Employee Expenses and P-card Transactions

Job Aid

Table of Contents

01 | Introduction

This job aid walks through the processes of spend authorizations and expense reports.

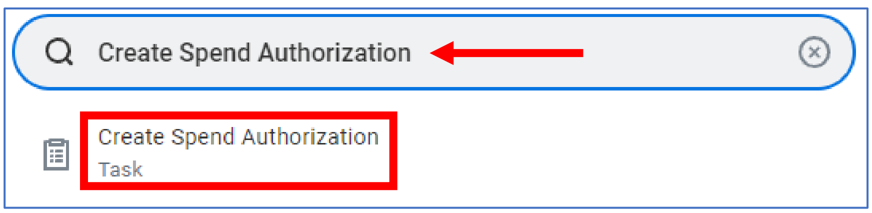
In this document, you will see Workday screenshots that vary in color depending on the institution. Please note, Workday also performs frequent updates that may affect what you see on the page. Actions and process steps, however, remain the same.

Keep in mind, for confidentiality purposes, all personal identifiable information (PII) such as names, employee ID numbers, and contact information was reorganized in random order (scrambled) to eliminate sensitive data.

02 | Spend Authorization

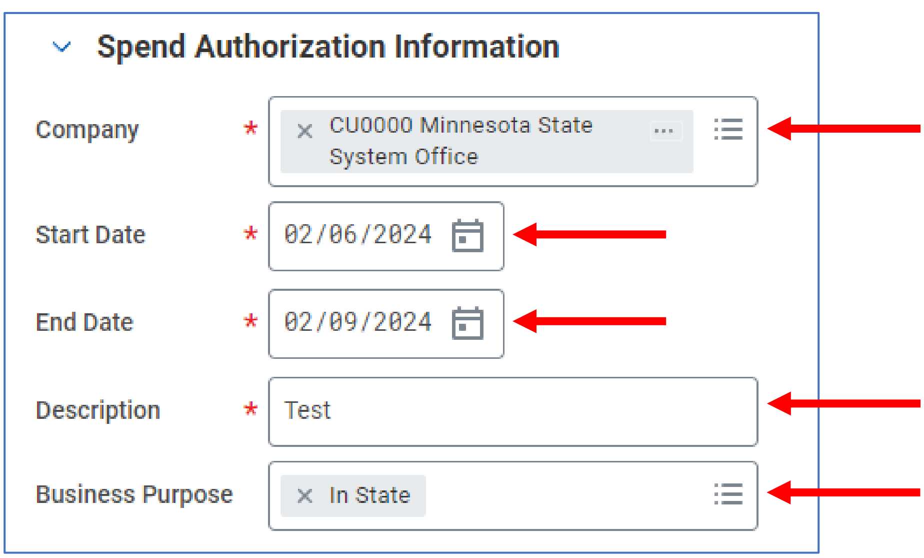
Employees will submit a Spend Authorization to request pre-approval for expenses. Follow the steps to create and submit a Spend Authorization.

Step 1. Type “Create Spend Authorization” in the search bar and select the task.



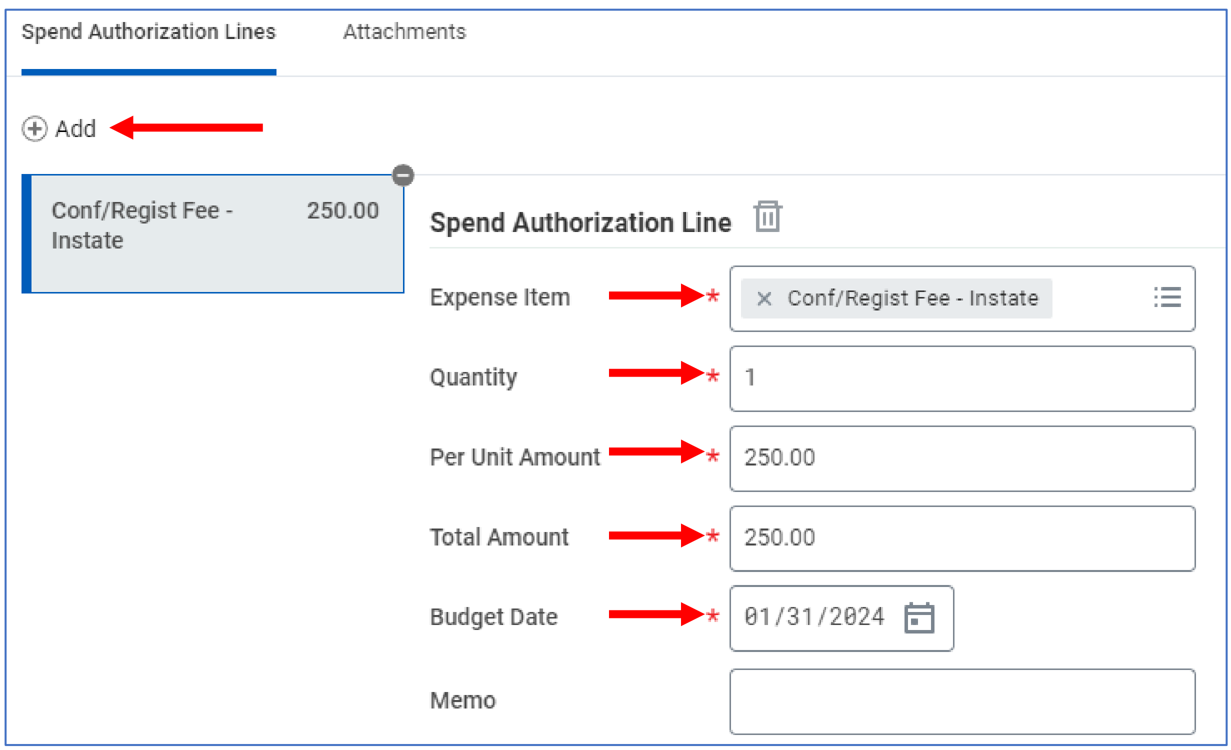
Step 2. Complete the Spend Authorization Information section:

- **Company**: Will auto-populate.
- **Start/End Date**: Dates when expected expenses will be incurred.
- **Description**: Description of the spend authorization. For example, “Instructional Seminar.”
- **Business Purpose**: Select a business reason in the drop-down.



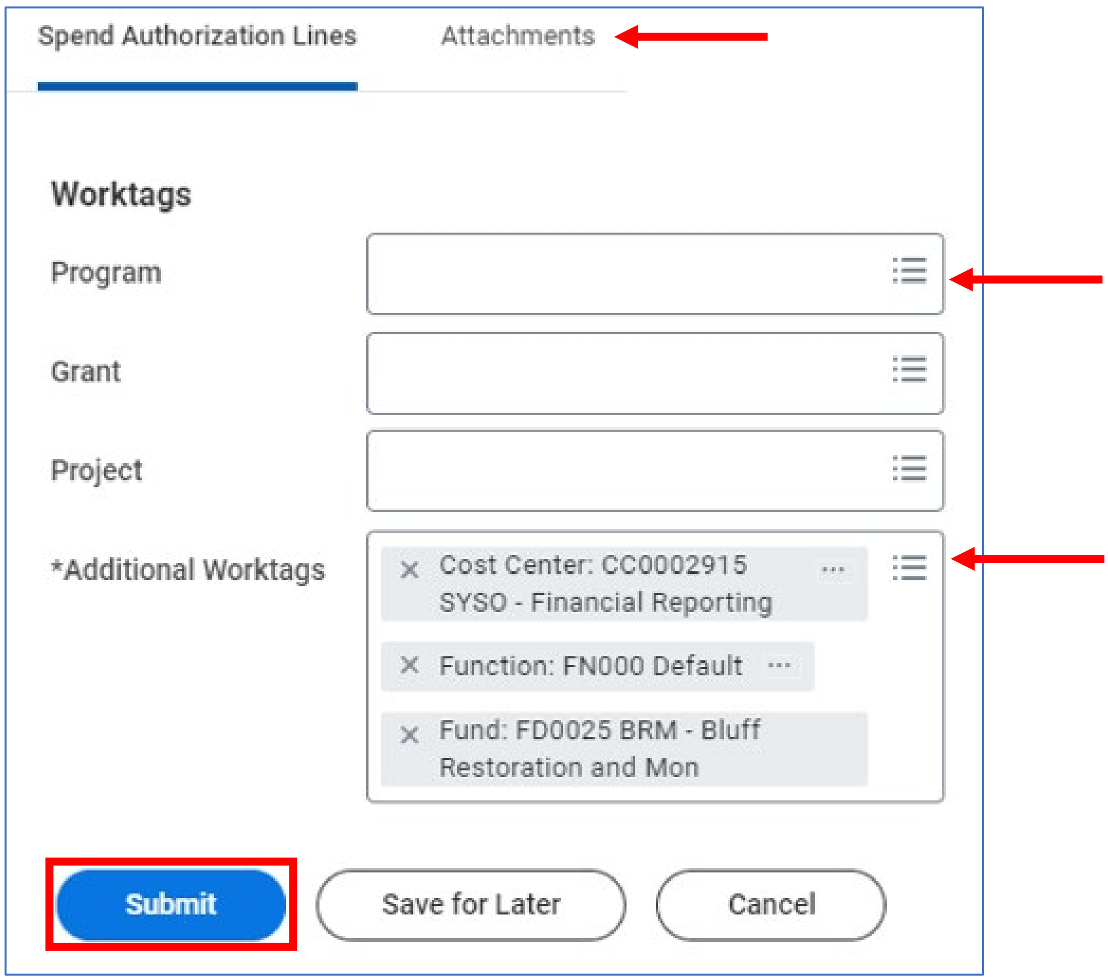
Step 3. Complete the **Justification** field under the Spend Authorization Details section by entering the reason for the expected expense.

Step 4. Scroll down if necessary and click the **Add (+)** icon to add an expense item in the spend authorization. Multiple line items may be added in a spend authorization, as needed. Complete all required fields in the Spend Authorization Line section.



Continued on next page.

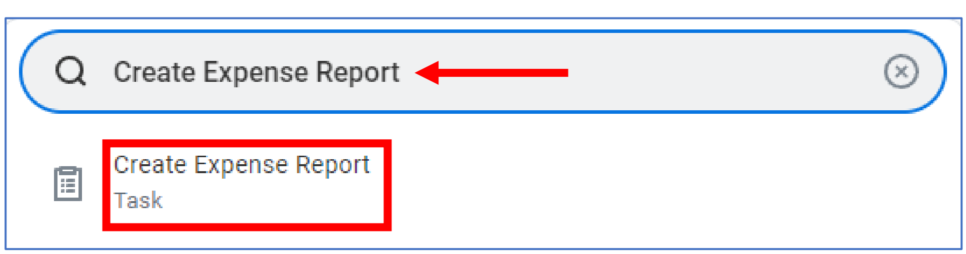
Step 5. Scroll down to the Worktags section and select the **Program** from the drop-down menu. The **Additional Worktags** will default. Select the **Attachments** tab to include any relevant documentation. Click **Submit** for manager approval.



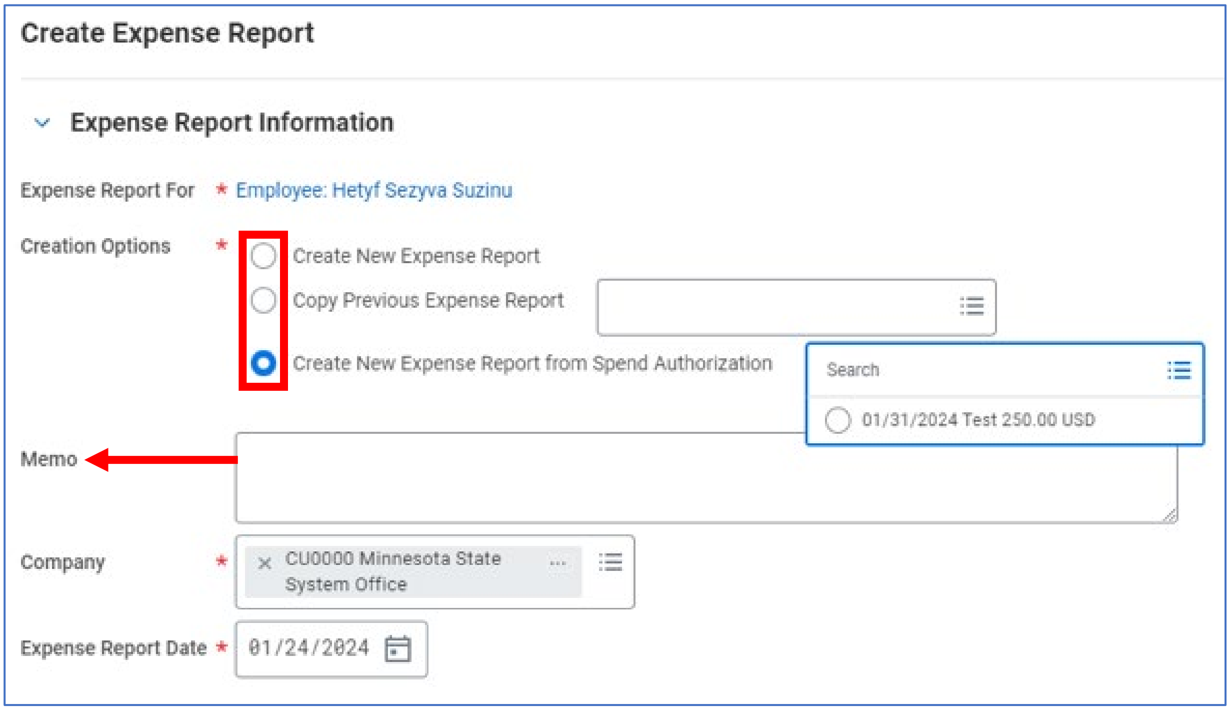
03 | Expense Reports (Without P-card Transactions)

Follow the steps to create and submit an expense report associated with a Spend Authorization in Workday. Alternatively, you can use the Expenses App to initiate this process.

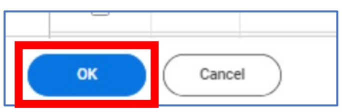
Step 1. Type "Create Expense Report" in the search bar and select the task.



Step 2. Select the appropriate radio button related to your expense. Complete the **Memo** field. Scroll down to add other information as needed.



Step 3. Scroll to the bottom of the page and click **OK**.

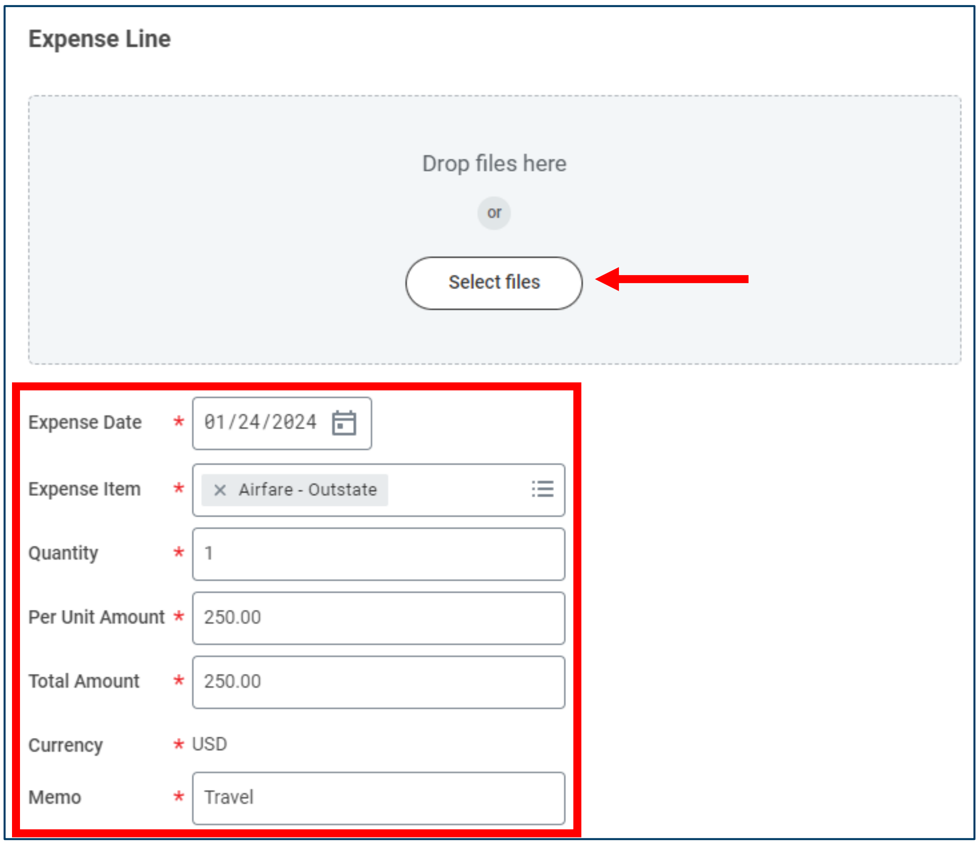


Step 4. From the Create Expense Report page, click **Add**.

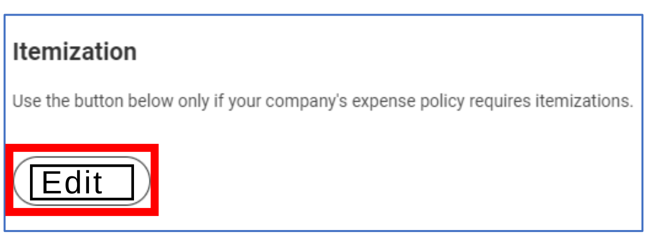
Continued on next page.

Step 5. In the Expense Line section, attach receipts or supporting documentation, as necessary. Also include the following:

- **Expense Date**: Date expense was incurred.
- **Expense Item:** Item purchased.
- **Quantity**: Number of items.
- **Per Unit Amount**: Amount per unit/item.
- **Total Amount**: Will auto-populate.
- **Currency**: Will auto-populate.
- **Memo**: Description of the expense.

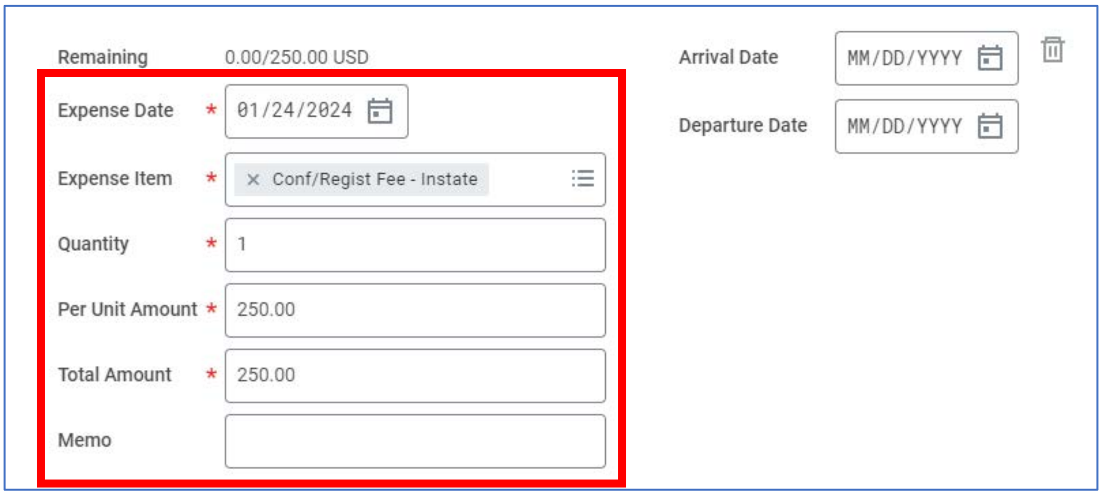


Step 6. In the Itemization section, click Edit If there are multiple expense items to report, repeat the process for each expense. Items with multiple worktags can be split using itemization and additional rows can be added as needed.



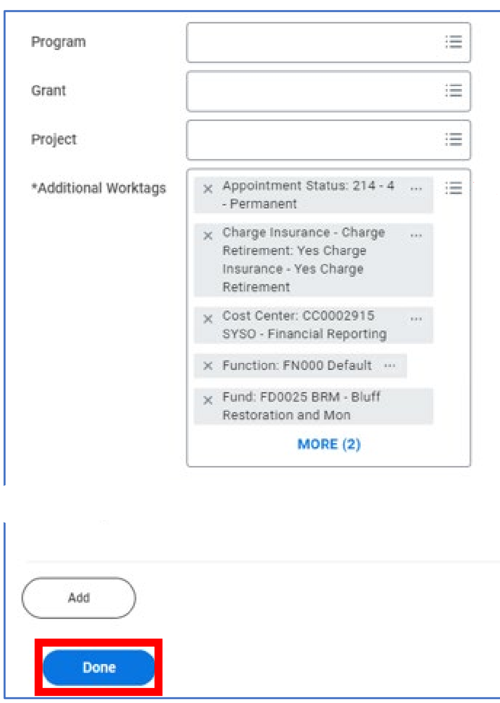
Step 7. Complete the required fields on the pop-up window and enter information relevant to the itemization.

- **Expense Date**: Will auto-populate.
- **Expense Item**: Will auto-populate.
- **Quantity**: Enter item quantity.
- **Per Unit Amount**: Enter item amount.
- **Total Amount**: Will auto-populate.



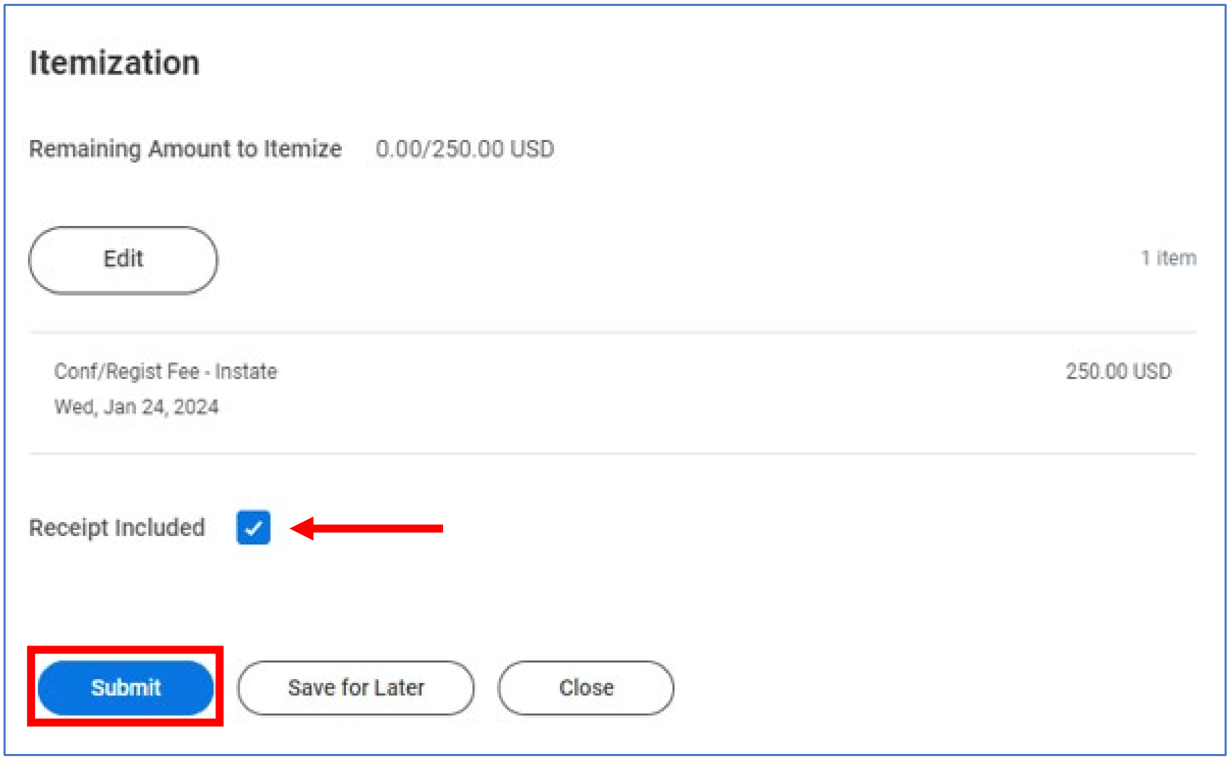
Step 8.

Scroll down to enter Program, Grant, or Project number. Click "Add" if needed, to include additinal line items. Click "Done."



Please do not edit the *additional worktags

Step 9. Check **Receipt Included** if applicable. Click **Submit** for approval. Note that Employees may check the status of the expense report by entering "My Expense Reports" in the search bar and accessing the report.

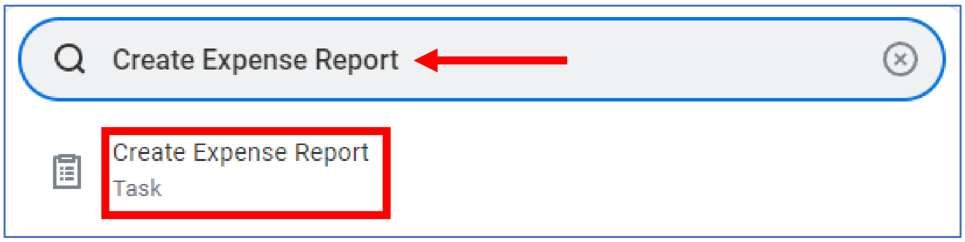


Continued on next page.

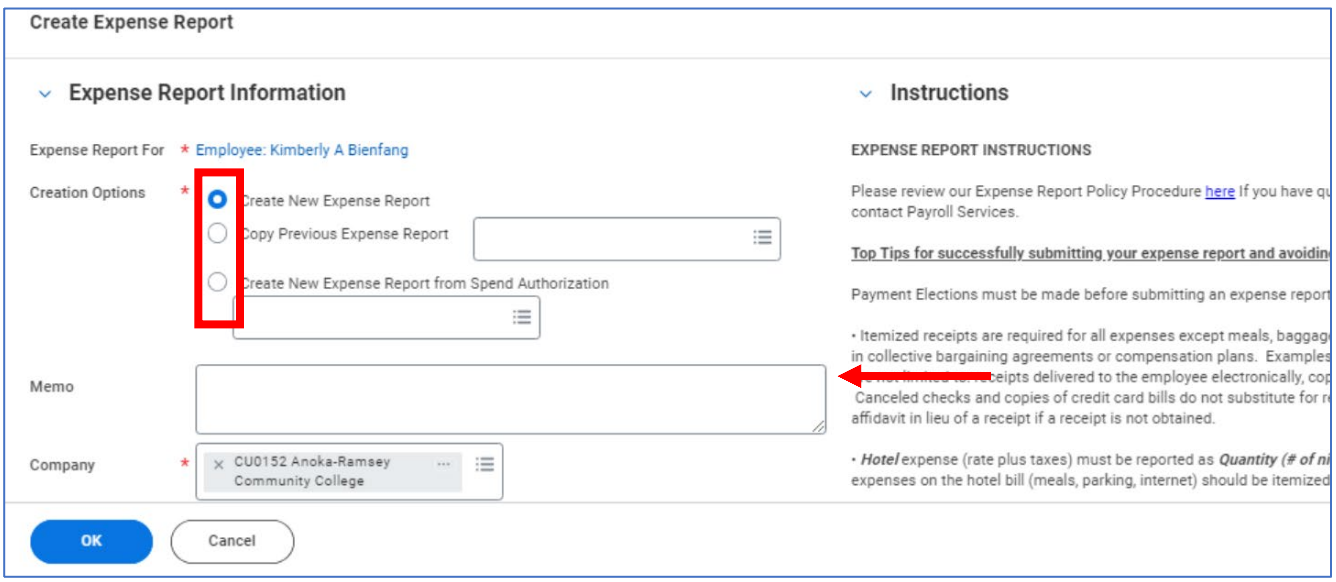
04 | Expense Reports (With P-card Transactions)

Follow the steps to create and submit an expense report associated with P-card transactions in Workday. Alternatively, you can use the Expenses App to view P-card transactions and initiate this process.

Step 1. Type “Create Expense Report” in the search bar and select the task.

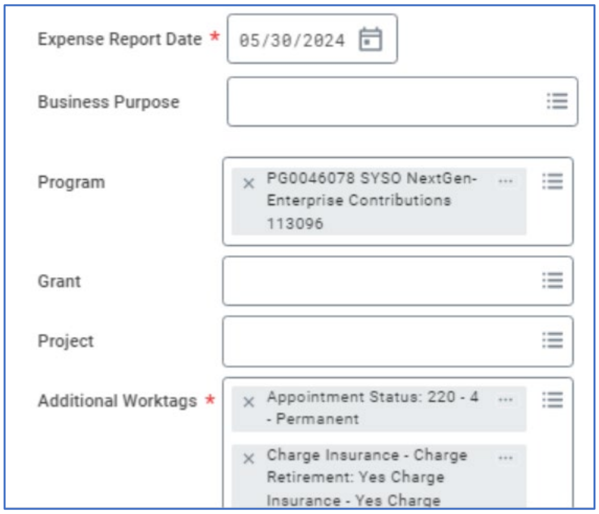


Step 2. Select the appropriate radio button related to your expense. Input “P-card Transactions” in the **Memo** field.

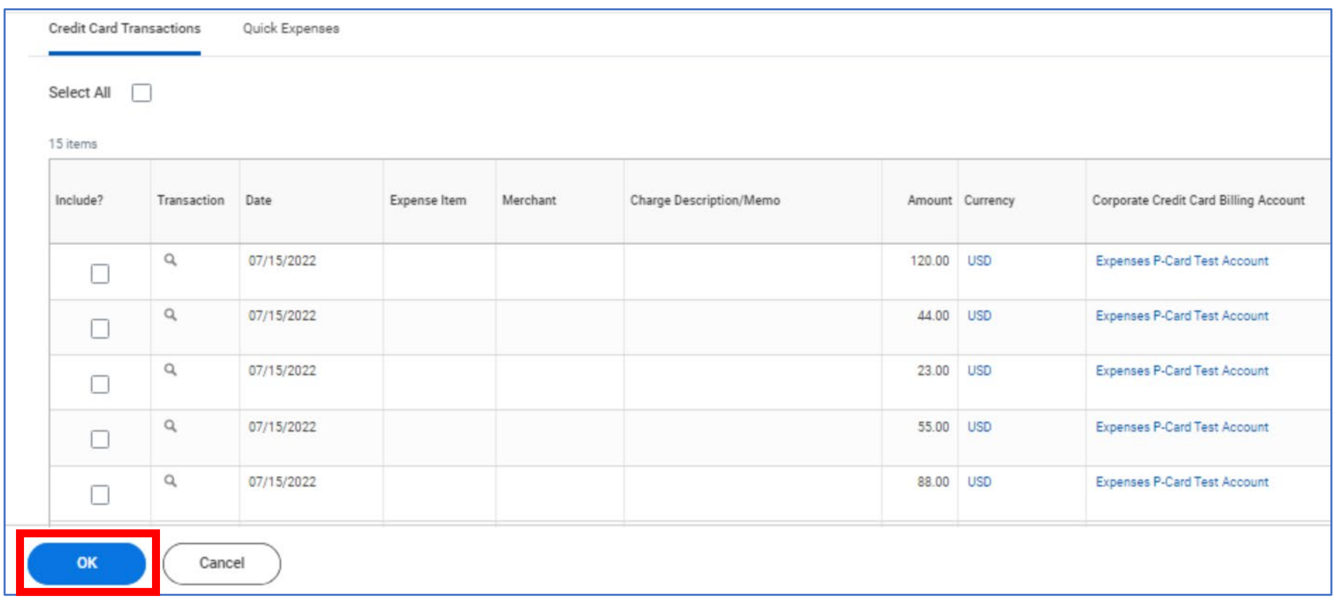


Continued on next page.

Step 3. Scroll down to add the **Business Purpose,** Driver Worktag, and other information as needed.



Step 4. Scroll to the bottom of the page and select the appropriate credit card transactions Click **OK**.

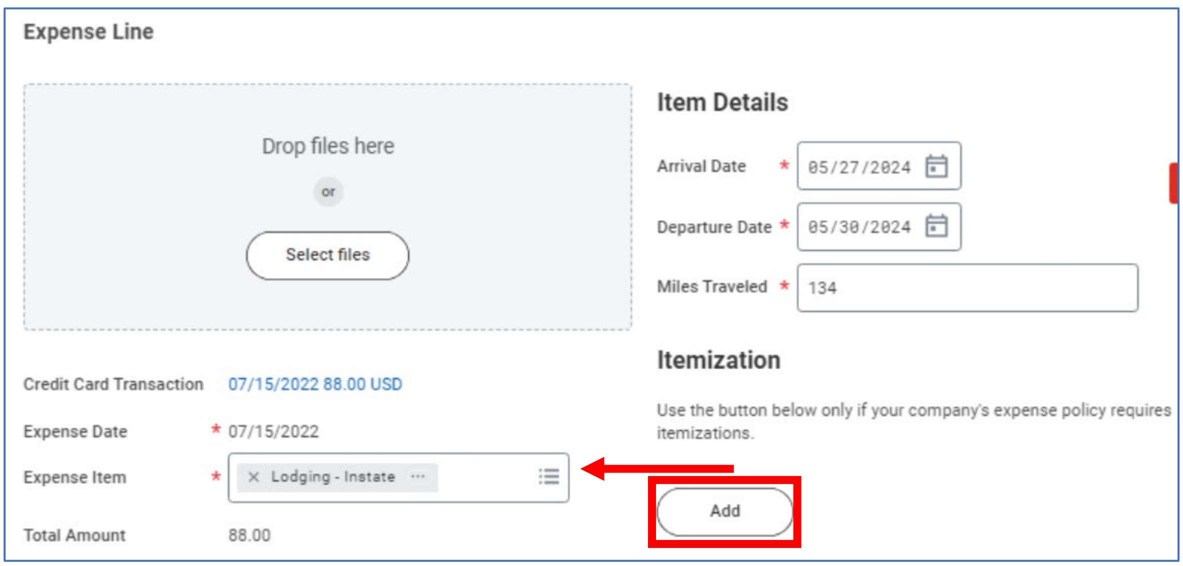


Continued on next page.

Step 5. In the Expense Line section, attach receipts or supporting documentation. Also include the following:

- **Expense Date**: Will auto-populate.
- **Expense Item:** Item purchased.
- **Total Amount**: Will auto-populate.
- **Currency**: Will auto-populate.
- **Memo**: Description of the expense.
- **Driver Worktag**: Select a Program, Project, or Grant.
- **Item Details**: Enter item details depending on what the expense item is.

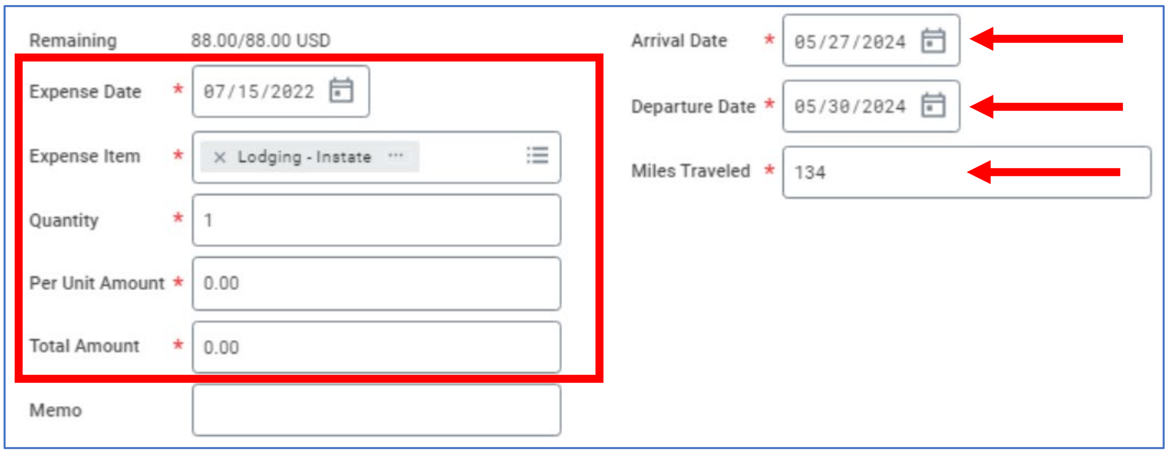
In the Itemization section, click **Add**. If there are multiple expense items to report, repeat the process for each expense. Items with multiple worktags can be split using itemization and additional rows can be added as needed.



Continued on next page.

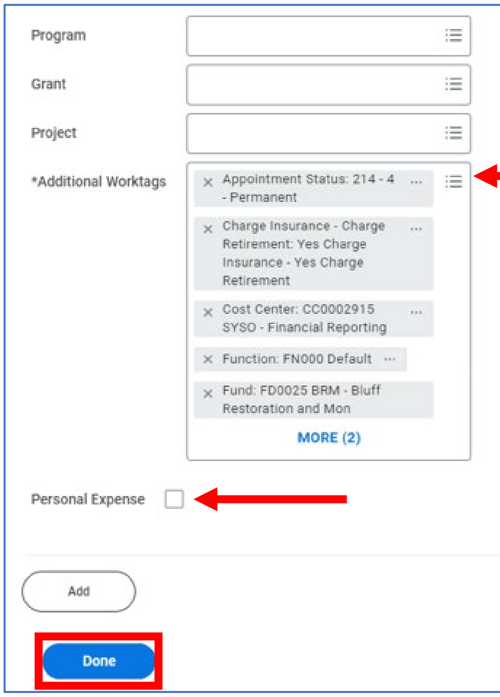
Step 6. Complete the required fields on the pop-up window and enter information relevant to the itemization.

- **Expense Date**: Will auto-populate.
- **Expense Item**: Will auto-populate.
- **Quantity**: Enter item quantity.
- **Per Unit Amount**: Enter item amount.
- **Total Amount**: Will auto-populate.
- **Memo**: Description of the expense.
- **Item Details**: Enter item details depending on what the expense item is.



Continued on next page.

Step 7. Scroll down to enter Driver Worktags and any **Additional Worktags** from the drop-down menu. Check the **Personal Expense** box if applicable (not commonly used). Click **Add** if needed, to include additional line items. Click **Done**.



Step 8. Check **Receipt Included** if applicable. Click **Submit** for approval. Note that Employees may check the status of the expense report by entering “My Expense Reports” in the search bar and accessing the report.

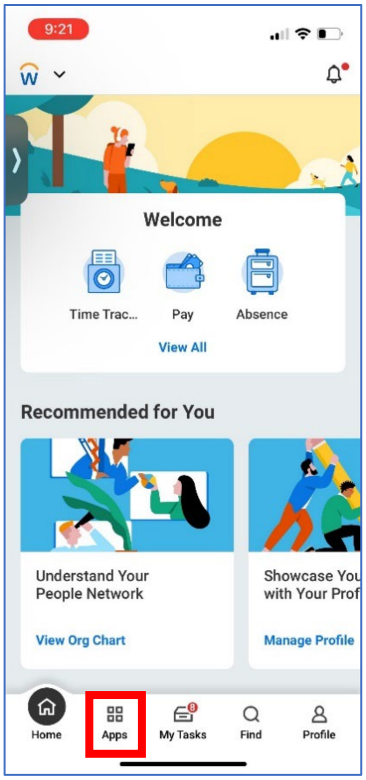
Continued on next page.

05 | Mobile: Entering Expense and Submit Expense Report

Use the Workday Mobile app (iPhone and Android) to track expenses, upload receipts, and submit expense reports.

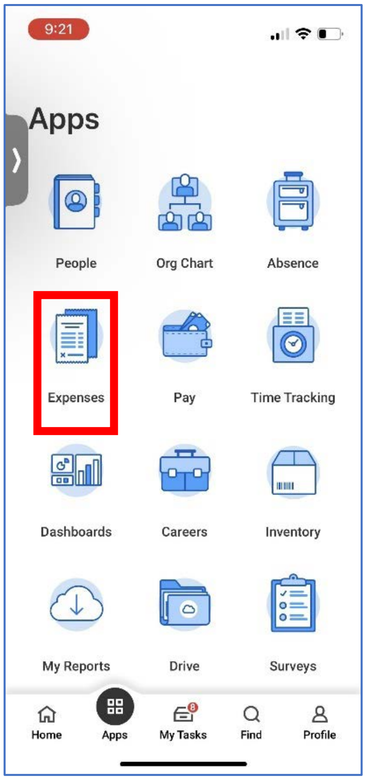
From the Home screen:

Step 1. Select **Apps** tab located at bottom of home screen.

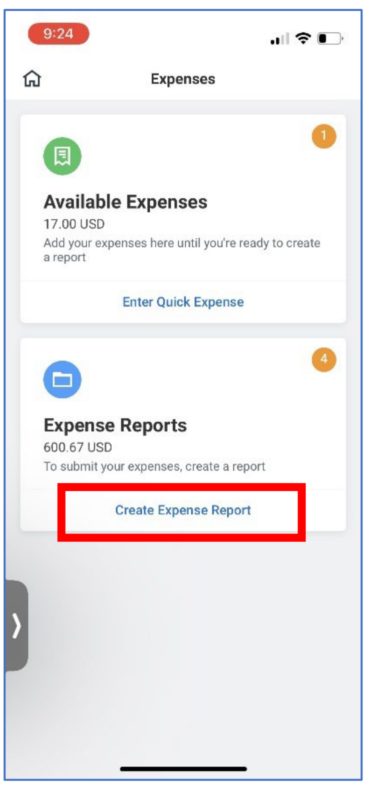


Continued on next page.

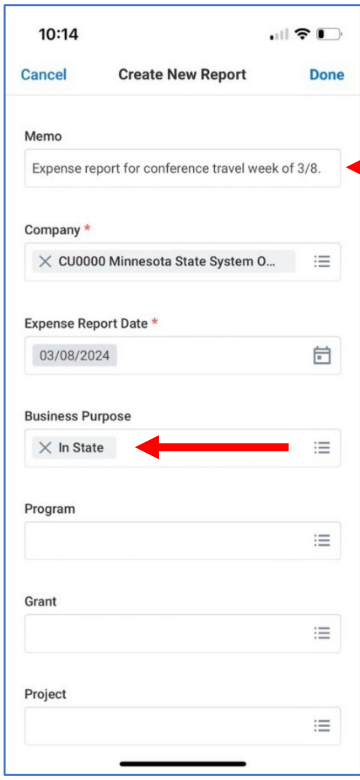
Step 2. Select **Expenses icon** located in the second row of the first column.



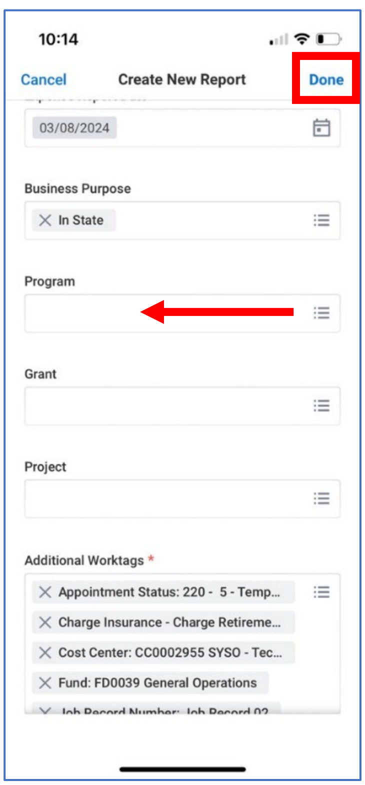
Step 3. Select **Create Expense Report** located at the bottom of the Expense Reports section.



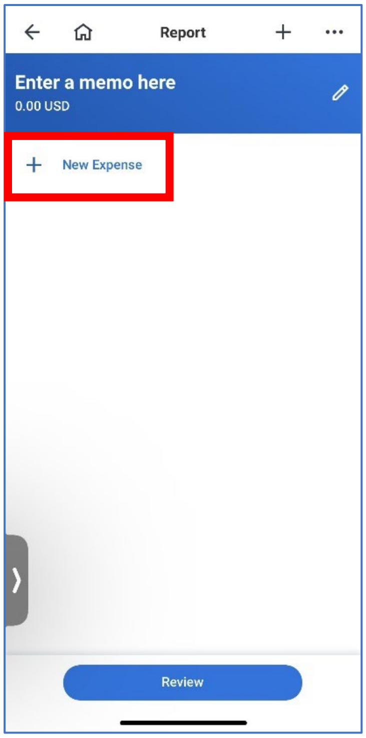
Step 4. Enter a **Memo** and select a **Business Purpose**.



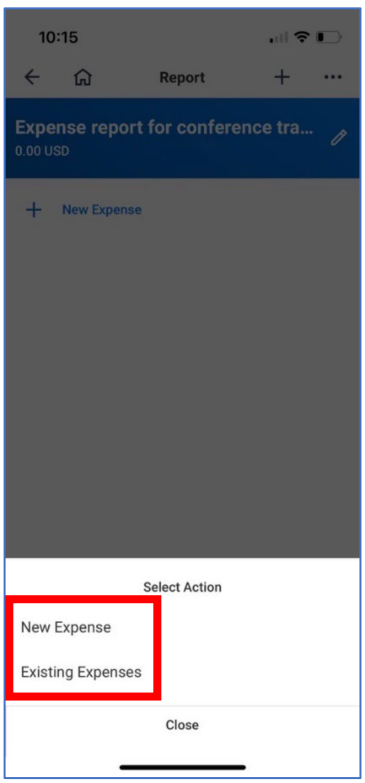
Step 5. Select a Driver Worktag (**Program**, **Grant**, or **Project**) under the appropriate Worktag section. Select **Done**.



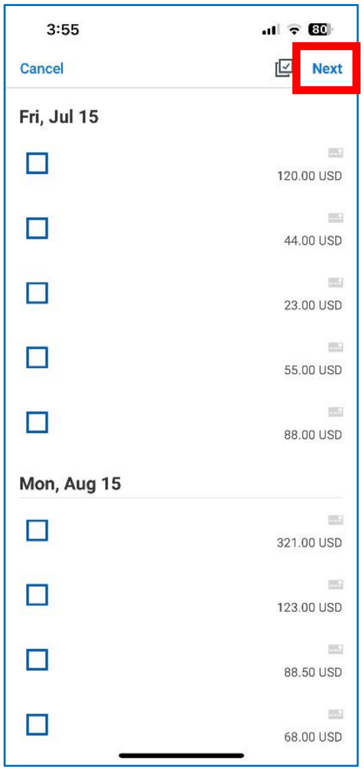
Step 6. Select **+ New Expense**.



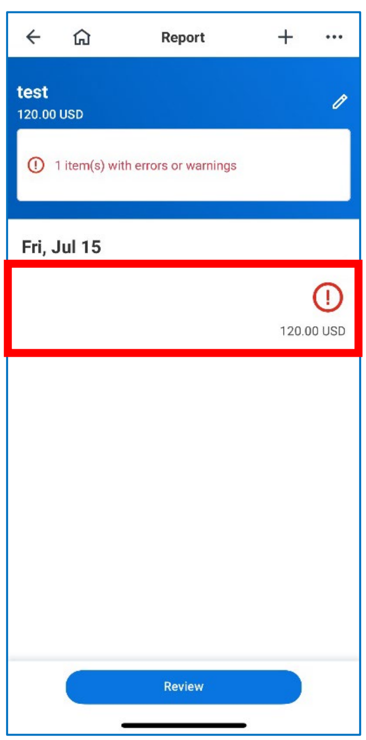
Step 7. Select **Existing Expenses** if you are adding a credit card expense or another existing expense; otherwise select **New Expense** and skip to **Step 10**.



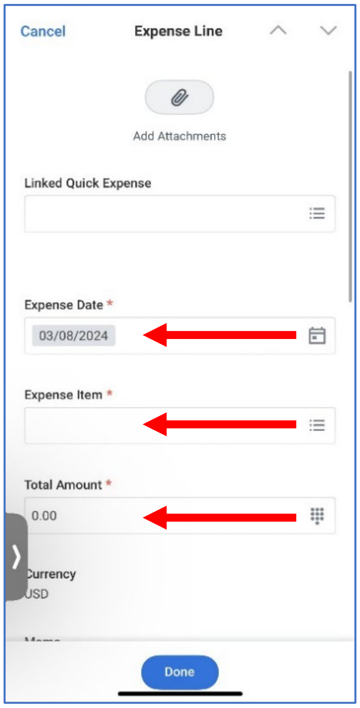
Step 8. If adding an existing expense, select the transaction and click **Next**.



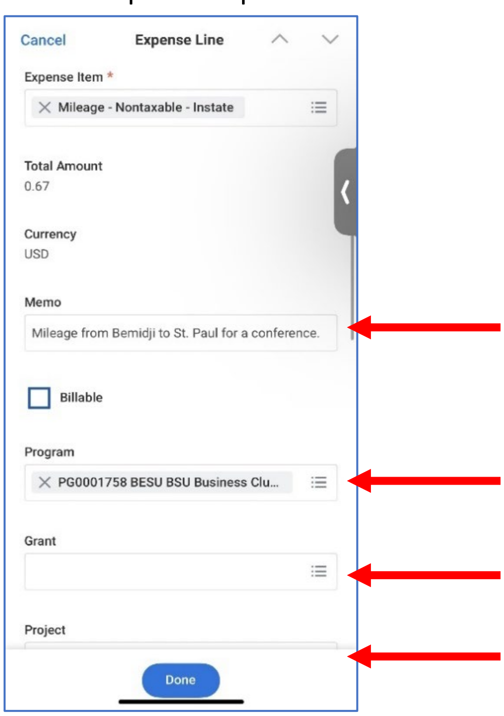
Step 9. Open the expense line and add the required details (Expense Item and Receipt) by clicking in the area marked below.



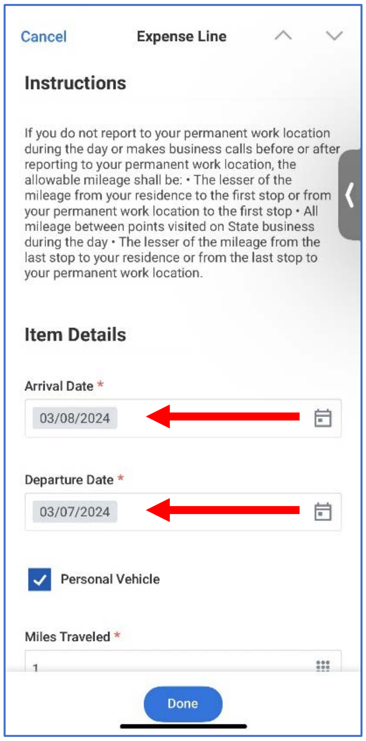
Step 10. Expense Date is pulled in by default. Enter your **Expense Item** in the relevant field. Enter **Total Amount** (or **Quantity** and **Unit Amount**) if necessary.



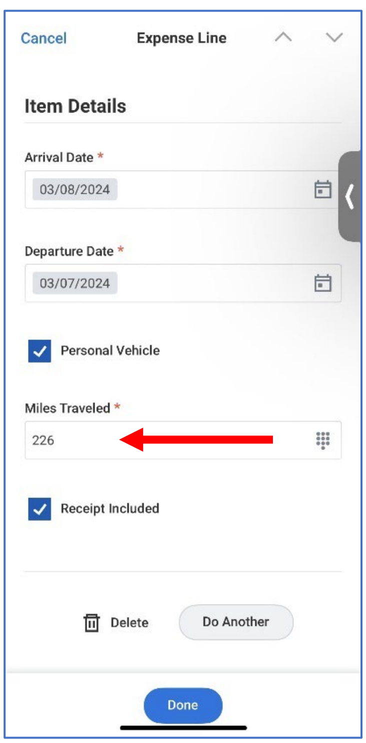
Step 11. Scroll down and enter a **Memo** message. Enter a relevant Driver Worktag for the expense Line (**Program, Grant,** or **Project**). Note: the Driver Worktag may autofill from the overall expense report.



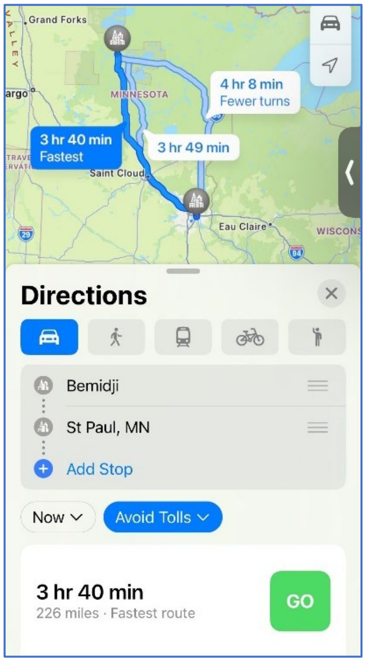
Step 12. **This step is specific certain expense items** Scroll down and select **Arrival Date** and **Departure Date** for expense item.



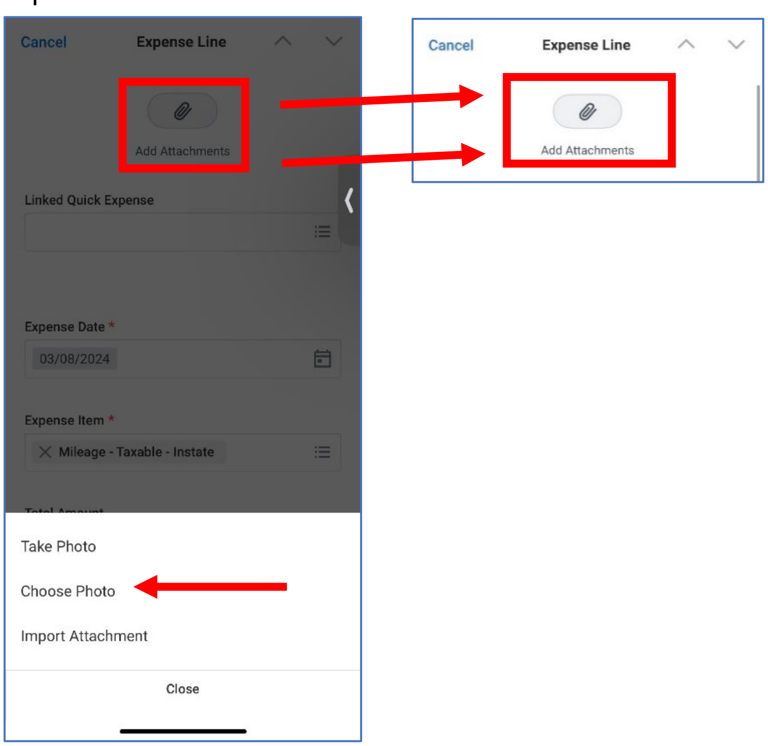
Step 13. **This step is specific to certain expense items** Scroll down and enter in **Miles Traveled**.



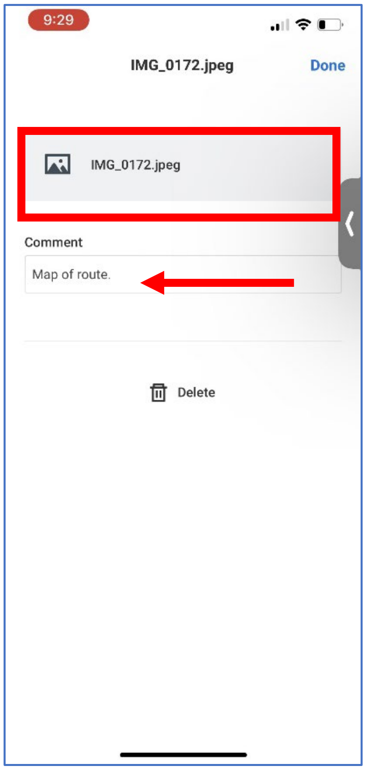
Step 14. **This step is specific to certain expense items** If required by your institution, take a screenshot of a map route for the miles traveled. You will add this as an attachment in the next step.



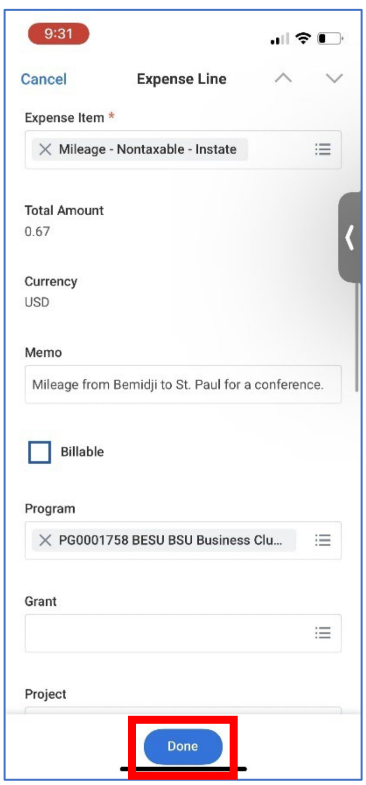
Step 15. **This step is specific to certain expense items** Scroll to top of page and select **Add Attachments** icon. Select **Choose Photo** to add the screenshot and or any receipts to the expense line.



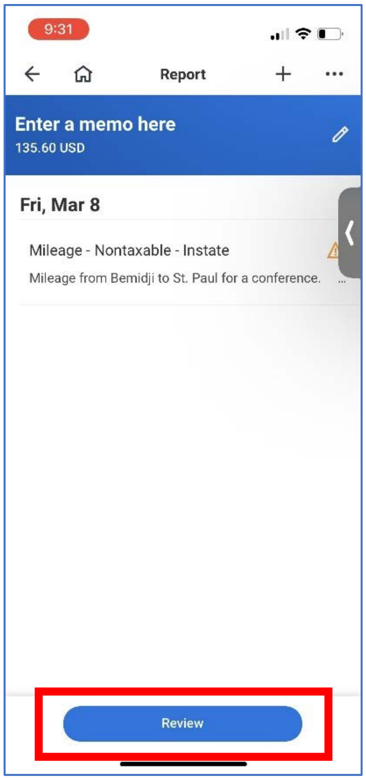
Step 16. Select the relevant image that you want to attach. Add a comment for the description of the image.



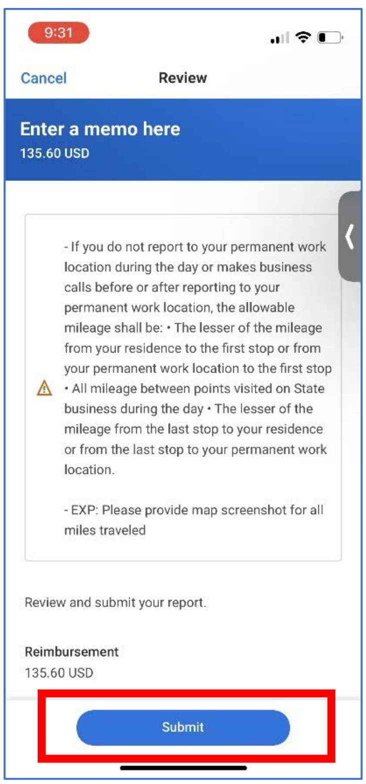
Step 17. Select **Done** to complete the Expense Line.



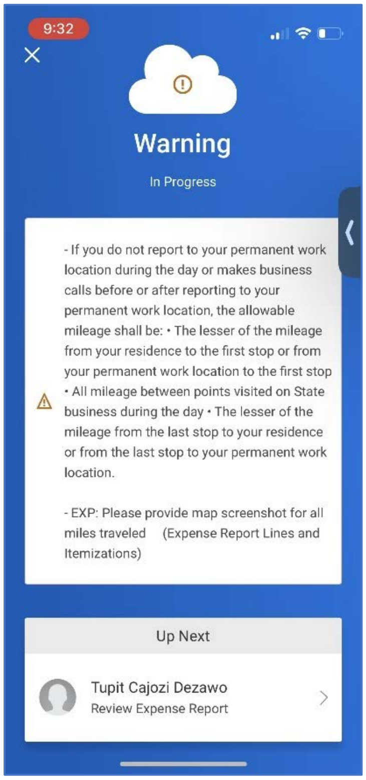
Step 18. Select **Review** to advance to the Review/Submit page.



Step 19. Review your expense items for accuracy, correct any errors, and then select **Submit**.



A confirmation screen shows your expense report is routing for approval.



Note: You can also add expense items to reports from your list of expenses by selecting the checkbox and Add to Report. This will display immediately after entering the expense item. If no report exists at this time, Workday will prompt you to create one.