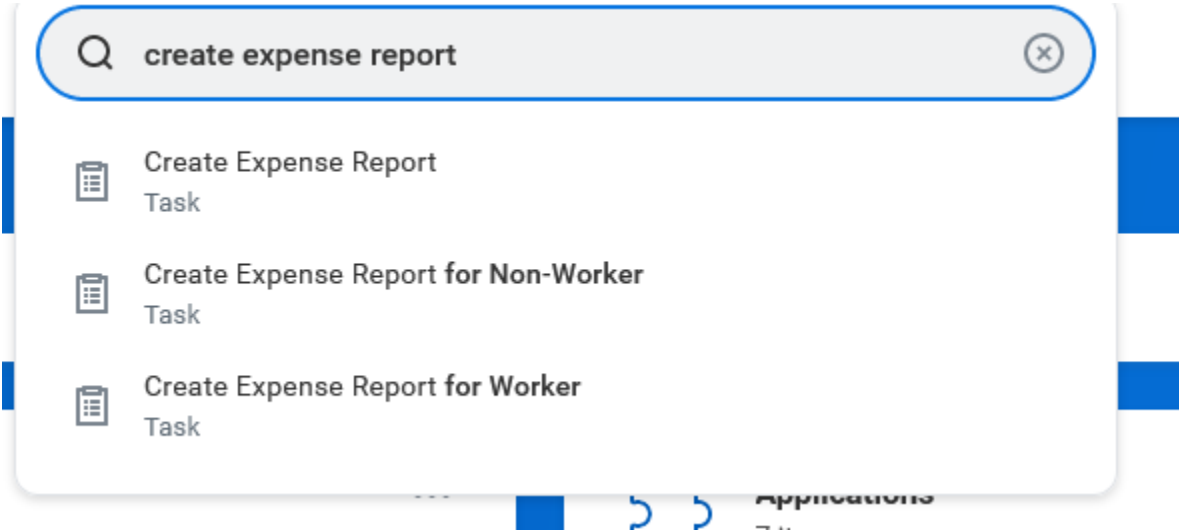


How to create an Expense Report in Workday

Step by Step Instructions for TFREC

From your homepage in Workday, in the Search bar enter Create Expense Report



Yours may look a little different than mine, but you will want Create Expense Report, so click that task. This screen will come up:

The screenshot shows the 'Create Expense Report' form. At the top, a blue header bar contains the text 'Welcome, Megan N Welker'. Below this, the form is titled 'Create Expense Report' and is divided into two main sections: 'Expense Report Information' and 'Instructions'.

Expense Report Information

- Expense Report For * Employee: Megan N Welker
- Creation Options *
 - Create New Expense Report
 - Copy Previous Expense Report [dropdown]
 - Create New Expense Report from Spend Authorization [dropdown]
- Memo [text area]
- Company * [dropdown: Washington State University ...]
- Expense Report Date * 04/19/2022 [calendar icon]
- Business Purpose [dropdown]
- Project [dropdown]
- Program [dropdown]
- Gift [dropdown]
- Grant [dropdown]
- Cost Center * [dropdown: C00326 CAHNRS | Wenatchee Tree Fruit Research and Extension Center]

Instructions

- Need help? Find guidance for completing this process [here](#).
- Travel Expenses**
See BPPM 90 for policy information.
- Confirming Reimbursements**
See BPPM 70.20 for policy information.

At the bottom of the form, there are two buttons: 'OK' and 'Cancel'.

You will then click Create New Expense Report from Spend Authorization – Click the Twinkie’s to find your approved Spend Authorization.

Create Expense Report

Expense Report Information

Expense Report For


* Employee: Megan N Welker

Creation Options

* Create New Expense Report

Copy Previous Expense Report

Create New Expense Report from Spend Authorization



Your Expense Report Date should be the date you are entering the Expense Report


Company

* Washington State University

Expense Report Date

* 04/19/2022 

Business Purpose



Next you will enter the Project, Program, Gift or Grant budget you want to use for this expense. You can split between several budgets in a later screen if needed, but to begin with just put one in. For this I am going to use PG00016792, which is the same budget I used on my Spend Authorization.

Project	<input type="text"/>	☰
Program	× PG00016792 WEN Operations	... ☰
Gift	<input type="text"/>	☰
Grant	<input type="text"/>	☰
Cost Center	* × CC0326 CAHNRS Wenatchee Tree Fruit Research and Extension Center	... ☰
Fund	* × FD001 General Fund	☰
Function	* × FN019 Cooperative Extension Service	... ☰
Region	* × RG10 Pullman ...	☰
Additional Worktags	× Assignee: Kruger, Chad ...	☰

Then click the OK button at the bottom of the screen

Additional Worktags	× Assignee: Kruger, Chad
<hr/>	
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

Your next screen will look like this. Write down your ER number that is at the top of the screen in case you need to exit and do something else, you can come back to it.

Create Expense Report ER0000019800 ASHS Conference in San Diego, CA

Pay To Employee: Megan N Welker	Status Draft	Personal 0.00 USD	Company Paid 0.00 USD	Prior Balance Applied 0.00 USD	Cash Advance Applied 0.00 USD	Reimbursement 0.00 USD	Total 0.00 USD
------------------------------------	-----------------	----------------------	--------------------------	-----------------------------------	----------------------------------	---------------------------	-------------------

Header Attachments **Expense Lines**

Add



There's nothing here



enter your comment

Submit

Save for Later

Close

Click the Header button at the top of the page. Click the box that says "Final Expense Report" if this is the final expense report for this Spend Authorization. If you didn't have a Spend Authorization, this would not apply to you.

Click the Add button under Expense Lines

Header

Attachments

Expense Lines

Add

Your screen will look like this:

Add

1 Item

Expense Line

Drop files here
 or

Itemization
 Remaining Amount to Itemize 0.00/0.00 USD

 Receipt Included

Date * 04/19/2022

Expense Item *

Total Amount * 0.00

Currency * X USD ...

Memo

Project

Program X PG00016792 WEN | Operations ...

Gift

So, on my Spend Authorization I put Conference Registration, Airfare, Car Rental, Uber, Lodging and Meals. I already purchased the Conference Registration before I left on my trip on my Purchasing card, so that line is already accounted for. So next I am going to enter the receipt for my airfare. I decided to use my personal card so I can get the miles, instead of using the CTA card at the front desk. If I would have used the CTA card, on the first page there would have been a credit card transaction already assigned to me and it would show up on that first screen for me to add. I will first change the date to the first day I am in travel status, so for this example that was 4/15/22.

Date * 04/15/2022

So under Expense Item I am going to add Out-of-State Air Transportation. So I can either click the twinkies or I can just type out of state in the search bar, or I can choose to search in one of the below categories.

Select files

Date *

Expense Item *

Total Amount * 0.00

- By Expense Item Group >
- By Spend Category >
- By Alphabetical Order >
- Search ☰

For this example I am going to type Out of State in the Search bar like this

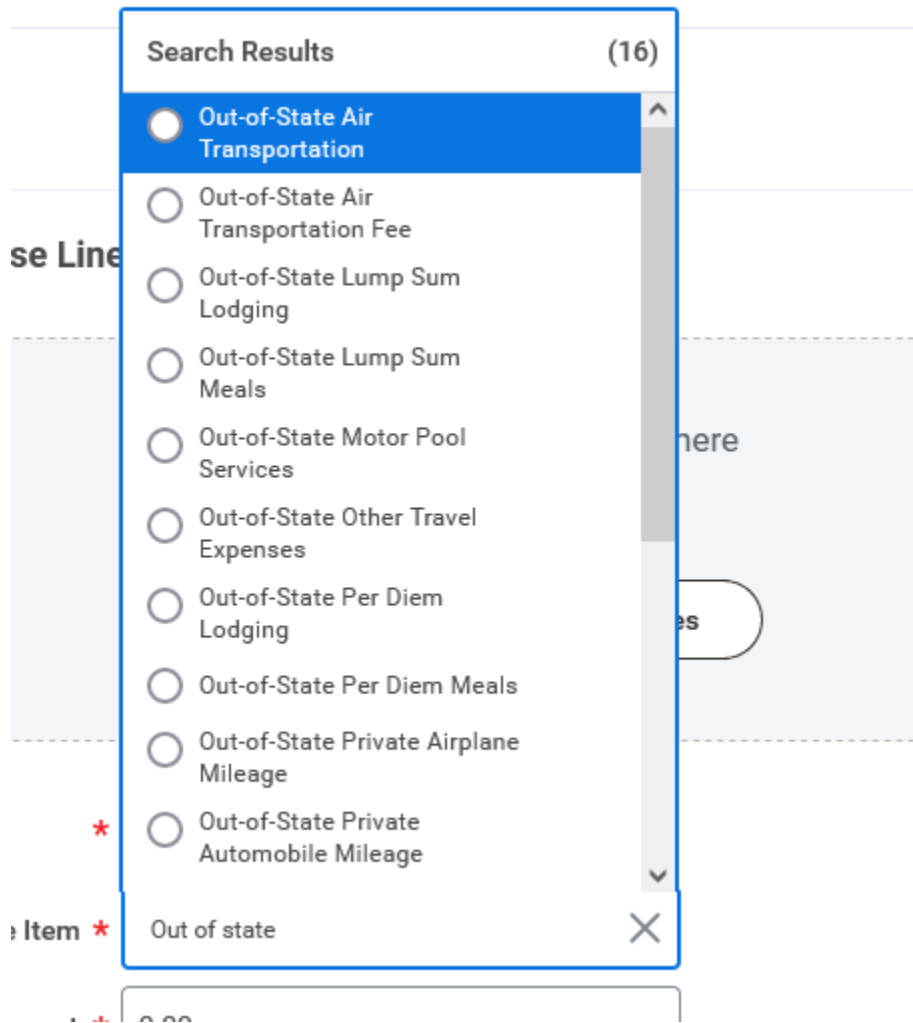
ate *

xpense Item *

otal Amount * 0.00

- By Expense Item Group >
- By Spend Category >
- By Alphabetical Order >
- Out of state ☰

And then push enter



I am going to choose Out-of-State Air Transportation

Expense Item *

Total Amount *

Currency *

Memo

Next we will enter the amount that is on the receipt for the flight. Remember, you can not get travelers insurance or anything other than economy for your flight. My flight was 486.94 so you will enter that under the Total Amount

Expense Item *

Total Amount *

Currency *

Memo

Next you see that the budget you originally put in automatically pulls forward to this expense. I am going to keep that the same for my airfare,

Project

Program

Gift

Grant

And you can see that the Expense Report is attaching this to the Out-of-State Air Transportation line from my Spend Authorization down at the bottom, Workday will automatically do this.

*Region

Additional Worktags

Available Spend Authorization Lines

Next I am going to attach my flight receipt, that shows exactly how much I paid, to the attachment area:

Expense Line

Drop files here

or

Select files

Ins

Plea
plet

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Clas

Ite

Then under instructions I am going to add the Class of Service, by clicking the twinkie:

Instructions

Please refer the [Create Spend Authorization](#) and [Create Expense Report](#) reference plete expense items.

Item Details

Classes of Service *

- Search ☰
- All >
- Travel Type >

Itemization

Remaining Amount to Itemize 486.94/486.94 USD

Then clicking Travel Type:

Item Details

Classes of Service *

Itemization

Remaining Amount to

Search ☰

← Travel Type

Air >

Hotel >

Then clicking Air;

Item Details

Classes of Service *

Itemization

Remaining Amount to

Add

Search ☰

← Air

Business

Economy

First

Premium Economy

Then clicking Economy, which is how I flew.

Item Details

Classes of Service *

× Economy ...



Itemization

Remaining Amount to Itemize 486.94/486.94 USD

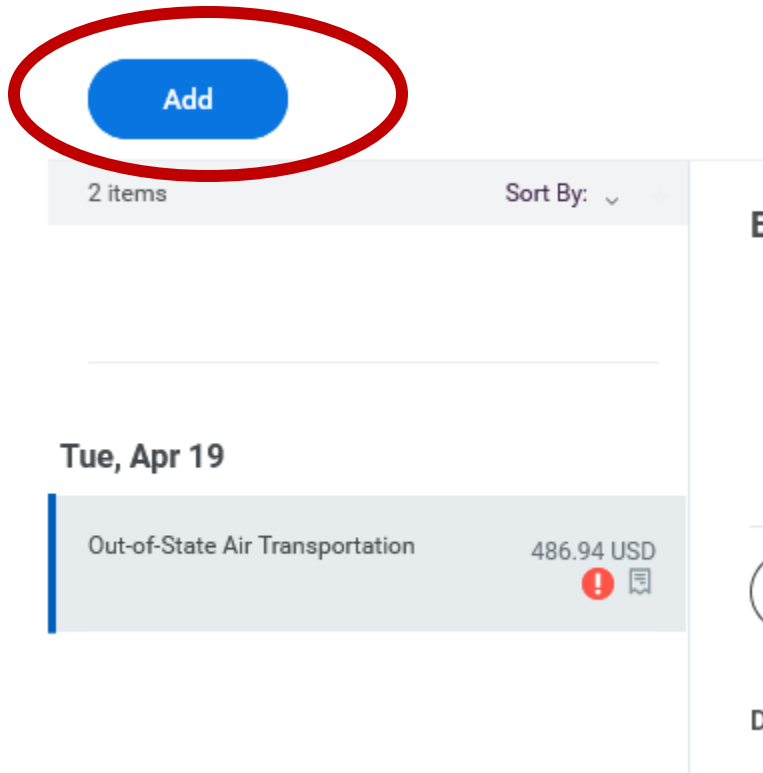
Then I will click Receipt Included because I have already attached my receipt.

Add

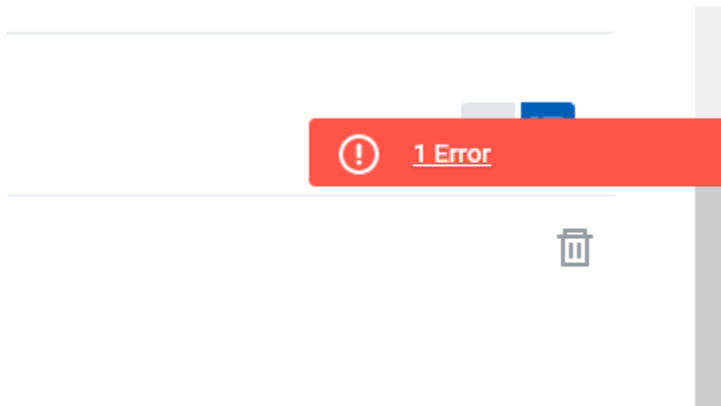
Receipt Included



Now I am done with adding my flight expense, I will go back to the top and click the add button to start a new expense line.



You may at this point see a red exclamation point show up on the previous line you just entered. That means that there is an error on the previous line. So click back to the Out-of-State Air Transportation line to see what the error is. You will see a red bar on the right that says 1 Error (or more than one possibly) Click that line



Error

1. Page Error

*The Cost Center Hierarchy CCH402P College of Agricultural, Human, and Natural Resource Sciences | Pullman and CCH518 NWPB (CCH405P Murrow College of Communication | Pullman) require "Alt Reporting Worktags" to be noted. To Resolve Error: Please include required Alt Reporting worktags onto this request in Additional Worktags field.

So for this example, Workday wants more information on Alt Reporting Worktags because of the budget number I am using. So I will go back into the budget screen of my airfare

Project		☰
Program	<div style="border: 1px solid #ccc; padding: 2px;"> × PG00016792 WEN Operations ... </div>	☰
Gift		☰
Grant		☰
*Cost Center	<div style="border: 1px solid #ccc; padding: 2px;"> × CC0326 CAHNRS Wenatchee Tree Fruit Research and Extension Center ... </div>	☰
*Fund	<div style="border: 1px solid #ccc; padding: 2px;"> × FD001 General Fund </div>	☰
*Function	<div style="border: 1px solid #ccc; padding: 2px;"> × FN019 Cooperative Extension Service ... </div>	☰
*Region	<div style="border: 1px solid #ccc; padding: 2px;"> × RG10 Pullman ... </div>	☰
Additional Worktags	<div style="border: 1px solid #ccc; padding: 2px;"> × Assignee: Kruger, Chad ... </div>	☰
Available Spend Authorization Lines	<div style="border: 1px solid #ccc; padding: 2px;"> × Out-of-State Air Transportation - 13.06 USD ☰ </div>	

And I will click the twinkie on the Additional Worktags line and see that there is a line for Alt Reporting:

*Fund

*Function

*Region

Additional Worktags

✕ FD001 General Fund ☰

My Worktags >

Alt Reporting >

Assignee >

Extension Reporting >

Search ☰

✕ Assignee: Kruger, Chad ...

*Fund

*Function

*Region

Additional Worktags

✕ FD001 General Fund ☰

← Alt Reporting

Alt Reporting >

Active Alt Reporting Organizations by Alt Reporting Hierarchy >

Search ☰

✕ Assignee: Kruger, Chad ...

Available Spend Authorization Lines

✕ Out-of-State Air Transportation - 13.06 USD ☰

Then I will click the Alt Reporting: AF0002 Research because we are a Research Extension office.

*Function ← Alt Reporting

*Region Alt Reporting: AF0002 Research
 Alt Reporting: AF0003 Extension

Additional Worktags Search ☰

 × Assignee: Kruger, Chad ...

Available Spend Authorization Lines × Out-of-State Air Transportation - 13.06 USD ☰

Then I will click the twinkle again:

Vorktags

× FD001 General Fund ☰

My Worktags >

Alt Reporting >

Assignee >

Extension Reporting >

Search ☰

× Alt Reporting: AF0002 Research ...

× Assignee: Kruger, Chad ...

And this time I am just going to type Wenatchee in the Search field to this will tag our Center.

Extension Service

'Region: X RG10 Pullman ...

Additional Worktags:

- X Alt Reporting: AF0002 Research ...
- X Assignee: Kruger, Chad ...
- X Extension Reporting: EF0043 Wenatchee ...

Now I have corrected all the errors Workday told me about so I will go back up to the blank expense line to start my next expense:

Add

2 items Sort By: ▾

Tue, Apr 19

Out-of-State Air Transportation	486.94 USD
---------------------------------	------------

And when I do I see that the red exclamation point is gone, and therefore the error is fixed

Tue, Apr 19



Out-of-State Air Transportation 486.94 USD

Now I will add my rental car expense. I will change the date to 4.15.22 because that is the day that I got the rental car.

Date * 04/15/2022 



Then I will enter Out-of-State Other Travel Expenses for my Expense Item line:

Date * 04/15/2022 

Expense Item *  

Then I will enter my amount of my Rental car. For this example my rental car was \$92.68

Date * 04/15/2022 

Expense Item *  

Total Amount * 92.68

Currency *  

Memo

In the memo line I am going to add Rental Car so that travel knows what my Other Travel Expense was for.

Expense Item *	<input type="text" value="x Out-of-State Other Travel Expenses"/>
Total Amount *	<input type="text" value="92.68"/>
Currency *	<input type="text" value="x USD"/>
Memo	<input type="text" value="Rental Car"/>

I am going to use a different budget number for my car rental, so I will click the x button next to my previous budget number

Project	<input type="text"/>
Program	<input type="text" value="x F500016792 WEN Operations"/>

Then I will enter my Grant number that I am going to use for my car rental:

Project	<input type="text"/>
Program	<input type="text"/>
Gift	<input type="text"/>
Grant	<input type="text" value="x GR00003227 Spotted Wing-Drosophila Areawide Project 3643-3206"/>
*Cost Center	<input type="text" value="x CC0326 CAHNRS Wenatchee Tree Fruit Research and Extension"/>

And you will see that Workday is applying this to the Out-of-State Other Travel Expenses line, down at the bottom of the page

✕ Extension Reporting: EF0043 Wenatchee ...

Available Spend Authorization Lines

✕ Out-of-State Other Travel Expenses - 125.00 USD ☰

I will next attach my receipt for my rental car

Expense Line



136742-009 KM DB2.pdf
✓ Successfully Uploaded!



Comment

Upload

And then click Receipt Included under the Itemization

Itemization

Remaining Amount to Itemize 92.68/92.68 USD

Add

Receipt Included

Now I am ready to add my lodging expense. So I will click the add button at the top, and I can see that there are no errors on my previous line I added

Add

3 items Sort By: ▾

Fri, Apr 15

Out-of-State Other Travel Expenses	92.68 USD
Rental Car	
<hr/>	
Out-of-State Air Transportation	486.94 USD

So I will make sure that my date is the first date of my travel, which was 4/15/22

Date * 04/15/2022

Expense Item *

Total Amount *

Currency * X USD ...

Then I will add the Expense Item of Out-of-State Per Diem Lodging by either using the Search function, or looking under the Twinkie. **I know my lodging is within Per Diem Lodging because I double checked the Per Diem Lodging for San Diego at <https://www.gsa.gov/travel/plan-book/per-diem-rates> So I can see that lodging for April 2022 is \$181.00 per night, and my hotel was \$175.00 per night plus tax, so I am within Per Diem. If I wasn't, I would need to choose the z – Hotel Item – Out-of-State Lodging Room up to 150% per diem. If you are over Per Diem it will ask you to give a reason why you couldn't find a hotel with Per Diem limits.

Primary Destination	County	2021 Oct	Nov	Dec	2022 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
San Diego	San Diego	\$161	\$161	\$161	\$161	\$181	\$181	\$181	\$181	\$181	\$181	\$161	\$161

Showing 1 to 1 of 1 entries

**Note: You will not use the Lump Sum unless you are an External Committee Member, which is very rare.

So you will enter the total from your lodging receipt on the Total Amount line. For this example it is \$197.05



Date * 04/15/2022

Expense Item *

Total Amount *

Currency *

Memo

Project (empty)

Then you will notice, unlike the other expense lines, this one doesn't have a place to put your budget number. That is because you are going to itemize this receipt.

Project (empty)

Program (empty)

Gift (empty)

Grant (empty)

*Cost Center (empty)

*Fund (empty)

*Function (empty)

*Region (empty)


Additional Worktags (empty)


Available Spend Authorization Lines

× Out-of-State Per Diem Lodging - 175.00 USD

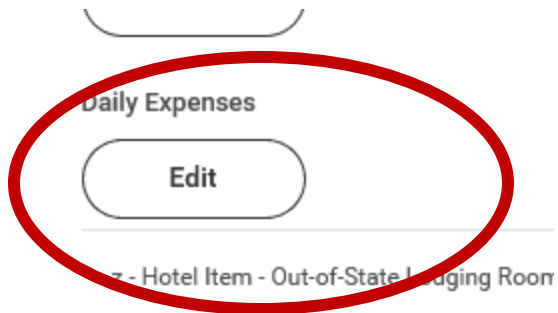
So you will add your arrival date and your departure date under Item Details:

Item Details

Arrival Date * 04/15/2022 

Departure Date * 04/16/2022 

Then you will click the edit button on Daily Expenses to itemize this line:



Then a Daily Expenses sheet will open:

Daily Expenses

Remaining 197.05/197.05 USD

Destination *

Check in Date * 04/15/2022

Expense Item *

Number of Nights *

Daily Rate *

Total Amount *

Memo

Project

Program

Gift

Grant *

*Cost Center *

*Fund *

The first thing you will do is enter your destination. For this example I went to San Diego, CA. There are lots of San Diego available, so I find the San Diego, San Diego County, California, which is where I was at. This is important to get right because it will determine your Per Diem rate.

Destination *

× SAN DIEGO, SAN DIEGO COUNTY, California, United States of America

Next I will put in my daily rate, which is \$175.00. This doesn't include the tax.

Remaining

22.05/197.05 USD

Destin:

Check in Date *

04/15/2022

Expense Item *

× z - Hotel Item - Out-of-State Lodging Room up to per diem

Number of Nights *

1

Daily Rate *

175.00

Total Amount *

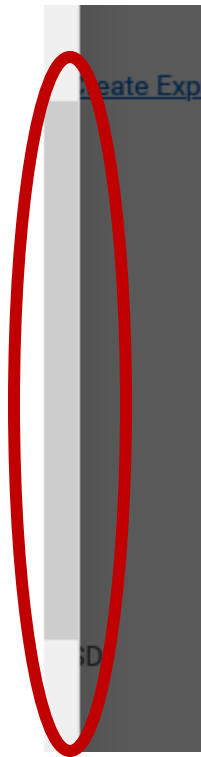
175.00

Memo

You can then see at the top that it is telling me I still need to itemize 22.05, which is my tax I paid on my room, which we will do in a minute. But first, I need to change the budget number back to PG00016792 and take off the Grant budget that was just used for my rental car.

Project	<input type="text"/>	☰
Program	× PG00016792 WEN Operations	☰
Gift	<input type="text"/>	☰
Grant	<input type="text"/>	☰
*Cost Center	× CC0326 CAHNRS Wenatchee Tree Fruit Research and Extension Center	☰

Now using the bar on the side I will scroll down to the next line, which will be the tax line



And you can see Workday already created the tax line for me, the Expense Item says Out-of-State Lodging Tax

Remaining 0.00/197.05 USD

Check in Date * 04/15/2022

Expense Item *
Lodging Tax

Then I will add the daily rate of my tax which is \$22.05

Number of Nights *

Daily Rate *

Total Amount *

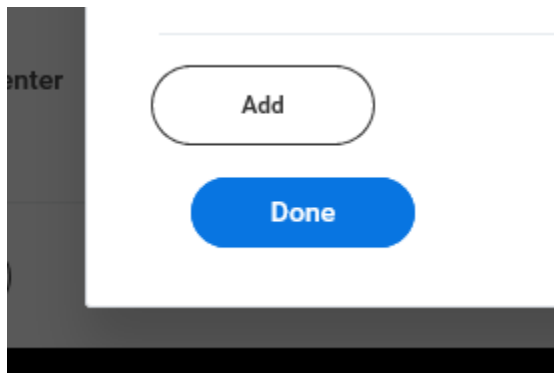
Then I will change my budget number from the Grant number to the Program number PG00016792

Project

Program

Gift

Then Click done at the bottom of the page



Now you will see that under Daily Expenses there are amounts listed for my lodging:

Daily Expenses

Edit	2 items
z - Hotel Item - Out-of-State Lodging Room up to per diem Fri, Apr 15, 2022	175.00 USD
z - Hotel Item - Out-of-State Lodging Tax Fri, Apr 15, 2022	22.05 USD

Receipt Included

So I will click the Receipt included and download the receipt to the Drop Files here gray area at the top.

Receipt Included

Expense Line

Drop files here

or

Select files

Next I am going to add my meals for my trip, so I am going to click the add button at the top again:

So we are going to add under the Expense Item by again either using the twinkies or searching, to add Out-of-State Per Diem Meals


Date * 04/15/2022 


Expense Item * 


Total Amount 0.00


The date should automatically be the first day of your trip, but double check that just in case. Then make sure that your budget number is what you would like it to be:


Memo


Project 


Program 


Gift 


Grant 

*Cost Center 

*Fund 

*Function 

*Region 

Additional Worktags 

And you can see that Workday is applying this to the Per Diem Meals line from my Spend Authorization:

EF0043 Wenatchee

Available Spend Authorization Lines

× Out-of-State Per Diem Meals -
148.00 USD

So now you will enter the Departure date and Time, Arrival Date and Time under Item Details. These will allow Workday to know when you are in travel status to determine what meals you are eligible for. You must be in travel status during the entire meal time to be eligible for that meal:

(SAAM 10.40.50.b)
Breakfast: 7am – 9am
Lunch: 12pm - 2pm
Dinner 5pm – 7pm

Item Details

Departure Date * 04/15/2022

Departure Time * 06:00 AM

Arrival Date * 04/16/2022

Arrival Time * 11:30 PM

Then click View Details in the Travel Journal

Travel Journal

Total Amount 0.00 USD

[View Details](#)

2 items

Fri, Apr 15, 2022

0.00 USD

Sat, Apr 16, 2022

0.00 USD

From the screen that pops up, I am going to enter my destination, which for this example is San Diego, CA

Destination

*

× SAN DIEGO, SAN DIEGO COUNTY, California, United States of America

Now I am going to click on the meals that I purchased. Yes, Workday says Provided but that really means what Per Diem Meals were provided to you. You still have to purchase the meals when you are on your trip and then be reimbursed like this when you get back.

Breakfast provided?

Lunch provided?

Dinner provided?

So for this day I was in travel status from 6:00am until Midnight, so I am eligible for all the meals, so I click next to each meal:

Date * 04/15/2022

Total Amount 74.00

Memo

Project

Destination

* × SAN DIEGO, SAN DIEGO COUNTY, California, United States of America

Breakfast provided?

Lunch provided?

Dinner provided?

It then will tell me that for this day, I am getting reimbursed \$74.00 for meals, based on the Per Diem for my destination place. Then I scroll down to the next day:

Date	* 04/16/2022	Destination	*	<input type="text"/>
Total Amount	0.00	Breakfast provided?	<input type="checkbox"/>	
Memo	<input type="text"/>	Lunch provided?	<input type="checkbox"/>	
Project	<input type="text"/>	Dinner provided?	<input type="checkbox"/>	
Program	<input type="text"/>			

Then again I put in my destination, and the meals I am eligible for:

Date	* 04/16/2022	Destination	*	<input type="text" value="SAN DIEGO, SAN DIEGO COUNTY, California, United States of America"/>
Total Amount	74.00	Breakfast provided?	<input checked="" type="checkbox"/>	
Memo	<input type="text"/>	Lunch provided?	<input checked="" type="checkbox"/>	
Project	<input type="text"/>	Dinner provided?	<input checked="" type="checkbox"/>	
Program	<input type="text"/>			

Then I make sure that the budget number is the one I want to use and I click the done button at the bottom.

Additional Worktags

- Alt Reporting: AF0002 Research
- Assignee: Kruger, Chad ...
- Extension Reporting: EF0043 Wenatchee



Now I can see on the front screen that I will be reimbursed \$148.00 for my meals on my trip

Travel Journal

Total Amount 148.00 USD

[View Details](#)

2 items

Fri, Apr 15, 2022

74.00 USD

Sat, Apr 16, 2022

74.00 USD

Receipt Included

I am NOT going to click the Receipt included, because receipts are not required for meals.


Since this is the last entry on my Spend Authorization I am going to click the line below the one I am working on, just to see if there are any errors on my meal line:


Add

4 items Sort By: ▾

Fri, Apr 15

Out-of-State Per Diem Lodging 197.05 USD
 

Out-of-State Other Travel Expenses 92.68 USD
Rental Car 






Out-of-State Air Transportation 486.94 USD


And I get no exclamation point, so that means I have no errors.

Add

4 items Sort By: ▾

Fri, Apr 15

Out-of-State Per Diem Meals	148.00 USD	
Out-of-State Per Diem Lodging	197.05 USD	 
Out-of-State Other Travel Expenses Rental Car	92.68 USD	
Out-of-State Air Transportation	486.94 USD	

And I can see at the top that my total Reimbursement is \$924.67, which is different than my Spend Authorization but that is ok, as long as my Supervisor is aware of the changes that happened during my trip.

Now I will click Submit at the bottom of the page and wait for my reimbursement to arrive. I will write down my Expense Report number in case I need to follow up and see where my reimbursement is.

Submit

