

**Create Expense Report – Personal Reimbursement**

**Overview**

This job aid will outline how employees can create and review their own expense report in Workday for a charge on their personal credit cards or a purchase made in cash. If you are creating an expense report for a charge on your corporate credit card, please see the job aid: [Create an Expense Report – SNC Expense Card Reconciliation](https://servicedesk.snc.edu/hc/en-us/articles/14684960528919-Create-Expense-Report-SNC-Expense-Card-Reconciliation). See [this folder](https://drive.google.com/drive/folders/1GxukuqoCPhVWFkpl3GqCpCsaBslRlnX-?usp=share_link) for additional Workday Finance reference materials including Worktag mappings and categories.

*Security Role(s): Employee as Self, Delegate*

1. From the Workday Landing Page, select **Menu**.



1. Select the **Expenses** application.



* 1. Note: When completing this process for the first time and the **Expenses** application does not display, select **Add Apps** then search for **Expenses** and select the **+** icon. Then select **Back to Menu.**

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1. Under the Actions section, select **Create Expense Report**.



1. On the **Create Expense Report** page**,** in the **Expense Report Information** section:
	1. **Expense Report Fo**r: Your name will automatically populate.
	2. **Creation Options**: You may create a new expense report or copy from a previous expense report. When copying from a previous expense report, expense lines from those transactions will automatically populate.



* 1. **Memo**: Enter the business purpose for the expense, which states why the expense was needed.



* 1. **Company:** Do not update. Prepopulates to St. Norbert College
	2. **Expense Report Date:** Do not update. Defaults to today’s date, which is the date you are creating the expense report.



1. Worktags will pre-populate based on your Workday account details. The **Cost Center** and **Additional Worktags** will auto-populate with your default Cost Center.
	1. If you need to charge to a different account, add the appropriate **Driver Worktag – Program, Gift, Grant, or Cost Center**, which will populate other required Worktags in the **Additional Worktags** field.
* Do not adjust Additional Worktags.



1. Select **OK** to take you to the next screen where you will add the expense line.



1. At the top of the next screen, you can see three tabs: Header, Attachments and Expense Lines.
* The **Header Tab** contains information entered on the first screen. You can edit any of the information listed by selecting **Edit**.
* The **Attachments Tab** is where you upload supporting documents (such as receipts or emails) that may be required. Documents can also be attached to each expense line. Attachments may be uploaded to an expense report through the Workday mobile application.
* The **Expense Lines Tab** is where you enter information for reimbursable and non-reimbursable expenses.



1. To add a new expense line within the **Expense Lines Tab**, select the **Add** button and then select **New Expense**.



1. To request reimbursement for a cost incurred in cash or on a personal credit card, select **New Expense. I**If you do not have an SNC Expense Card, there will not be a “Credit Card Transactions” option available.



1. Enter the **Date** that the expense was incurred.



1. Enter an **Expense Item** which is the classification of the expense that was incurred. You can also use the menu to find the appropriate expense item using the spend categories listed.

 

1. Some expense items will populate additional fields to complete in the **Item Details** section. Enter or select values for all fields that populate in this section. Some examples include:
	1. If the **Expense Item** entered = **Mileage**, then in **Item Details**, enter **Origin Address**, **Destination Address**, and check the **Round Trip** box if applicable. The **Total Amount** will auto-calculate based on the applicable **Rates Used**.



* 1. If the **Expense Item** entered = **Airfare**, then in **Item Detail**s, enter **Departure Date** and **Arrival Date**.



* 1. If the **Expense Item** entered = **Meals (During Travel)**, then in **Item Detail**s, enter or select the **Attendee(s).**



1. Enter a **Memo** that describes the business purpose of your reimbursement request.



1. If you did not add a **Driver Worktag** in the header, enter a driver worktag on the expense line.



1. The **Itemization** section is used to itemize an expense, such as hotel bill, or split funding for a line across multiple Worktags (refer to the section **Itemize an Expense Line** below).
2. Upload receipts or additional documentation (such as an email) in the **Attachments** from File section. Receipts are required for any reimbursements more than$25.



1. Check the **Receipt Included** box if a receipt has been uploaded.



1. Additional expense lines can be added by selecting **Add** at the top of the screen and completing steps 13 through 19 for each item.
2. Review the expense line information included in the report. Then select **Submit** to begin the approval routing process. After you submit, this will send the report for the proper approvals.
	1. Note: If you receive errors that prevent you from submitting the process, you must address the error messages first. Select **Submit** once all errors above have been addressed.



**Itemize an Expense Line**

Expense lines may need to be itemized if a single charge includes different expense items. Additionally, itemization allows an expense line to be split across multiple Worktags (Cost Centers or Programs/Gifts/Grant).

1. Select **Add** under Itemize to split out the reimbursement.



1. Information for the expense line will populate in the next window, including the **Date, Expense Item, Worktags** and additional fields based on Expense Item.



1. **Personal Expense**: Do not select this checkbox on an Expense Report for Personal Reimbursement. This is only relevant in situations where personal expenses were charged on an SNC Expense Card. More details on this check box are included in the [SNC Job Aid\_Create Expense Report-SNC Expense Card Reconciliation](https://docs.google.com/document/d/1mm1hUETpK3t_C6eaqamNE5g0x_GZCxoQ/edit?usp=share_link&ouid=103845901100680734008&rtpof=true&sd=true).

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1. To add a split, scroll to the bottom of the Itemization window and select **Add**.



1. For each split, enter:
	1. **Total Amount:** This is the amount to be allocated to the specified worktags.
	2. **Memo:**  Brief business purpose or reason for split



* 1. **Note**: The **Remaining** amount will auto-caluclate as a sum of all total amounts entered. This can be referenced to ensure that the full expense item amount has been fully itemized.



* 1. Once the **Remaining** amount is **0.00**, select **Done**.



