Workday Expenses

Reference Guide
Create your Expense Report - NEW
Create Your Expense Report-New

This reference guide will show you how to Create a New Expense Report in Workday

Login to Workday using your Active Directory username and password

UR Financials WORKDAY

• type “cre exp” in the search bar, select **Create Expense Report** Task
  OR click on the Expenses application on your homepage, then select Create Expense Report

• The default Creation Options is **Create New Expense Report**

![Create Expense Report](image)
Create Your Expense Report-New

- Enter the required Fields on the Expense Report Header page
  - Memo
  - Company
  - Expense Report Date—defaults to today's date
  - Business Purpose (Optional)
  - Company on Expense Line
  - Worktags = FAO to be charged, type in the FAO and hit ENTER.

The company, cost center, and fund will auto-populate.

*The Company number on the Header must match the Company number on at least one of the Expense Item Lines*

- Select OK to add Expense Lines
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Enter the Required Fields for the Expense Line (receipts):

- Attach the receipt(s) for purchases of $50 or more by Dropping the file in the gray box, or Select files from your computer

- Date = purchase date listed on the receipt OR

<table>
<thead>
<tr>
<th>Expense Item</th>
<th>Suggested Expense Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Registration</td>
<td>First day of the conference</td>
</tr>
<tr>
<td>Airfare</td>
<td>First day of travel (departure date)</td>
</tr>
<tr>
<td>Hotel</td>
<td>Check-In date</td>
</tr>
<tr>
<td>Car Rental</td>
<td>Pick-Up date</td>
</tr>
</tbody>
</table>

- Expense Item- Select the appropriate Expense Item from the drop down, or type description in the field and hit enter. Select from the search results.

- Total Amount-purchase amount from the receipt, or the allowable reimbursement amount (ex: purchase amount is $80, the department allows $50 to be reimbursed, enter $50)

- Memo-identify supplier, describe items purchased
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- Worktags-to change the FAO that is auto-populated, delete (x) all four lines.

- Then type in the FAO you want and hit enter.

- The Company, Cost Center, and Fund will auto-populate
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Enter the Item Details:
- Some Expense Items require additional information to be entered.
  - *Example: Hotel-Domestic (EX120)*

When the Item details section shows fields marked with a red asterisk, you are required to complete the fields.
Once you have completed the first expense line, your options are:

- **ADD** to add another expense line for additional receipts.
- **SUBMIT** to send the expense report for approval.
- **SAVE FOR LATER** saves the expense report in “Draft” status. You can edit it later and add more expense lines or submit for approval.
- **CLOSE** will close the expense report, your changes will not be saved.
• When you’re ready to SUBMIT your expense report, select SUBMIT
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• A pop up will appear notifying you that your expense report has been submitted. Selecting VIEW DETAILS shows:
  
  • The expense report number
  • The name of the individual being reimbursed
  • The amount of the expense report
  • Who the expense report was routed to for approval. The **Manager** is the individual who is requesting reimbursements Supervisor.

Select DONE to return to the home page