



# Employee Expenses and P-card Transactions



Job Aid



# Employee Expenses and P-card Transactions

## Job Aid

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### 01 | Introduction

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

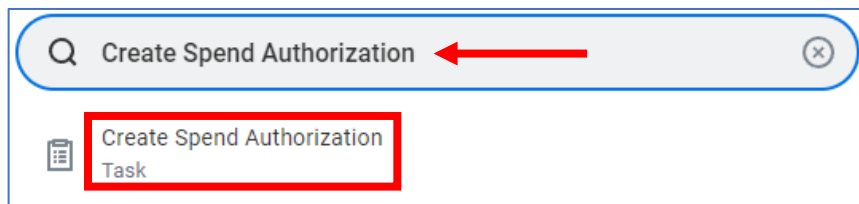
In this document, you will see Workday screenshots that vary in color depending on the institution. Please note, Workday also performs frequent updates that may affect what you see on the page. Actions and process steps, however, remain the same.

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.

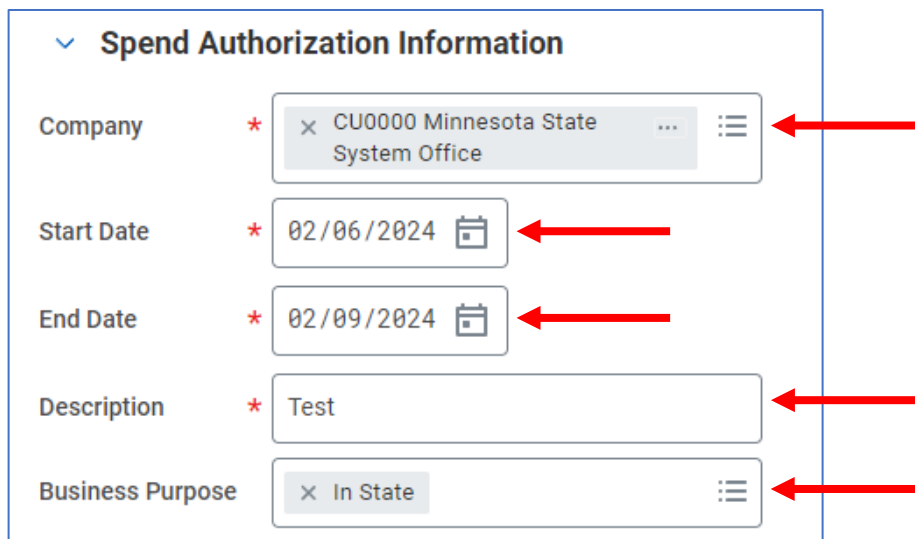
**Step 1.** Type “Create Spend Authorization” in the search bar and select the task.



The screenshot shows a search bar with the text "Create Spend Authorization" entered. A red arrow points to the search bar. Below the search bar, a red box highlights the "Create Spend Authorization Task" result.

**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.



The screenshot shows the "Spend Authorization Information" section. Red arrows point to the following fields:

- Company:** CU0000 Minnesota State System Office
- Start Date:** 02/06/2024
- End Date:** 02/09/2024
- Description:** Test
- Business Purpose:** In State



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

▼ Spend Authorization Details

Justification



**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.

Spend Authorization LinesAttachments

⊕ Add

Conf/Regist Fee - Instate250.00

Spend Authorization Line

Expense Item

Quantity

Per Unit Amount

Total Amount

Budget Date

Memo

× Conf/Regist Fee - Instate

1

250.00

250.00

01/31/2024



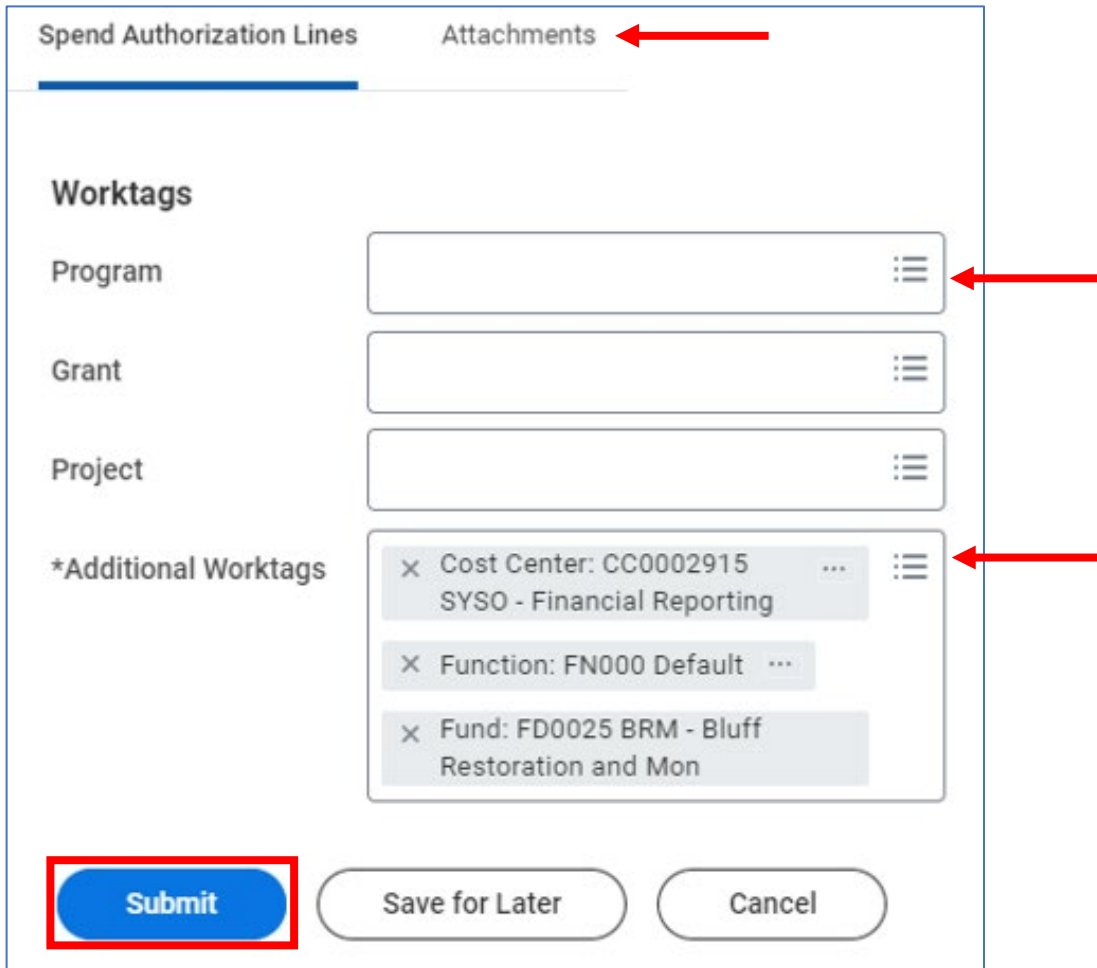
Continued on next page.

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**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.

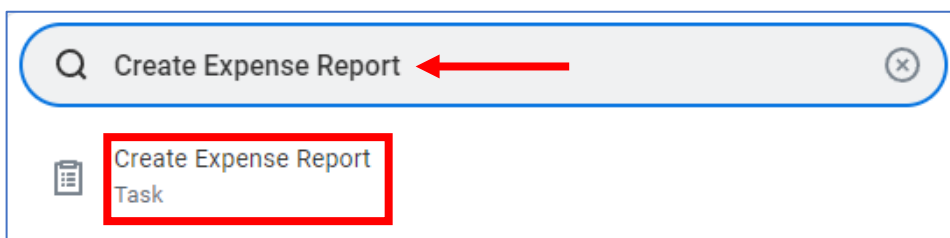


The screenshot shows the 'Spend Authorization Lines' interface with the 'Attachments' tab selected. The 'Worktags' section includes fields for 'Program', 'Grant', and 'Project', each with a drop-down menu. Below these is the '\*Additional Worktags' section, which contains a list of tags: 'Cost Center: CC0002915 SYSO - Financial Reporting', 'Function: FN000 Default', and 'Fund: FD0025 BRM - Bluff Restoration and Mon'. At the bottom, there are three buttons: 'Submit' (highlighted with a red box), 'Save for Later', and 'Cancel'.

### 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.



The screenshot shows a search bar with the text 'Create Expense Report' entered. Below the search bar, a list of results is displayed, with 'Create Expense Report Task' highlighted by a red box.

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

Create Expense Report

Expense Report Information

Expense Report For

Employee: Hetyf Sezyva Suzinu

Creation Options

☐ Create New Expense Report
 ☐ Copy Previous Expense Report

☒ Create New Expense Report from Spend Authorization
 

Search

01/31/2024 Test 250.00 USD

Memo

Company

CU0000 Minnesota State System Office

Expense Report Date

01/24/2024

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

OK

Cancel

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

Create Expense Report

EXP-00000002 Test

Pay To

Employee: Hetyf Sezyva Suzinu

Status

Draft

Personal

0.00 USD

Cash Advance Applied

0.00 USD

Header

Attachments

Expense Lines

Add

Continued on next page.

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# Employee Expenses and P-card Transactions

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**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.

**Expense Line**

Drop files here

or

Select files

Expense Date

\*

01/24/2024

Expense Item

\*

x Airfare - Outstate

Quantity

\*

1

Per Unit Amount

\*

250.00

Total Amount

\*

250.00

Currency

\*

USD

Memo

\*

Travel

**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.

**Itemization**

Use the button below only if your company's expense policy requires itemizations.

Edit

# Employee Expenses and P-card Transactions

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**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.

Remaining 0.00/250.00 USD

Arrival Date MM/DD/YYYY

Departure Date MM/DD/YYYY

Expense Date \* 01/24/2024

Expense Item \* X Conf/Regist Fee - Instate

Quantity \* 1

Per Unit Amount \* 250.00

Total Amount \* 250.00

Memo

**Step 8.**

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

Program

Grant

Project

\*Additional Worktags

- X Appointment Status: 214 - 4 - Permanent
- X Charge Insurance - Charge Retirement: Yes Charge Insurance - Yes Charge Retirement
- X Cost Center: CC0002915 SYSO - Financial Reporting
- X Function: FN000 Default
- X Fund: FD0025 BRM - Bluff Restoration and Mon

MORE (2)

Add

Done

Please do not edit the \*additional worktags



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**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.

### Itemization

Remaining Amount to Itemize 0.00/250.00 USD

Edit

1 item

|                                                |            |
|------------------------------------------------|------------|
| Conf/Regist Fee - Instate<br>Wed, Jan 24, 2024 | 250.00 USD |
|------------------------------------------------|------------|

Receipt Included ☒ 

Submit

Save for Later

Close

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.

Q Create Expense Report 

 Create Expense Report Task

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

Create Expense Report

Expense Report Information

Expense Report For \* Employee: Kimberly A Bienfang

Creation Options \*

☒ Create New Expense Report

☐ Copy Previous Expense Report

☐ Create New Expense Report from Spend Authorization

Memo

Company \* CU0152 Anoka-Ramsey Community College

Instructions

EXPENSE REPORT INSTRUCTIONS

Please review our Expense Report Policy Procedure [here](#) If you have questions, please contact Payroll Services.

**Top Tips for successfully submitting your expense report and avoiding errors**

Payment Elections must be made before submitting an expense report

- Itemized receipts are required for all expenses except meals, baggage, and lodging. Receipts delivered to the employee electronically, copy of a receipt, canceled checks and copies of credit card bills do not substitute for a receipt if a receipt is not obtained.
- Hotel expense (rate plus taxes) must be reported as **Quantity (# of nights)**. Expenses on the hotel bill (meals, parking, internet) should be itemized.

**Continued on next page.**

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

Expense Report Date \*
05/30/2024

Business Purpose

Program
PG0046078 SYSD NextGen-Enterprise Contributions 113096

Grant

Project

Additional Worktags \*
Appointment Status: 220 - 4 - Permanent
Charge Insurance - Charge Retirement: Yes Charge Insurance - Yes Charge

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

Credit Card Transactions
Quick Expenses

Select All
☐

15 items

| Include?                 | Transaction | Date       | Expense Item | Merchant | Charge Description/Memo | Amount | Currency | Corporate Credit Card Billing Account |
|--------------------------|-------------|------------|--------------|----------|-------------------------|--------|----------|---------------------------------------|
| <input type="checkbox"/> | Q           | 07/15/2022 |              |          |                         | 120.00 | USD      | Expenses P-Card Test Account          |
| <input type="checkbox"/> | Q           | 07/15/2022 |              |          |                         | 44.00  | USD      | Expenses P-Card Test Account          |
| <input type="checkbox"/> | Q           | 07/15/2022 |              |          |                         | 23.00  | USD      | Expenses P-Card Test Account          |
| <input type="checkbox"/> | Q           | 07/15/2022 |              |          |                         | 55.00  | USD      | Expenses P-Card Test Account          |
| <input type="checkbox"/> | Q           | 07/15/2022 |              |          |                         | 88.00  | USD      | Expenses P-Card Test Account          |

OK

Cancel

**Continued on next page.**



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**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.

The screenshot displays the 'Expense Line' form. On the left, there is a file upload area with the text 'Drop files here' and a 'Select files' button. Below this, the 'Expense Line' section shows a 'Credit Card Transaction' of '07/15/2022 88.00 USD'. The 'Expense Date' is '07/15/2022', the 'Expense Item' is 'Lodging - Instate', and the 'Total Amount' is '88.00'. On the right, the 'Item Details' section includes 'Arrival Date' (05/27/2024), 'Departure Date' (05/30/2024), and 'Miles Traveled' (134). The 'Itemization' section has a note: 'Use the button below only if your company's expense policy requires itemizations.' and an 'Add' button, which is highlighted with a red box and a red arrow pointing to it.

Continued on next page.

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**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.

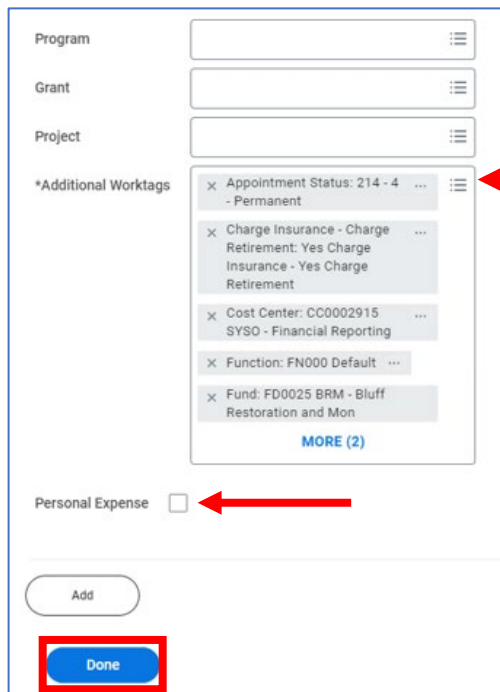
|                   |                         |                  |            |   |
|-------------------|-------------------------|------------------|------------|---|
| Remaining         | 88.00/88.00 USD         | Arrival Date *   | 05/27/2024 | ← |
| Expense Date *    | 07/15/2022              | Departure Date * | 05/30/2024 | ← |
| Expense Item *    | X Lodging - Instate ... | Miles Traveled * | 134        | ← |
| Quantity *        | 1                       |                  |            |   |
| Per Unit Amount * | 0.00                    |                  |            |   |
| Total Amount *    | 0.00                    |                  |            |   |
| Memo              |                         |                  |            |   |

Continued on next page.

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**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**.

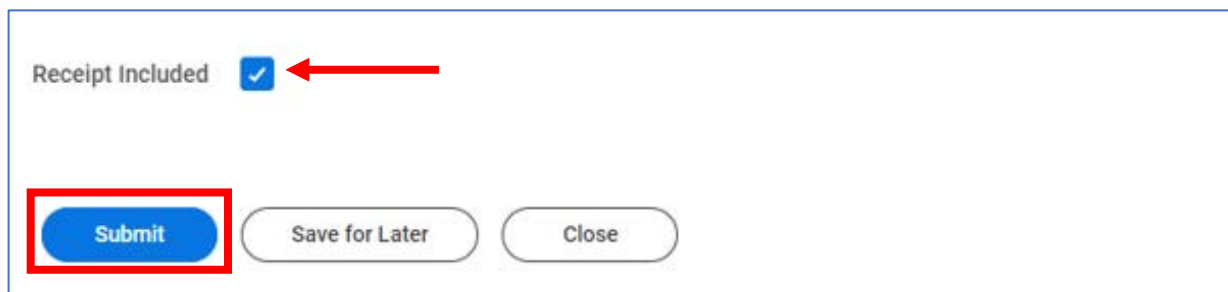


The screenshot shows a form with the following fields: Program, Grant, Project, and \*Additional Worktags. The \*Additional Worktags section is expanded, showing a list of worktags with checkboxes and a 'MORE (2)' link. Below this section is a 'Personal Expense' checkbox. At the bottom of the form are 'Add' and 'Done' buttons. Red arrows point to the \*Additional Worktags section and the 'Personal Expense' checkbox. A red box highlights the 'Done' button.

| Field                | Value                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Program              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Grant                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Project              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| *Additional Worktags | <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Appointment Status: 214 - 4 - Permanent</li><li><input checked="" type="checkbox"/> Charge Insurance - Charge Retirement: Yes Charge Insurance - Yes Charge Retirement</li><li><input checked="" type="checkbox"/> Cost Center: CC0002915 SYSO - Financial Reporting</li><li><input checked="" type="checkbox"/> Function: FN000 Default</li><li><input checked="" type="checkbox"/> Fund: FD0025 BRM - Bluff Restoration and Mon</li></ul> <a href="#">MORE (2)</a> |
| Personal Expense     | <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

[Add](#) [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.



The screenshot shows the 'Receipt Included' checkbox checked. Below this are three buttons: 'Submit', 'Save for Later', and 'Close'. A red arrow points to the 'Receipt Included' checkbox. A red box highlights the 'Submit' button.

Receipt Included ☒

[Submit](#) [Save for Later](#) [Close](#)

Continued on next page.

# Employee Expenses and P-card Transactions

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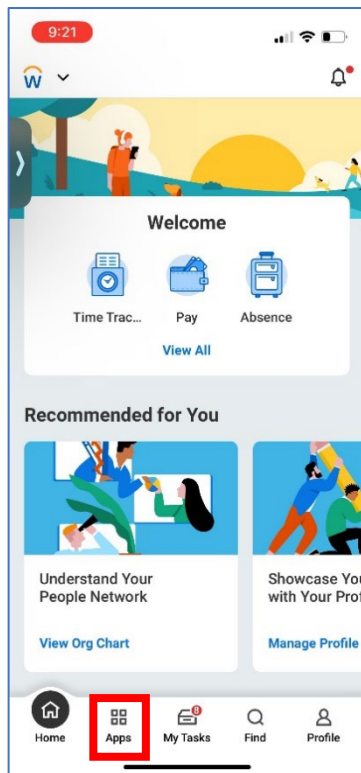
MINNESOTA STATE

### 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.

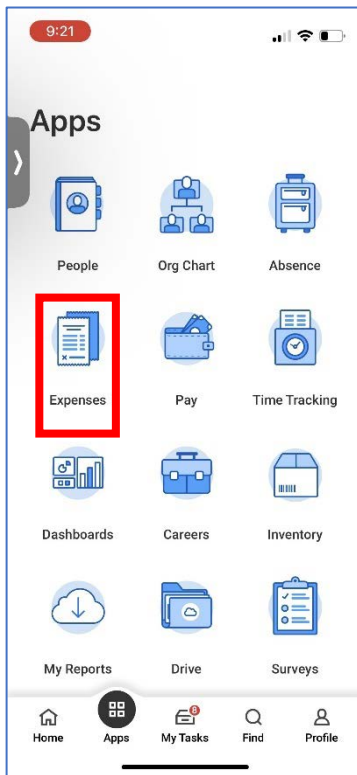


Continued on next page.

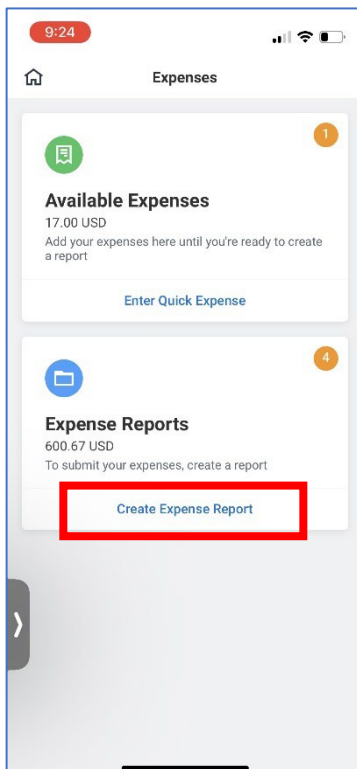
# Employee Expenses and P-card Transactions

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**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.







# Employee Expenses and P-card Transactions

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

10:14

Cancel Create New Report Done

Memo

Expense report for conference travel week of 3/8.

Company \*

CU0000 Minnesota State System O...

Expense Report Date \*

03/08/2024

Business Purpose

In State

Program

Grant

Project

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

10:14

Cancel Create New Report Done

03/08/2024

Business Purpose

In State

Program

Grant

Project

Additional Worktags \*

Appointment Status: 220 - 5 - Temp...

Charge Insurance - Charge Retirement...

Cost Center: CC0002955 SYSO - Tec...

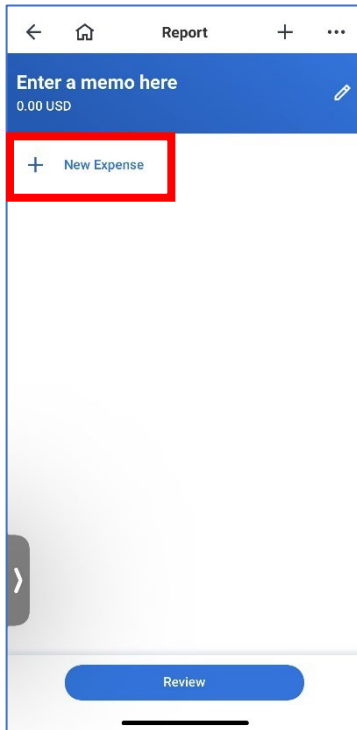
Fund: FD0039 General Operations

Job Detail Number: Job Detail 02

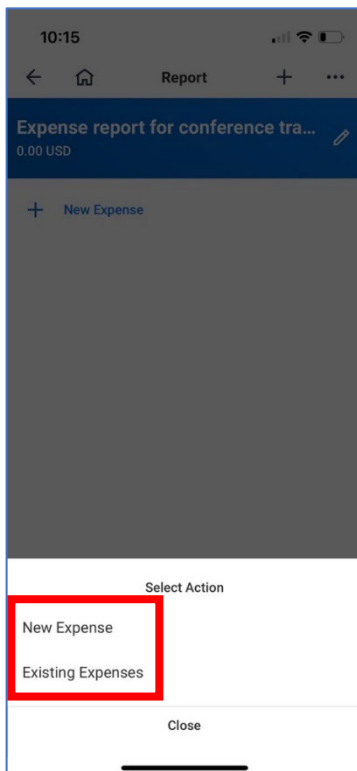
# Employee Expenses and P-card Transactions

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**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**.





# Employee Expenses and P-card Transactions

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

3:55

Cancel ☒ Next

**Fri, Jul 15**

|                          |            |
|--------------------------|------------|
| <input type="checkbox"/> | 120.00 USD |
| <input type="checkbox"/> | 44.00 USD  |
| <input type="checkbox"/> | 23.00 USD  |
| <input type="checkbox"/> | 55.00 USD  |
| <input type="checkbox"/> | 88.00 USD  |

**Mon, Aug 15**

|                          |            |
|--------------------------|------------|
| <input type="checkbox"/> | 321.00 USD |
| <input type="checkbox"/> | 123.00 USD |
| <input type="checkbox"/> | 88.50 USD  |
| <input type="checkbox"/> | 68.00 USD  |

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

< Home Report + ...

**test** 120.00 USD

1 item(s) with errors or warnings

**Fri, Jul 15**

|  |            |
|--|------------|
|  | 120.00 USD |
|--|------------|

Review

# Employee Expenses and P-card Transactions

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**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.

The screenshot shows the 'Expense Line' form with the following fields and red arrows:

- Expense Date \***: A date picker showing '03/08/2024' with a red arrow pointing to it.
- Expense Item \***: A dropdown menu with a red arrow pointing to it.
- Total Amount \***: A text input field showing '0.00' with a red arrow pointing to it.

Other visible fields include 'Add Attachments', 'Linked Quick Expense', 'Currency' (USD), and a 'Done' button at the bottom.

**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.

The screenshot shows the 'Expense Line' form with the following fields and red arrows:

- Expense Item \***: A dropdown menu showing 'Mileage - Nontaxable - Instate'.
- Total Amount**: A text input field showing '0.67'.
- Currency**: A text input field showing 'USD'.
- Memo**: A text input field showing 'Mileage from Bemidji to St. Paul for a conference.' with a red arrow pointing to it.
- Billable**: A checkbox that is unchecked.
- Program**: A dropdown menu showing 'PG0001758 BESU BSU Business Clu...' with a red arrow pointing to it.
- Grant**: A dropdown menu with a red arrow pointing to it.
- Project**: A dropdown menu with a red arrow pointing to it.

A 'Done' button is visible at the bottom.



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

The screenshot shows the 'Expense Line' form. At the top, there are 'Cancel' and 'Expense Line' buttons. Below is the 'Instructions' section with text about mileage reporting. The 'Item Details' section contains the 'Arrival Date' field (03/08/2024) and the 'Departure Date' field (03/07/2024), both with red arrows pointing to them. Below these are checkboxes for 'Personal Vehicle' (checked) and 'Miles Traveled' (1). A 'Done' button is at the bottom.

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

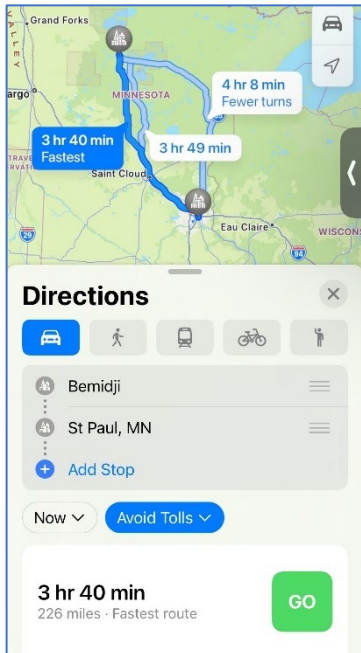
The screenshot shows the 'Expense Line' form, scrolled down. The 'Arrival Date' (03/08/2024) and 'Departure Date' (03/07/2024) fields are visible. The 'Personal Vehicle' checkbox is checked. The 'Miles Traveled' field now shows '226' with a red arrow pointing to it. Below it is a 'Receipt Included' checkbox (checked). At the bottom are 'Delete' and 'Do Another' buttons, and a 'Done' button at the very bottom.



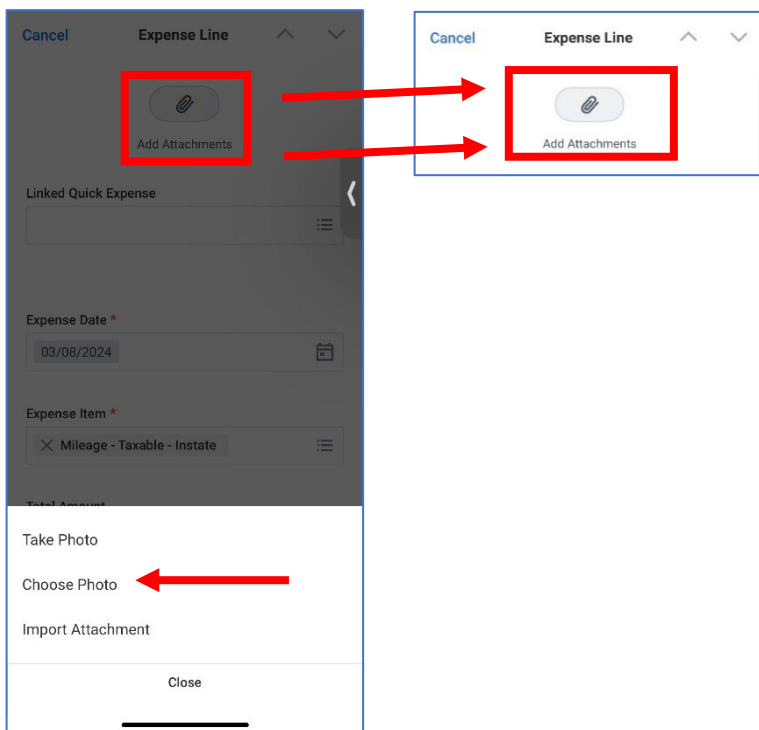
# Employee Expenses and P-card Transactions

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**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.



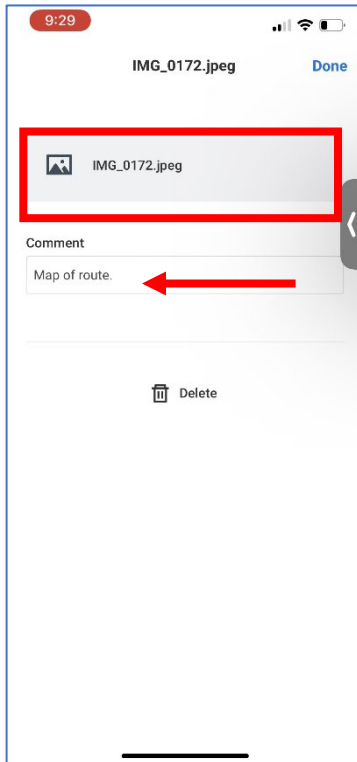
# Employee Expenses and P-card Transactions

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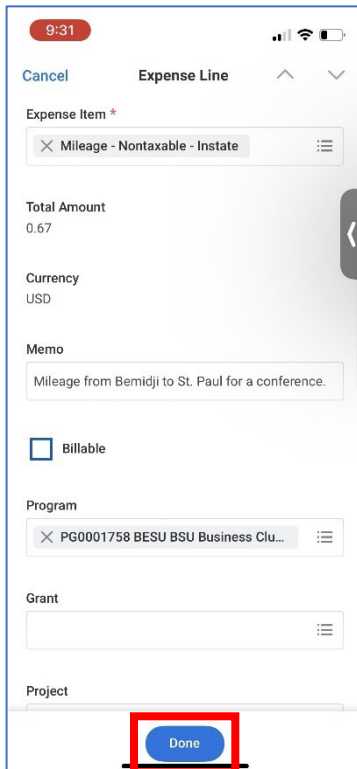


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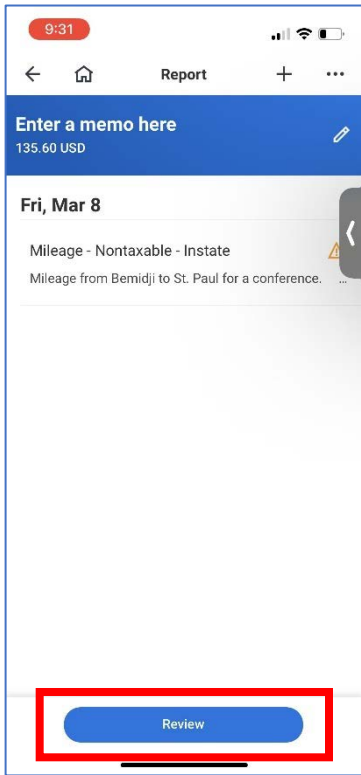
**Step 16.** Select the relevant image that you want to attach. Add a comment for the description of the image.



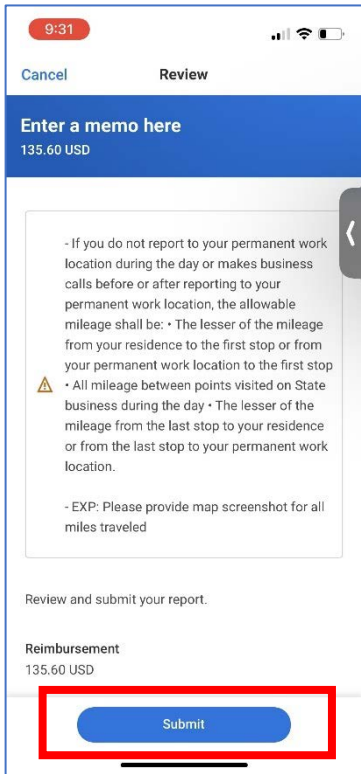
**Step 17.** Select **Done** to complete the Expense Line.



**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**.



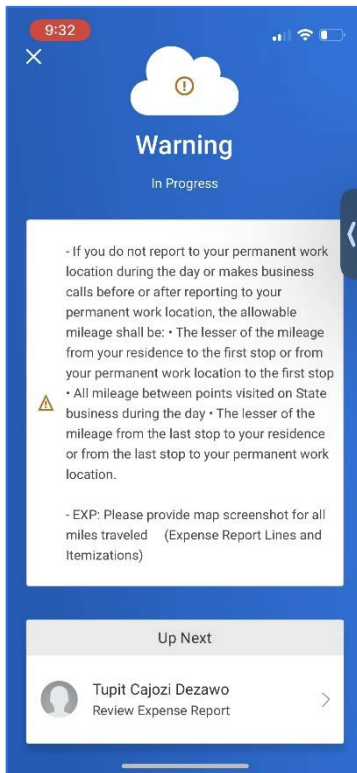




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A confirmation screen shows your expense report is routing for approval.



**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.