 and the 'Total Amount' is 143.71. The 'Currency' is USD. The 'Company' is 'The Rector & Visitors of the University of Virginia'. On the right, the 'Instructions' section explains the Google Maps-based distance calculation. The 'Item Details' section includes 'Origin Address' (1001 Emmet Street North, Charlottesville, VA, USA), 'Destination Address' (758 North Vermont Street, Arlington, VA, USA), 'Unit of Measure for Distance' (Miles), 'Estimated Distance of Driving Route' (109.7), 'Trip Distance Including Diversions' (109.7), 'Round Trip' (checked), 'Distance to Expense' (219.4, highlighted with an orange box), 'Vehicle Plan' (Standard IRS), and 'Purchase Justification'.



You can edit the Trip Distance field to account for multiple trips on one expense line when needed. To do this, provide an origin and destination address in their respective fields and then update the calculated Trip Distance to include the total mileage for all reimbursable trips. Be sure to make a note in the Memo field indicating you are seeking mileage reimbursement for multiple trips.

If you enter the total mileage in the Trip Distance field, do not select the Round Trip check box as it will automatically double the mileage.