Download and Print Expense Report
Quick Reference Guide

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 and print an expense report as an excel spreadsheet or PDF file.

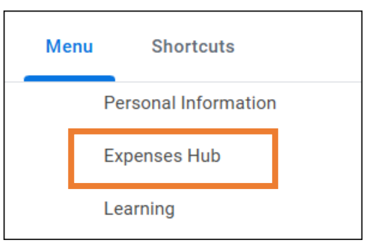
- The excel spreadsheet will include the worktags entered in the report (if not itemized), payment type/amount, and the date it was approved. However, it will <u>not</u> include the expense report receipts.
- If you need to include the expense report receipts, download the report as a PDF file. In addition, the PDF file will include the worktags entered (if not itemized), payment type/amount, and approvers.

NOTE	Workday supports image files such as JPG, PDF, PNG or GIF for the viewing and printing of expense reports. Do not upload DOC, DOCX, XLS or HEIC files. If these files are uploaded as receipts, they will not display in the downloaded PDF file.

Download and Print Expense Report

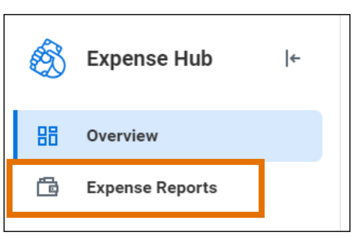
On the **Workday Home** screen:

1. Click **MENU** on the top left-side of the screen.
2. Click the **Menu** tab, then select **Expenses Hub**.



On the **Expense Hub** screen:

3. Select **Expense Reports** on the top left-side of the screen.



HINT	You can also access My Expense Reports by typing ***my expense reports*** in the main Workday **Search** bar and selecting **My Expense Reports** from the search results.

On the **My Expense Reports** screen:

4. In the **Expense Report** column of the table, click the **expense report link** for the expense report you want to export and print.

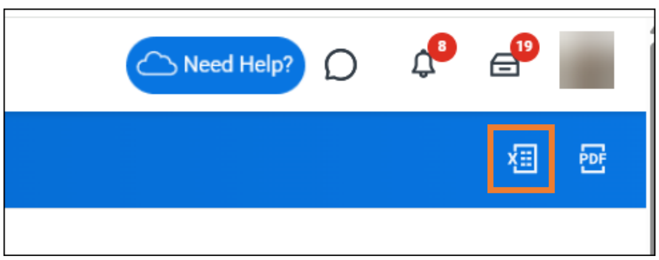
My Expense Reports 3 items

Expense Report	Expense Report Date	Status
ER-0000357399	05/07/2025	Paid
ER-0000175319	10/23/2023	Canceled

NOTE	To open the expense report in a separate tab and maintain the current page, you can right-click the **expense report link** and select **See in New Tab.**

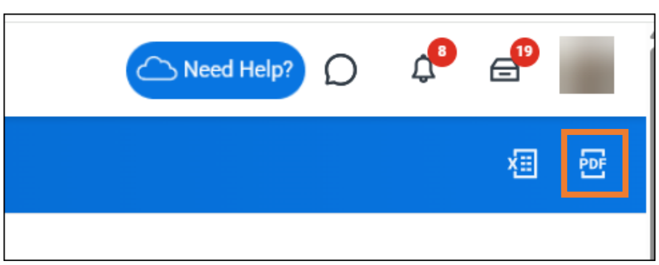
On the **View Expense Report** screen:

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.



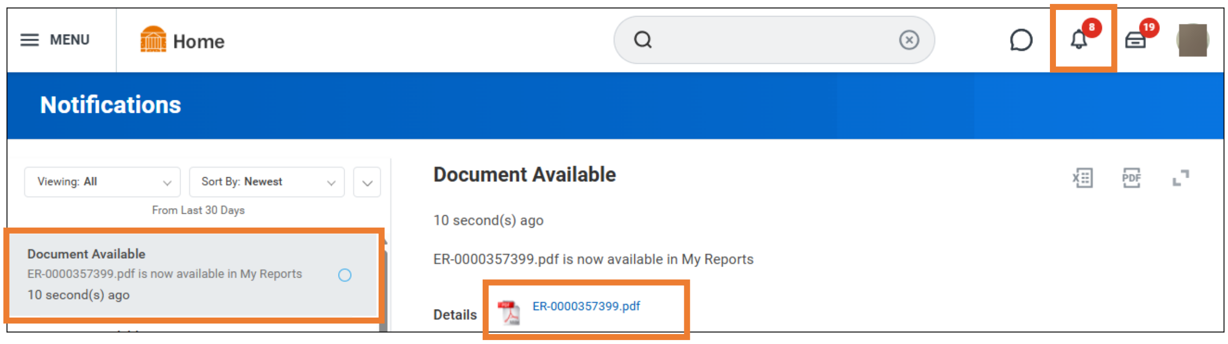
   b) On the Export Document pop-up, click the **Download** button.
   c) Once downloaded, you can open it to view your exported excel document.
   d) To print, select **File** then **Print** on the excel document.

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.



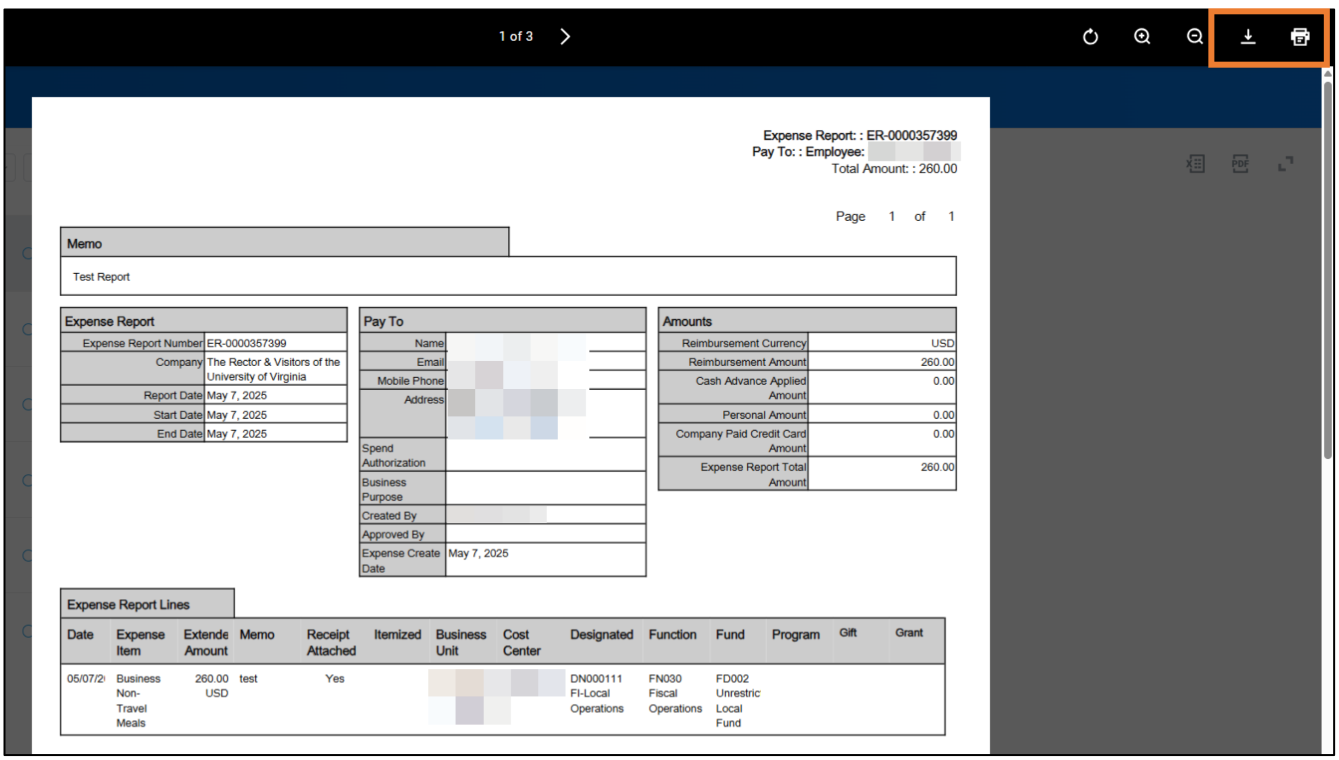
b) On the Print Document pop-up, click the **OK** button. The pop-up includes a message that states your PDF is being generated and you will receive a notification when it is ready.

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) Click the **PDF link** to open the document.

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



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.