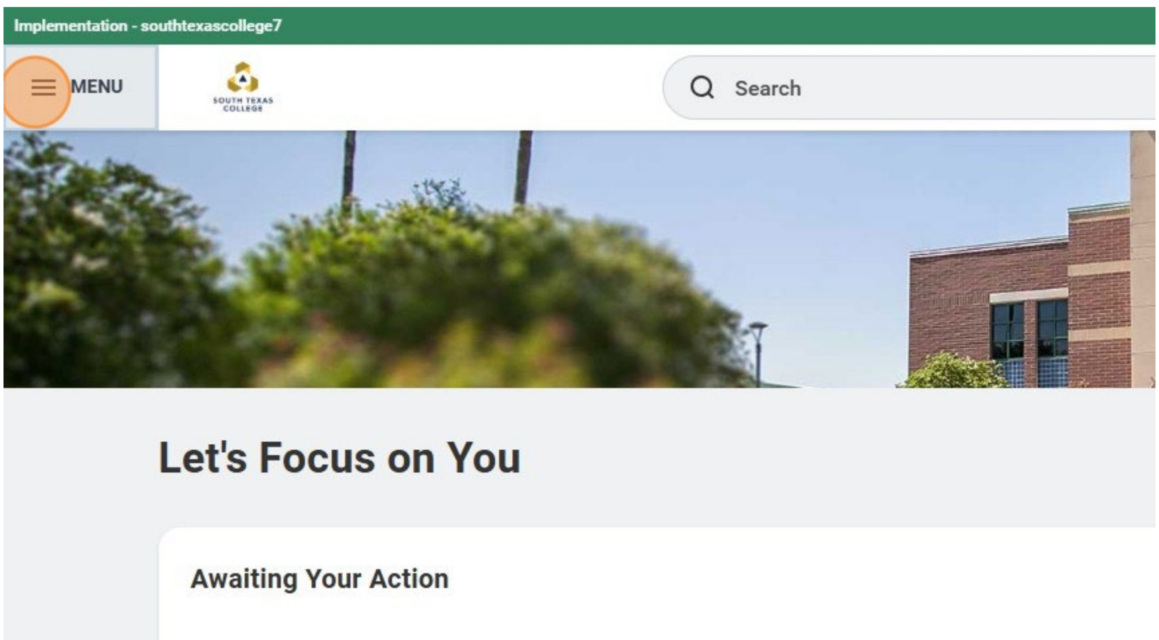
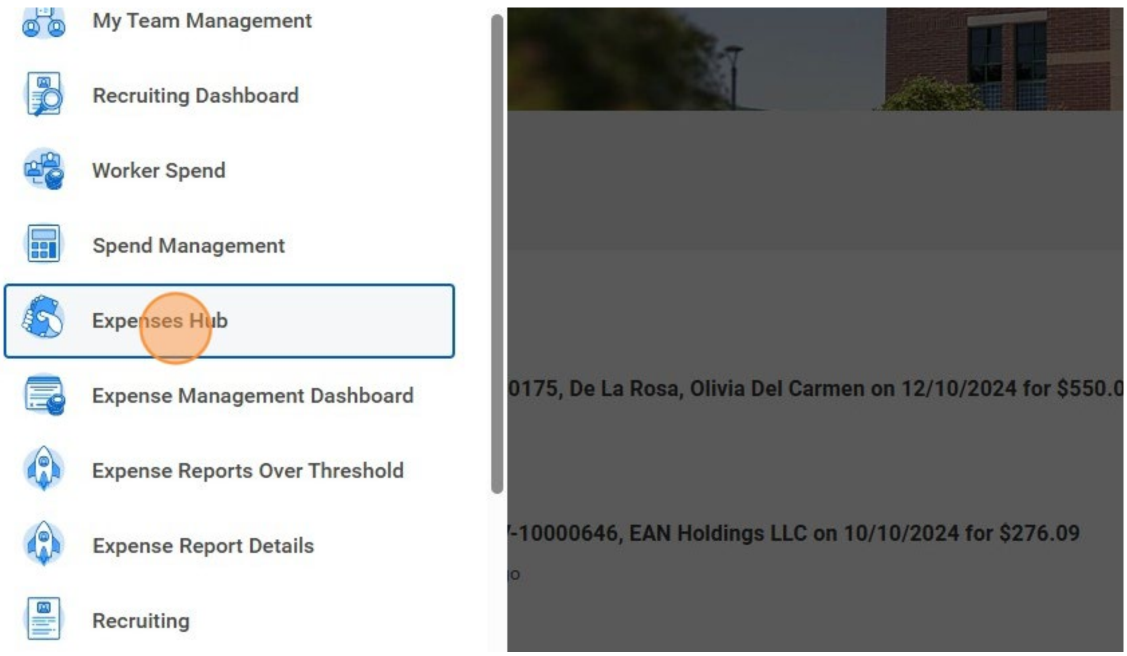
Welcome to Workday!

The following demonstration will show you how to create an Expense Report for yourself.

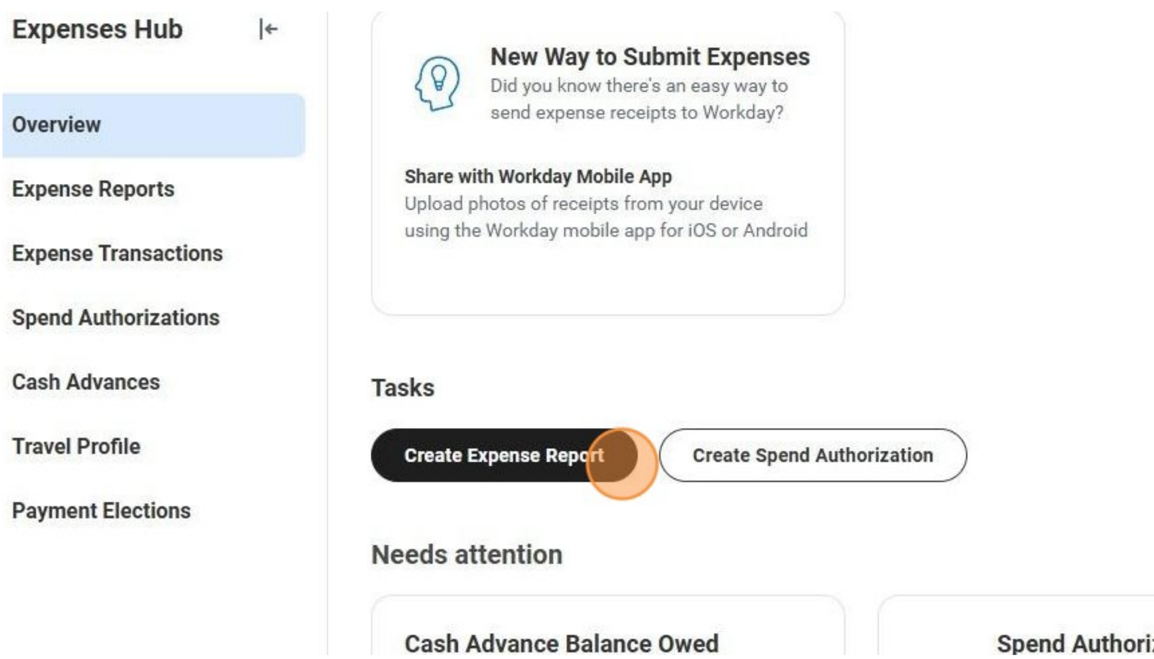
1. From the Home page, select the Global Navigation Menu button, then Expenses Hub.



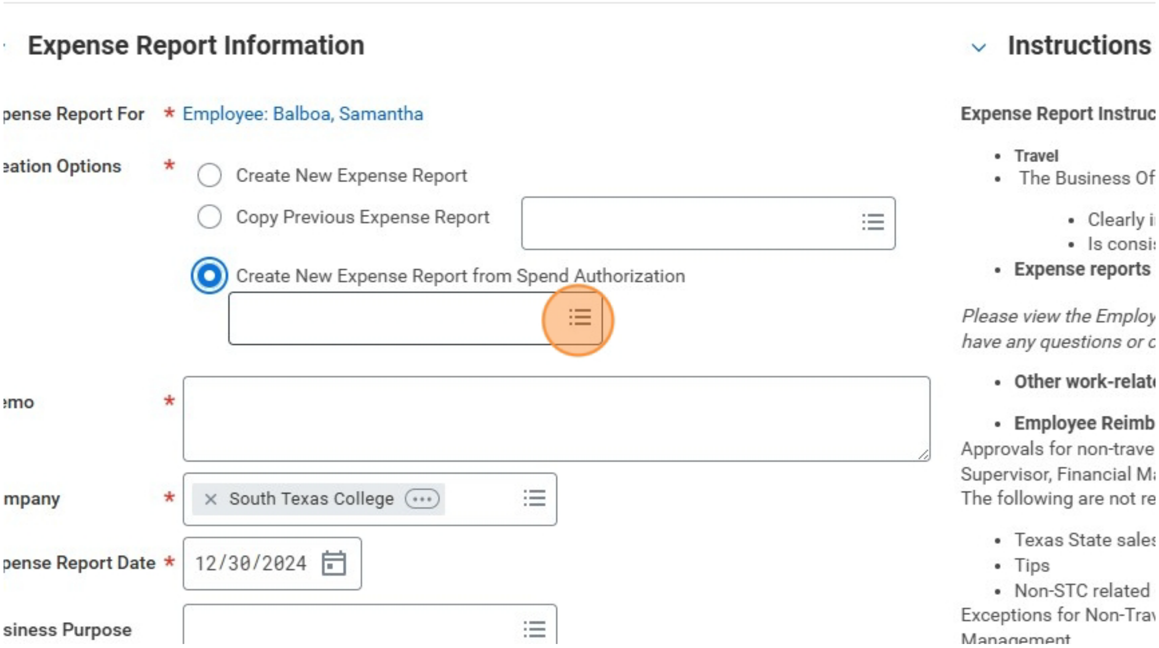
2. Click "Expenses Hub"



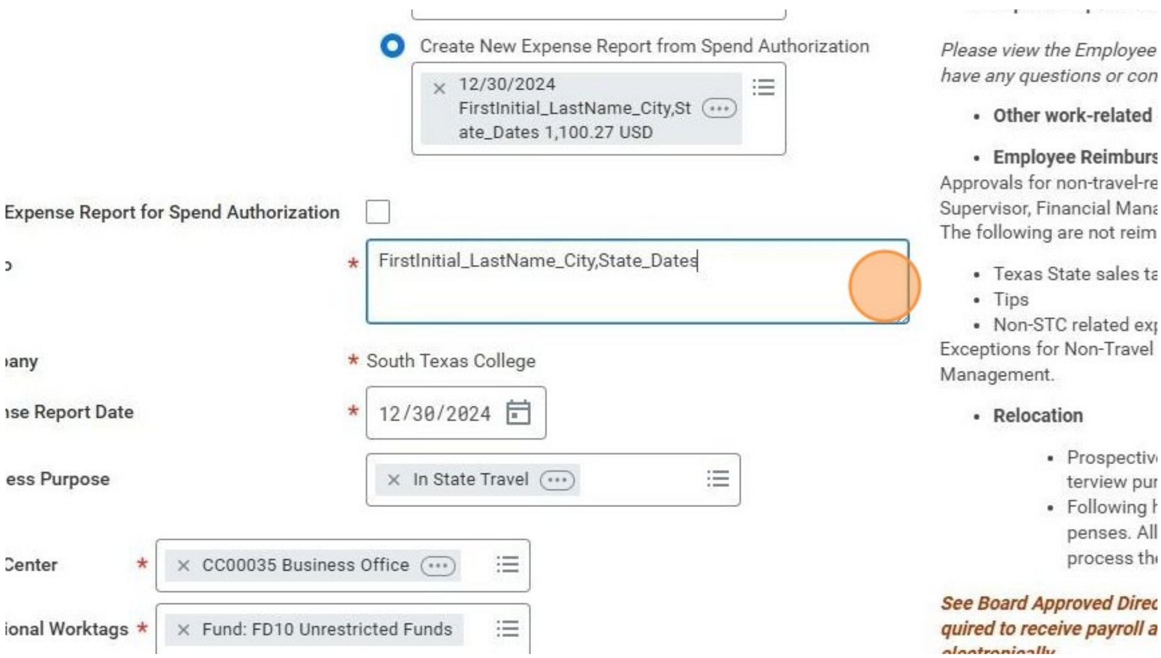
3. Next, select the Create Expense Report button from the Tasks menu, which opens the Create Expense Report task.



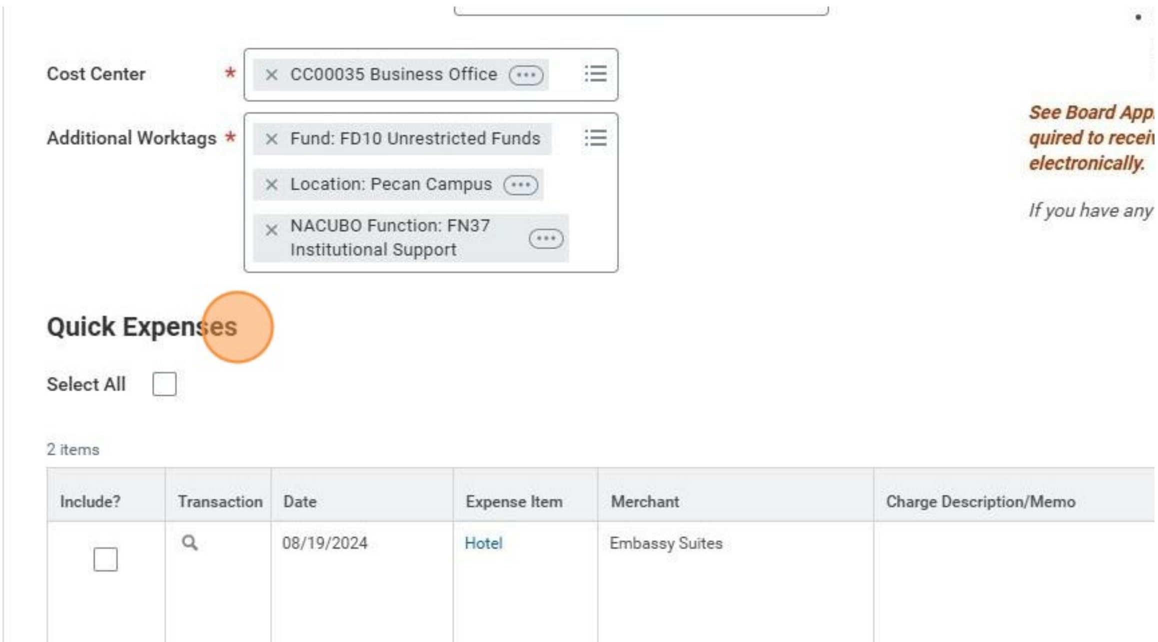
4. There are a few ways to create an expense report. You may create a new expense report (if no spend authorization is available). As a shortcut, you can copy an existing report or create a new expense report from a Spend Authorization. Creating a new expense report from a spend authorization is the preferred method.



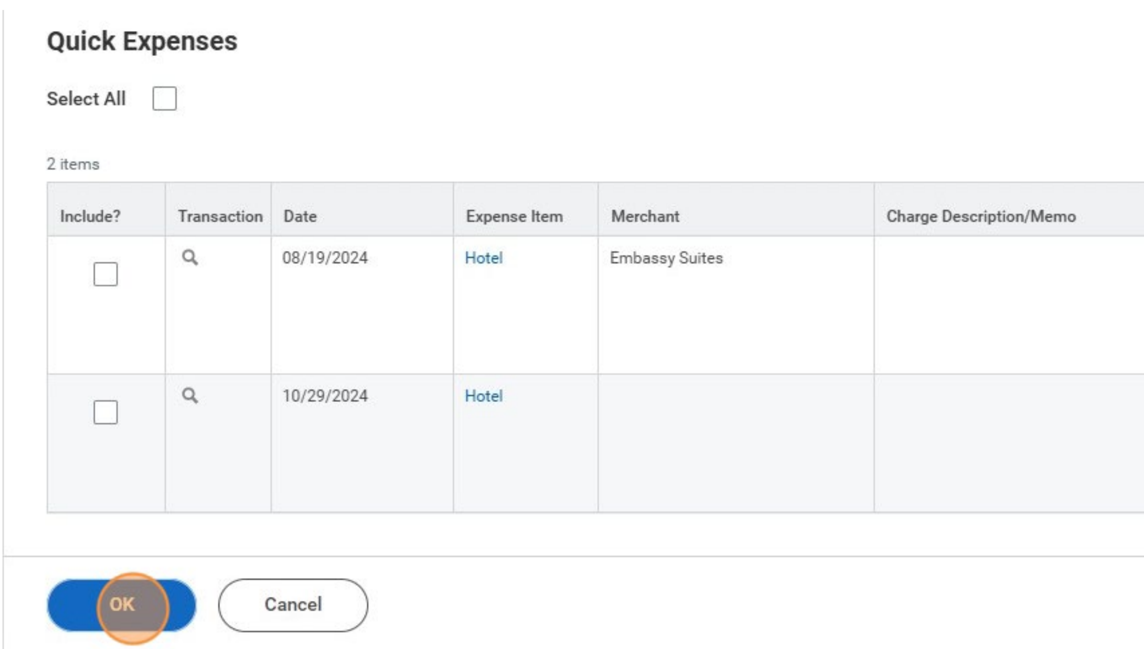
5. Notice that the Company, Expense Report Date, Business Purpose, Cost Center and Additional Worktags are automatically populated. You can modify this information if needed.



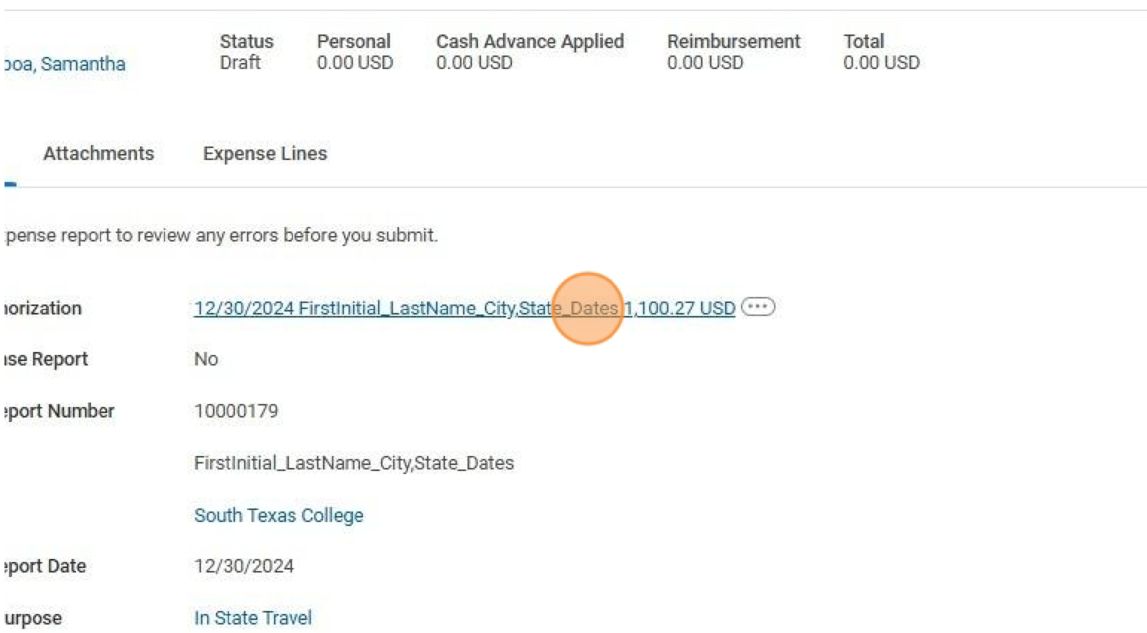
6. Quick Expenses - These are expense items that have been uploaded on the mobile app and are now available for your use on the expense reports. This will be displayed before you can being adding expenses. You can select if applicable.



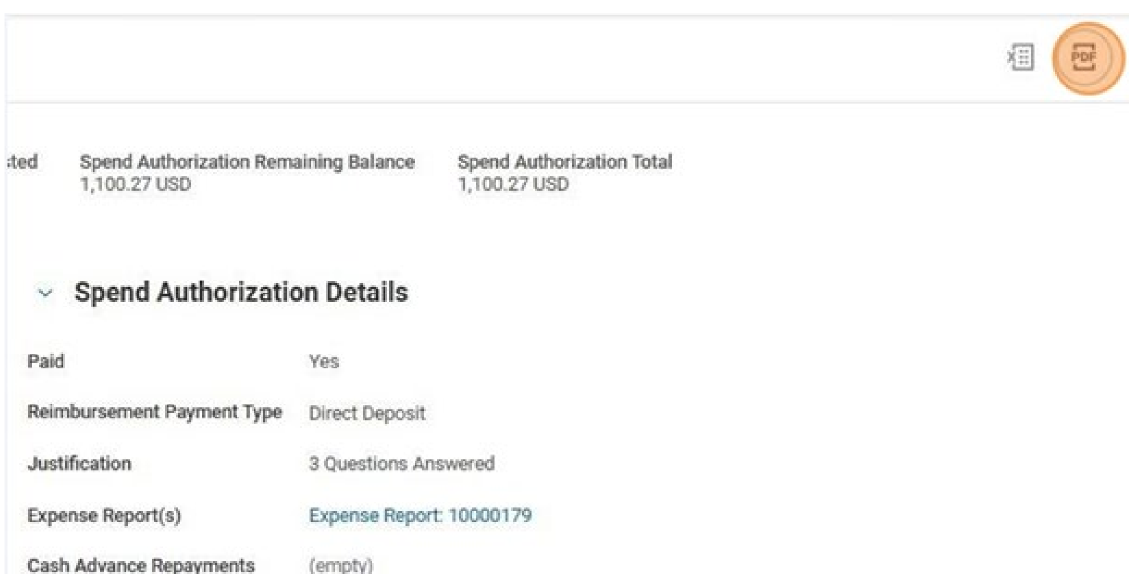
7. Select OK to continue



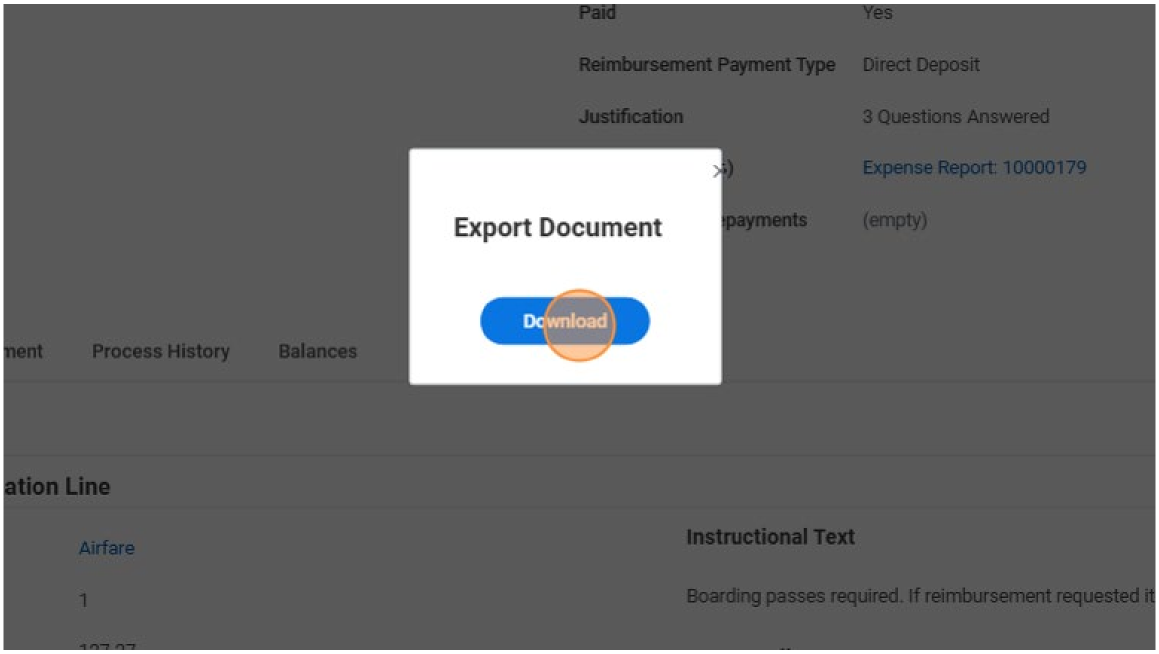
8. You must have your Spend Authorization on hand to enter the expenses exactly as on the Spend Authorization. You can access your Spend Authorization from the Header section on the expense report. Select and open in new tab.



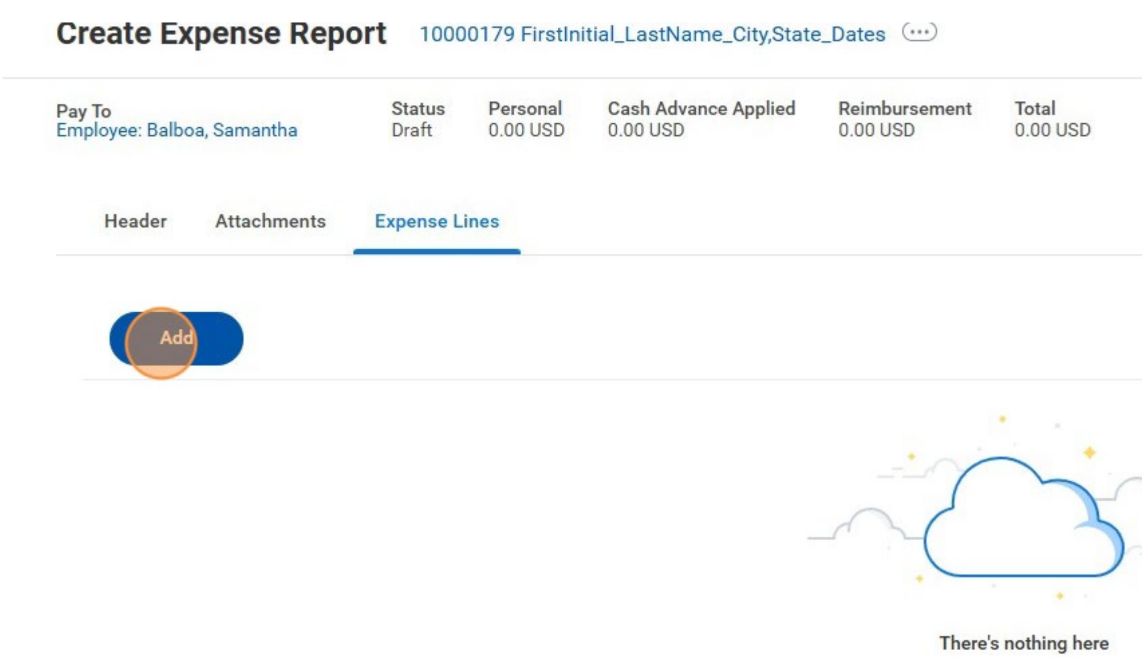
9. You can download as PDF and save to your files.



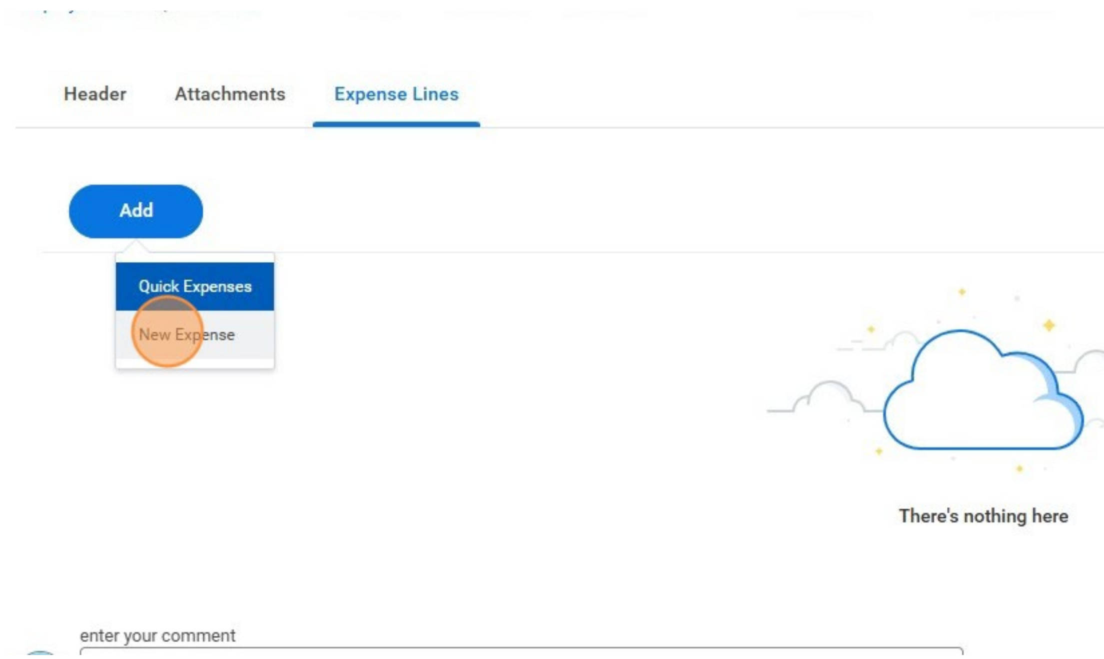
10. Click "Download"



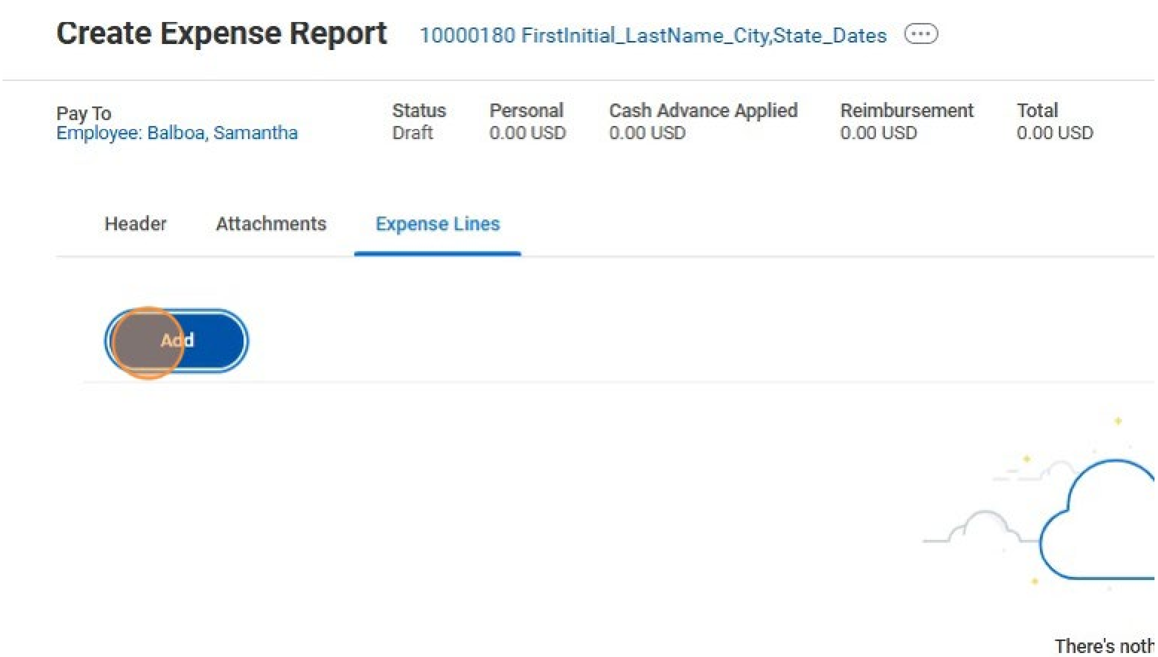
11. The Expense Line tab now displays. Select the "Add" to begin adding your expenses.



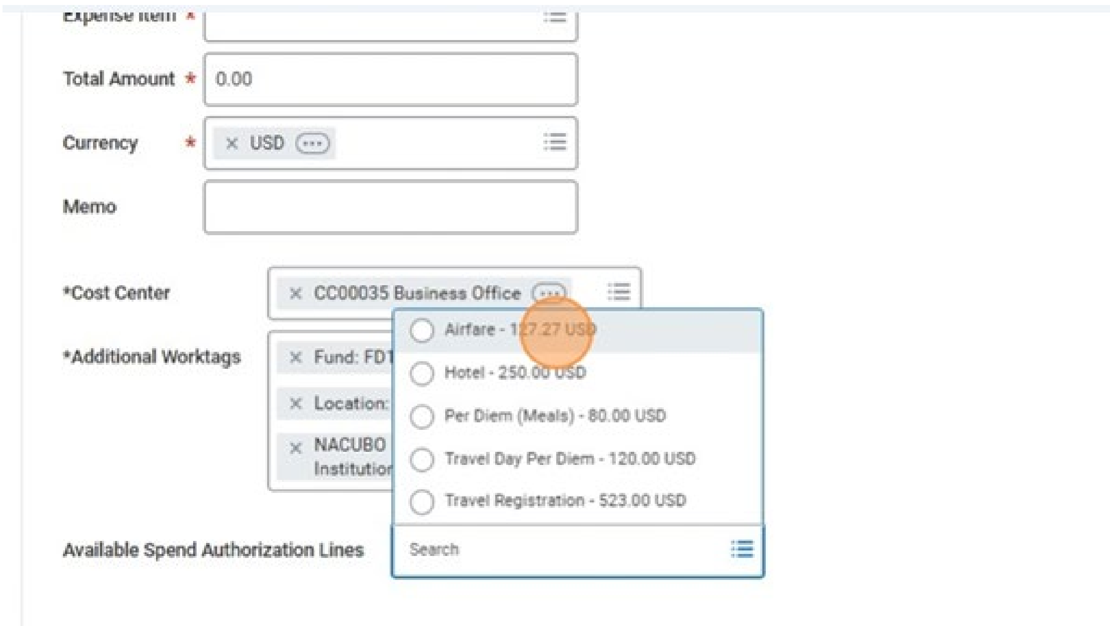
12. Click "New Expense"



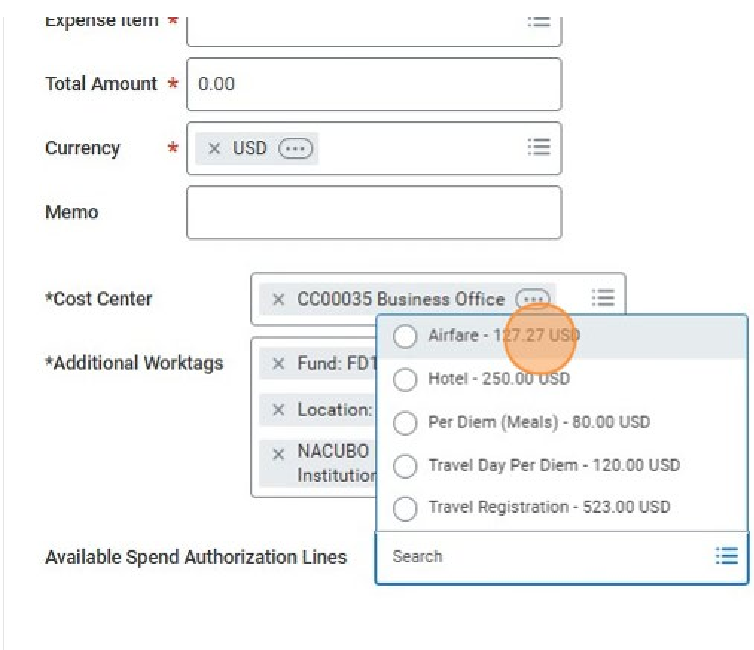
13. Click "Add"



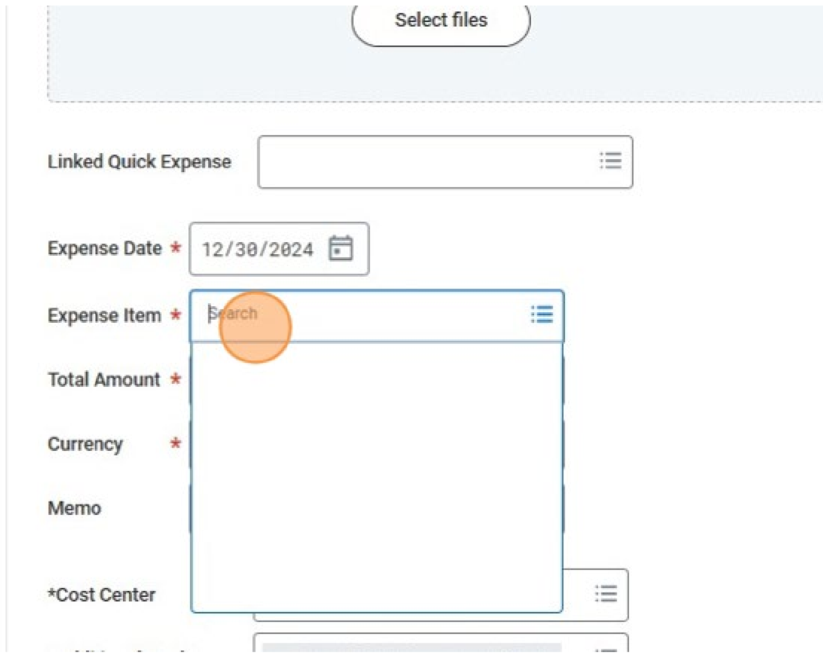
14. You can see Spend Authorization expenses under "Available Spend Authorization Lines". Expense details will need to be rekeyed.



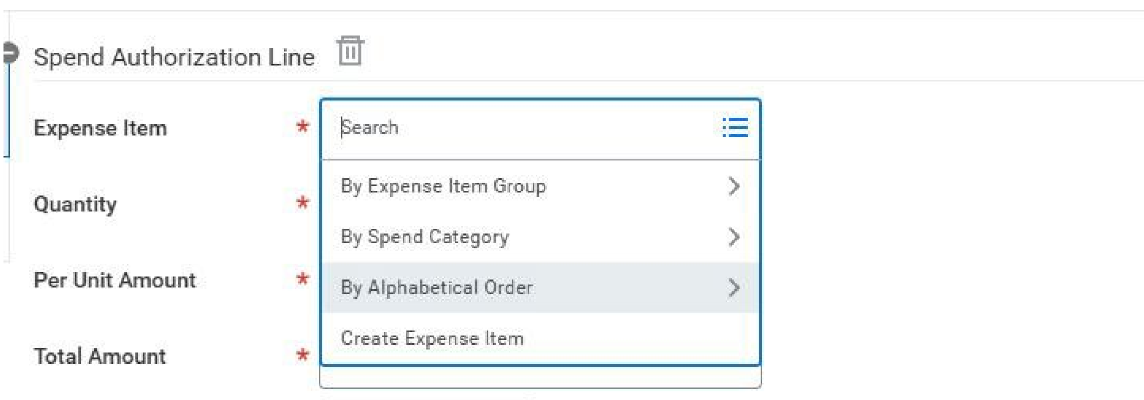
15. Click on the expense item you will be entering details for. Example: Airfare



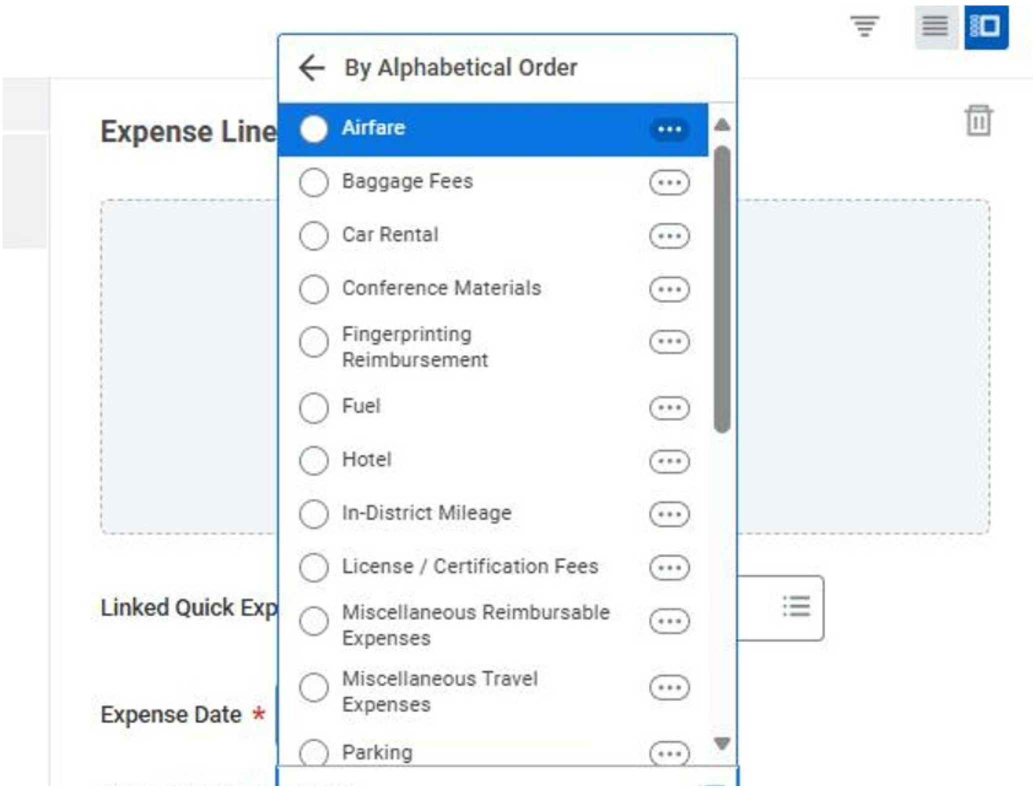
16. Click the "Expense Item" field.



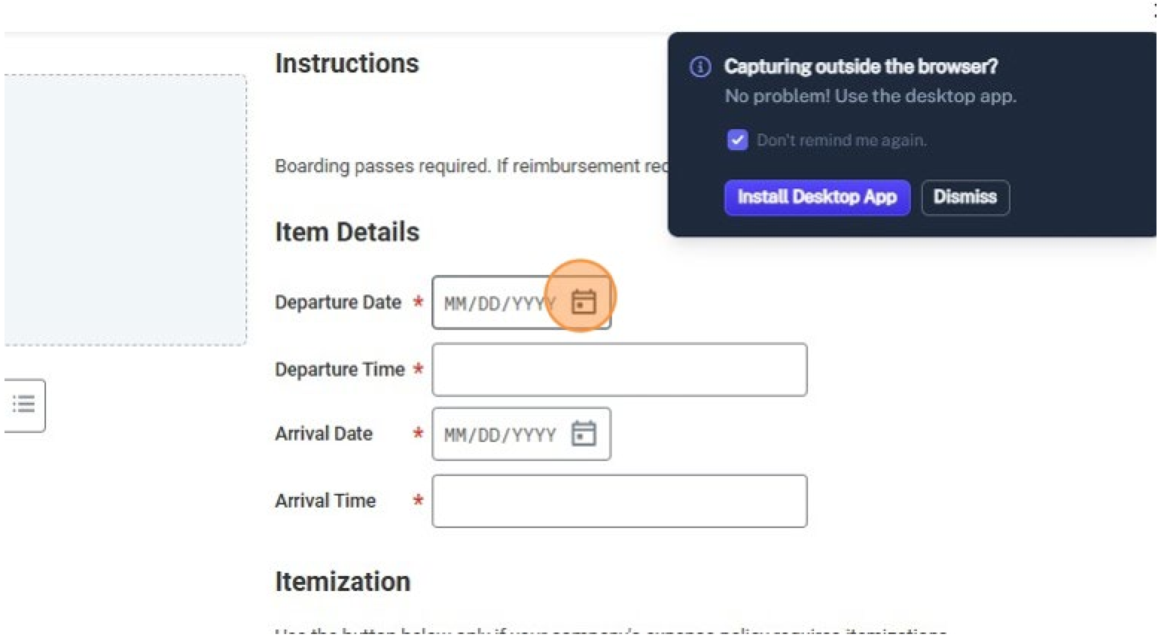
17. You can search by Expense Groups, Spend Categories, or Alphabetical Order

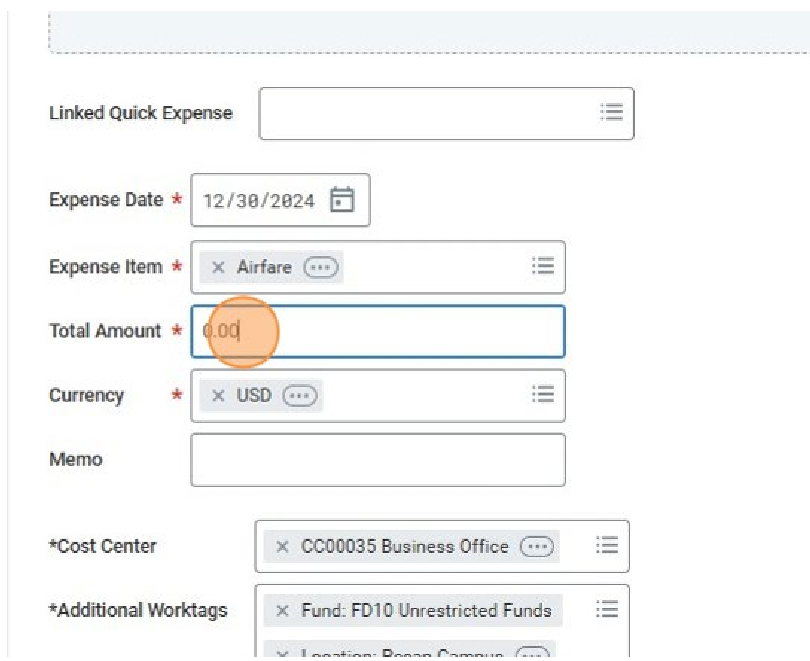


18.Select "Airfare"

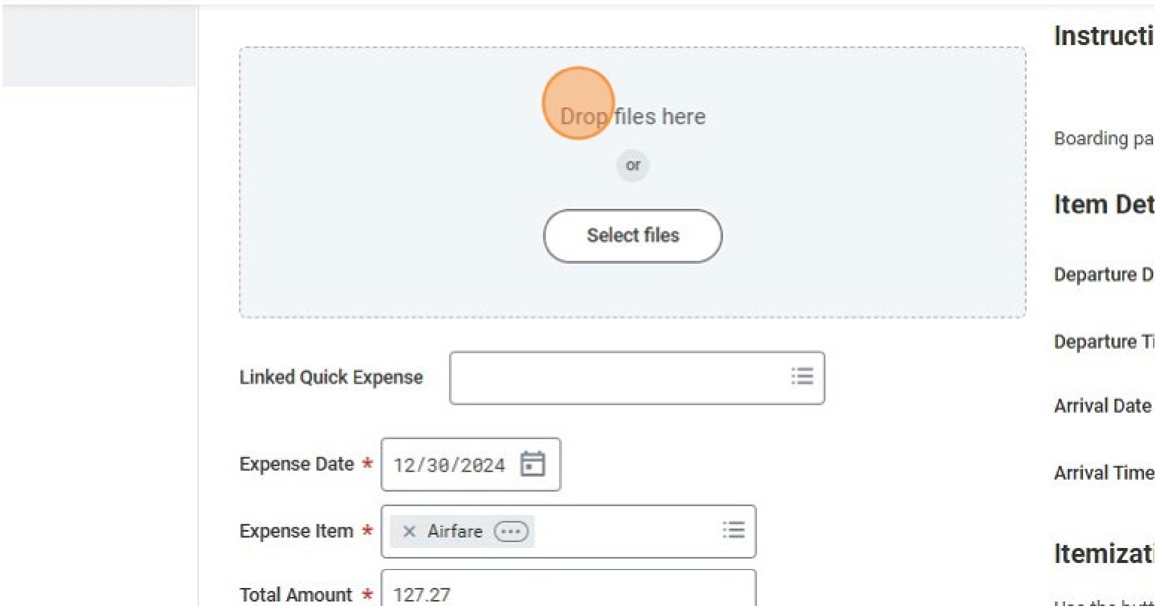


19. You will need to rekey item details.
    Airfare: Departure Date and Time, Arrival Date and Time, Total Amount



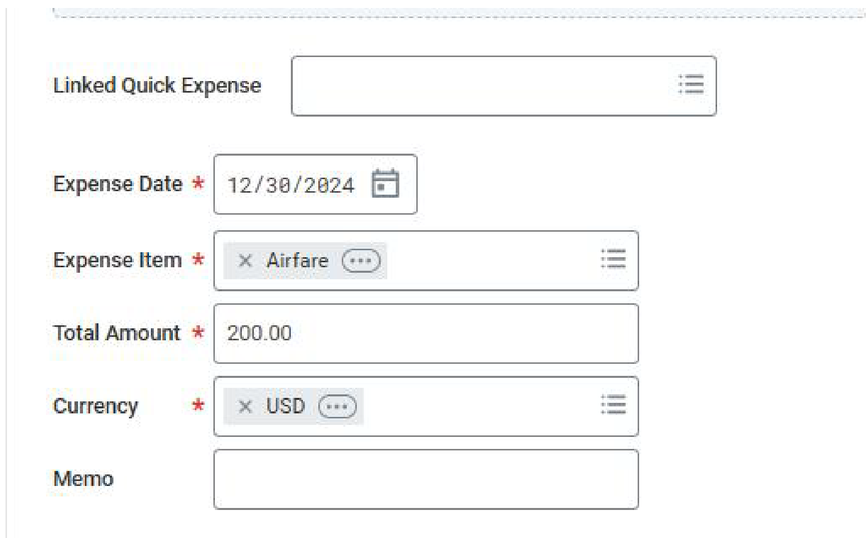


20. Required documentation will need to be uploaded for each expense line. Click "Select files" or "Drop Files

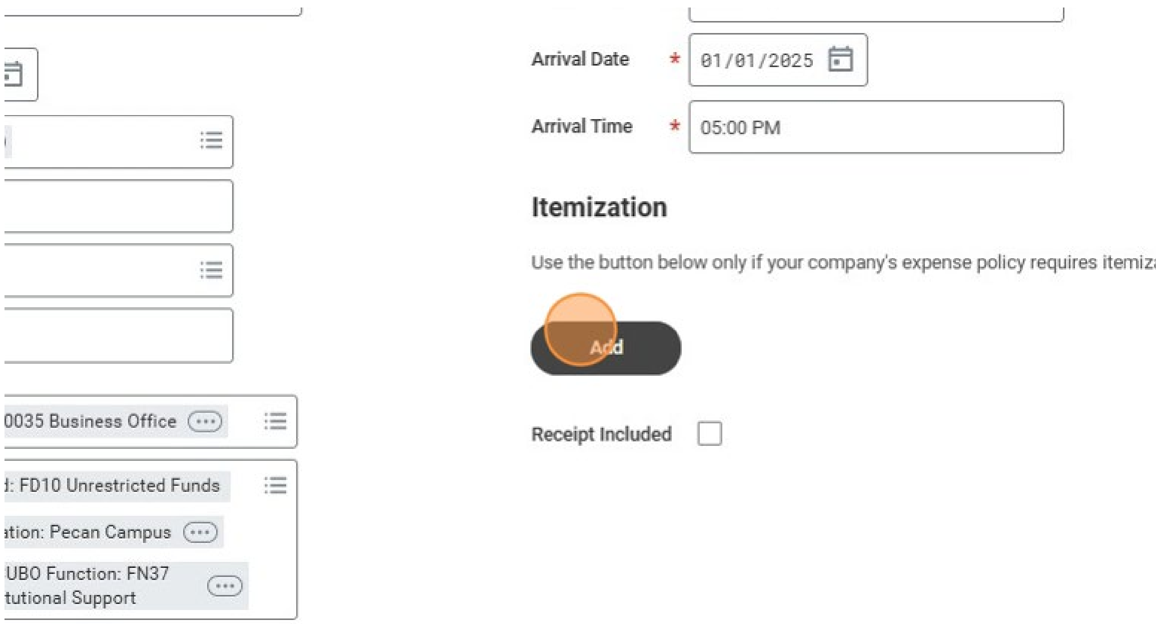


Itemization

Itemization can be used if your receipt includes a personal expense, which will not be reimbursed.
Example: Airfare expense was $200.00
$ 127.27 was the approved expense on the Spend Authorization.
$72.73 was for a personal expense - Wifi and Meals (I will not seek reimbursement for these items).

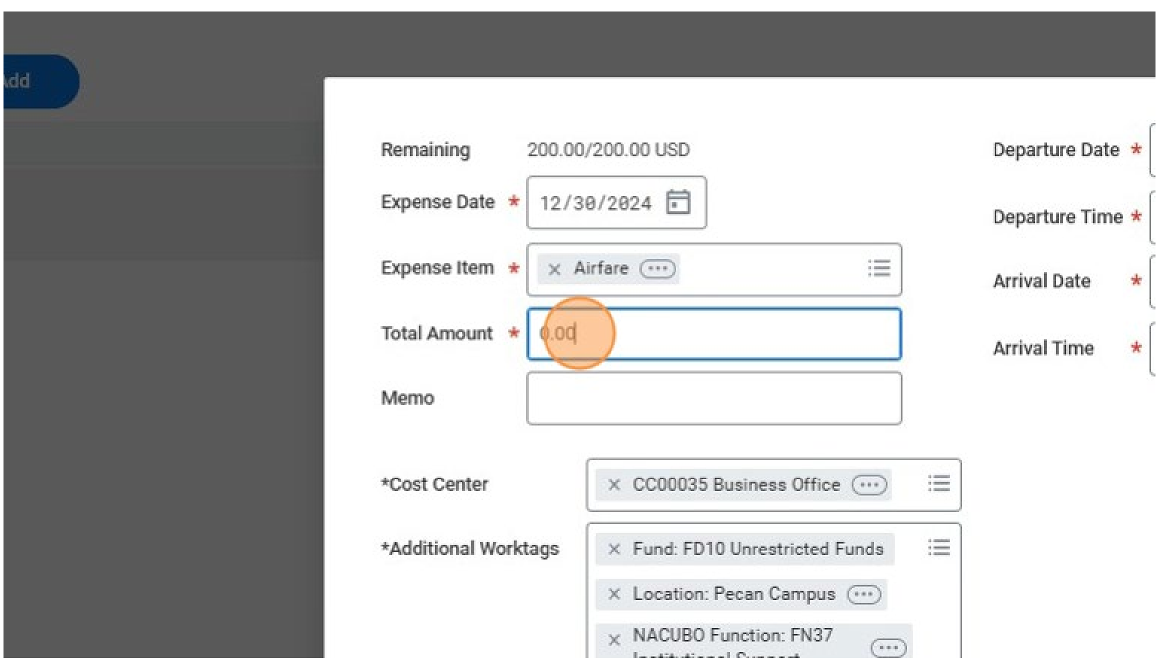


Click "Add"

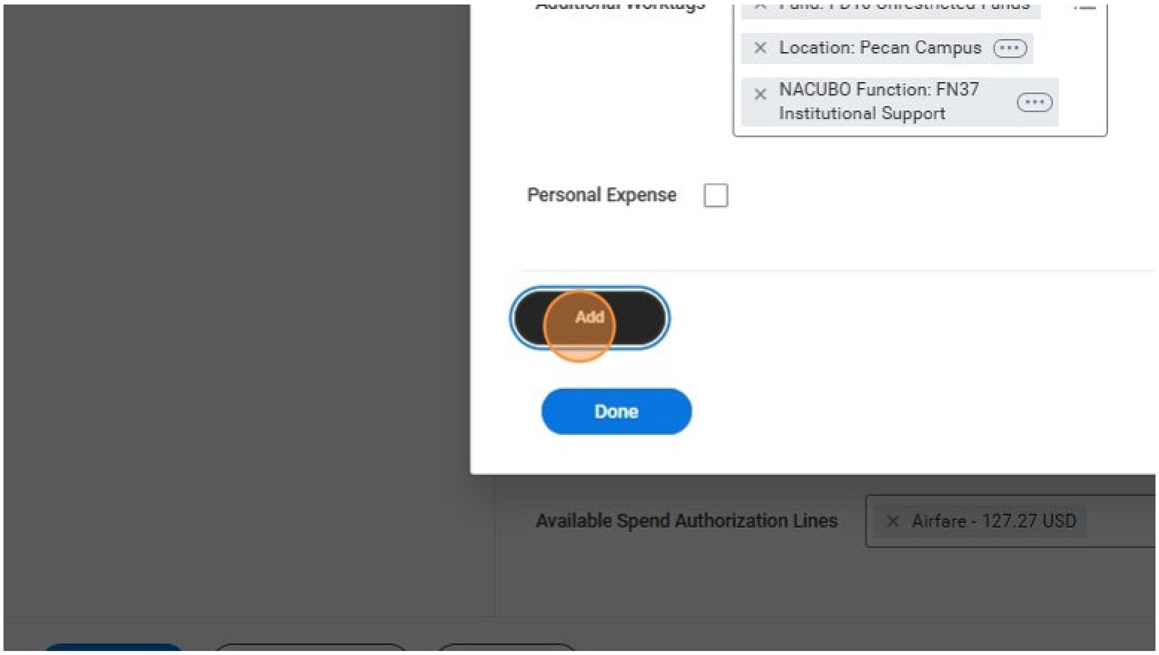


Click the "Total Amount" field and enter the approved amount from the Spend Authorization.

Ex: $127.27

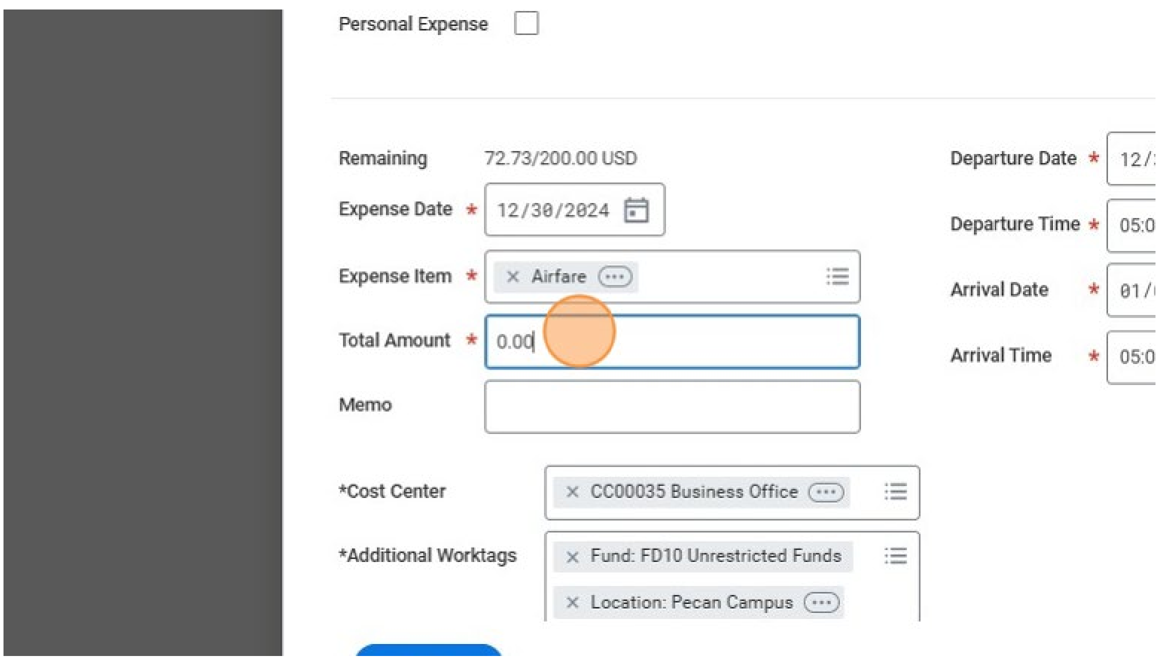


Click "Add" to add the remaining expense.

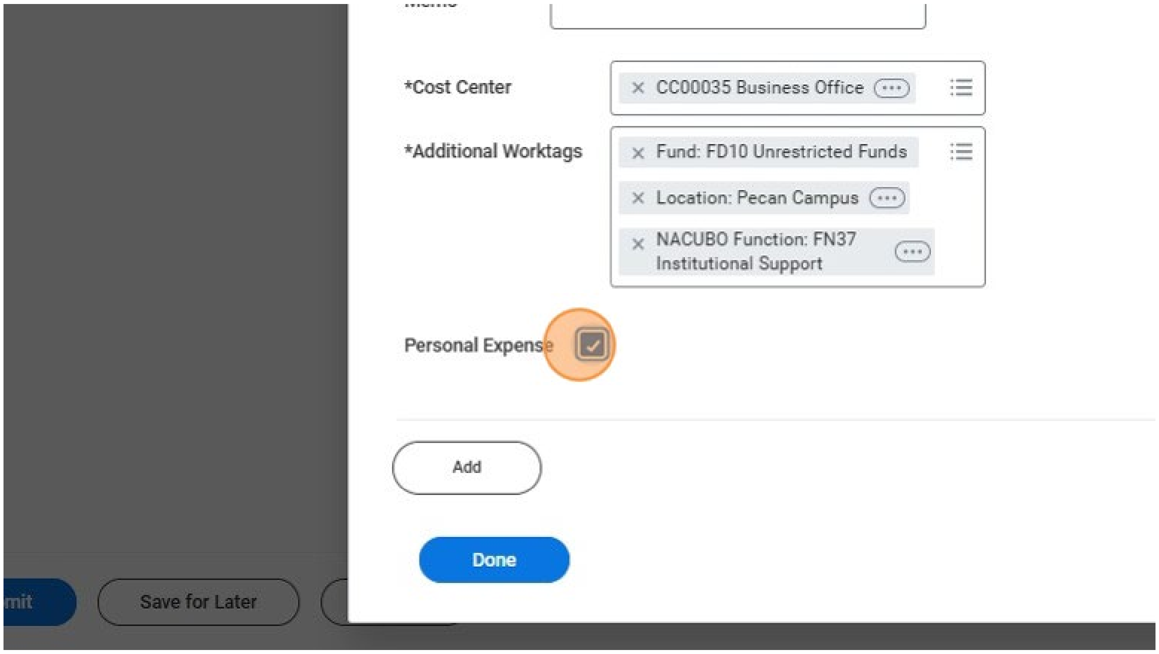


Click the "Total Amount" field and enter personal expense amount.

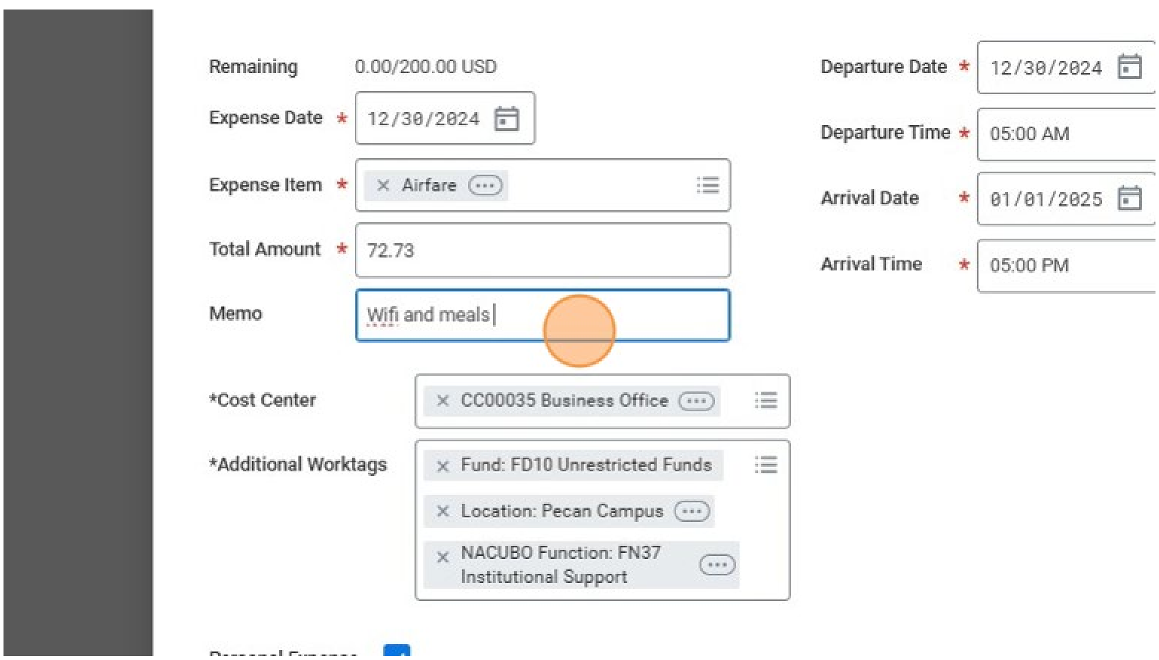
Ex: $72.73



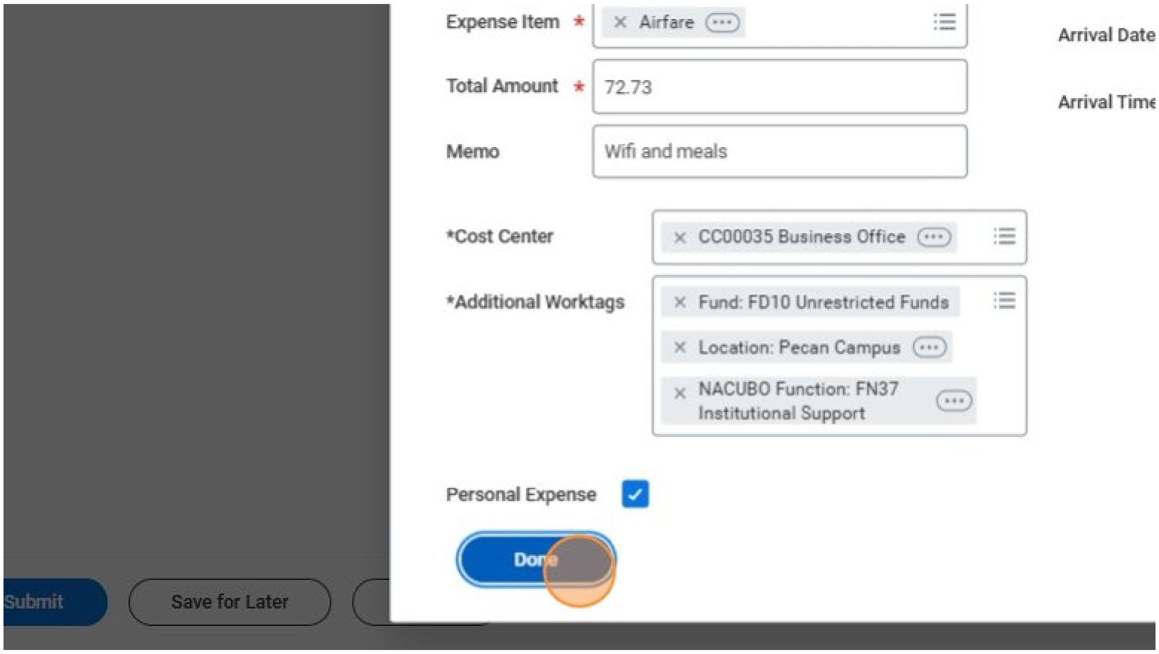
Click "Personal Expense"



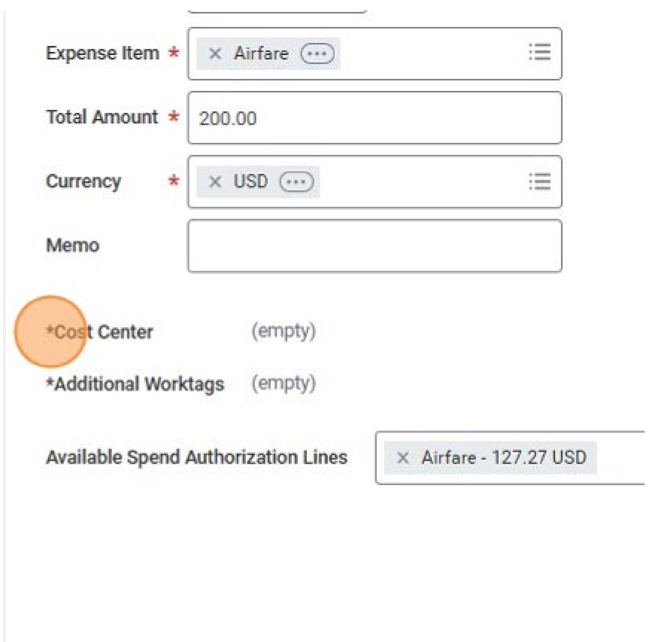
Click the "Memo" field and add a description of the personal expense.



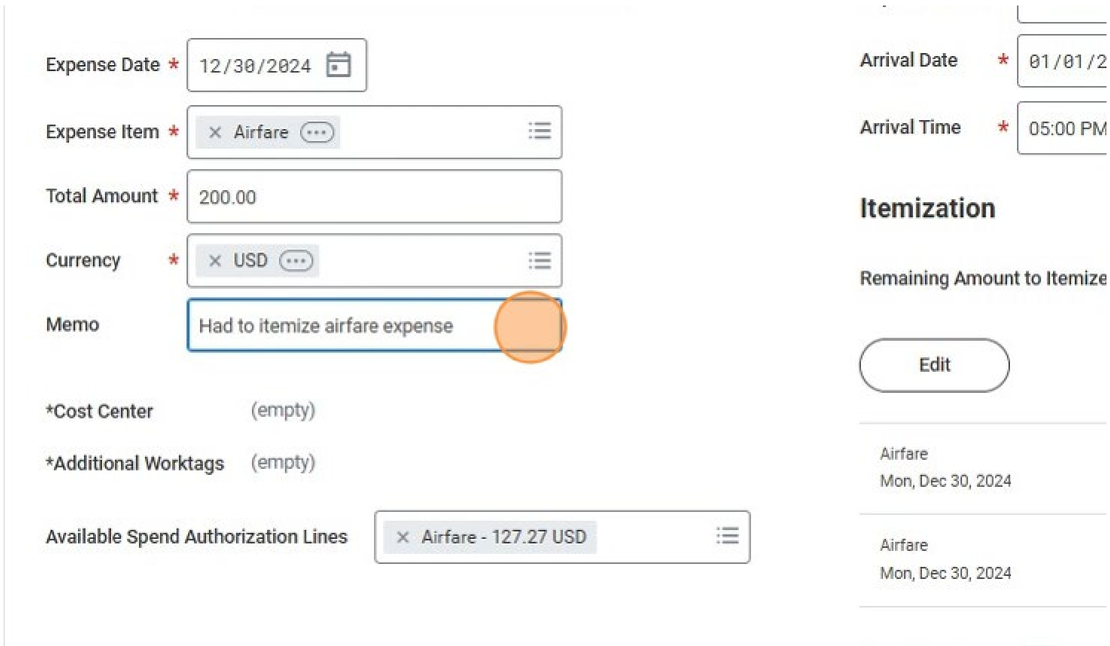
Click "Done"



Please note that when you itemize, the cost center and additional worktags will be deleted from your expense line. In order to continue, add a note to the memo field.

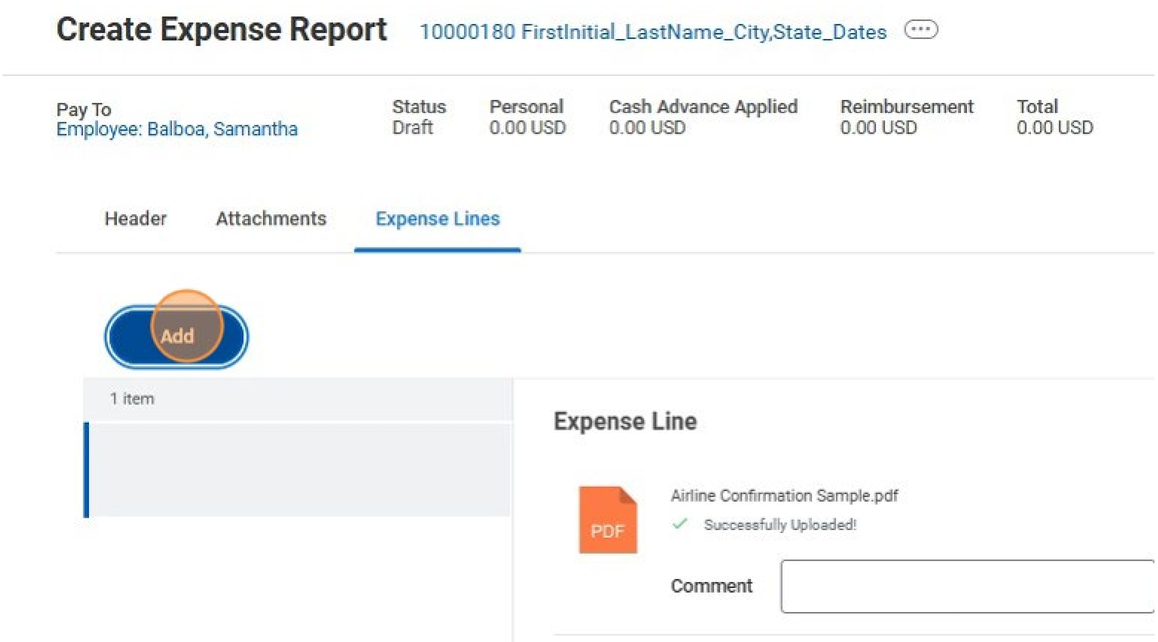


Click the "Memo" field.

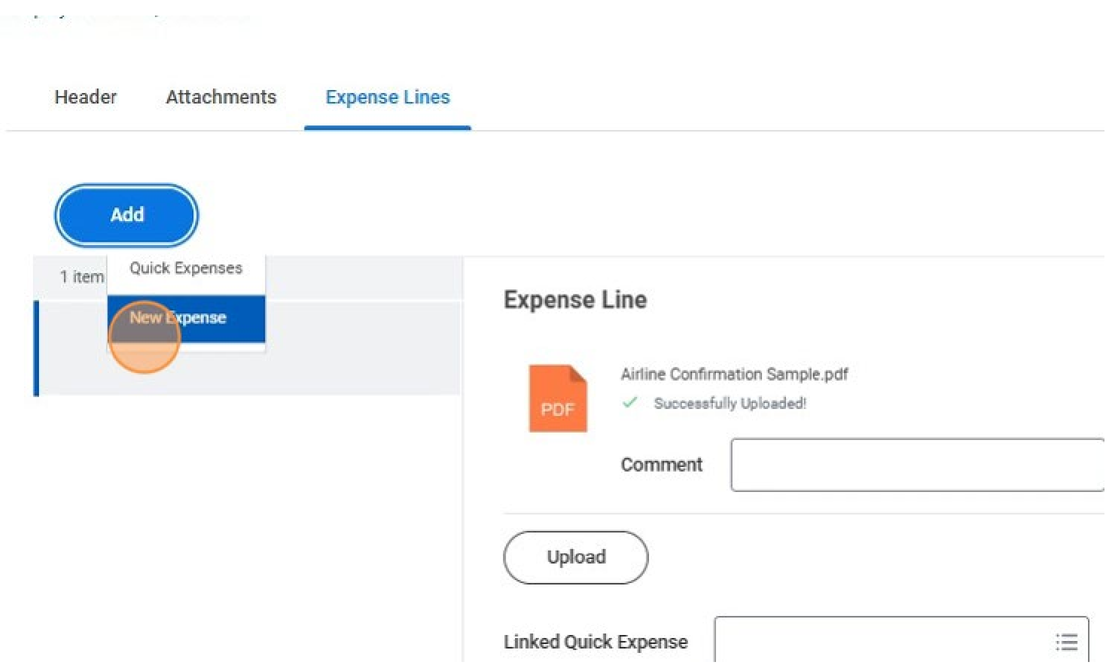


Expense Report: Continued

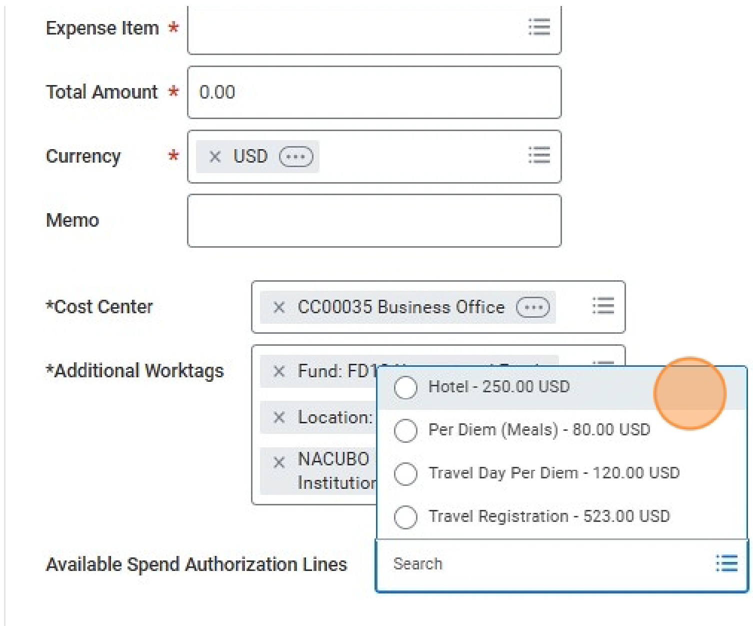
21. Click "Add" to continue entering expenses from the Spend Authorization.



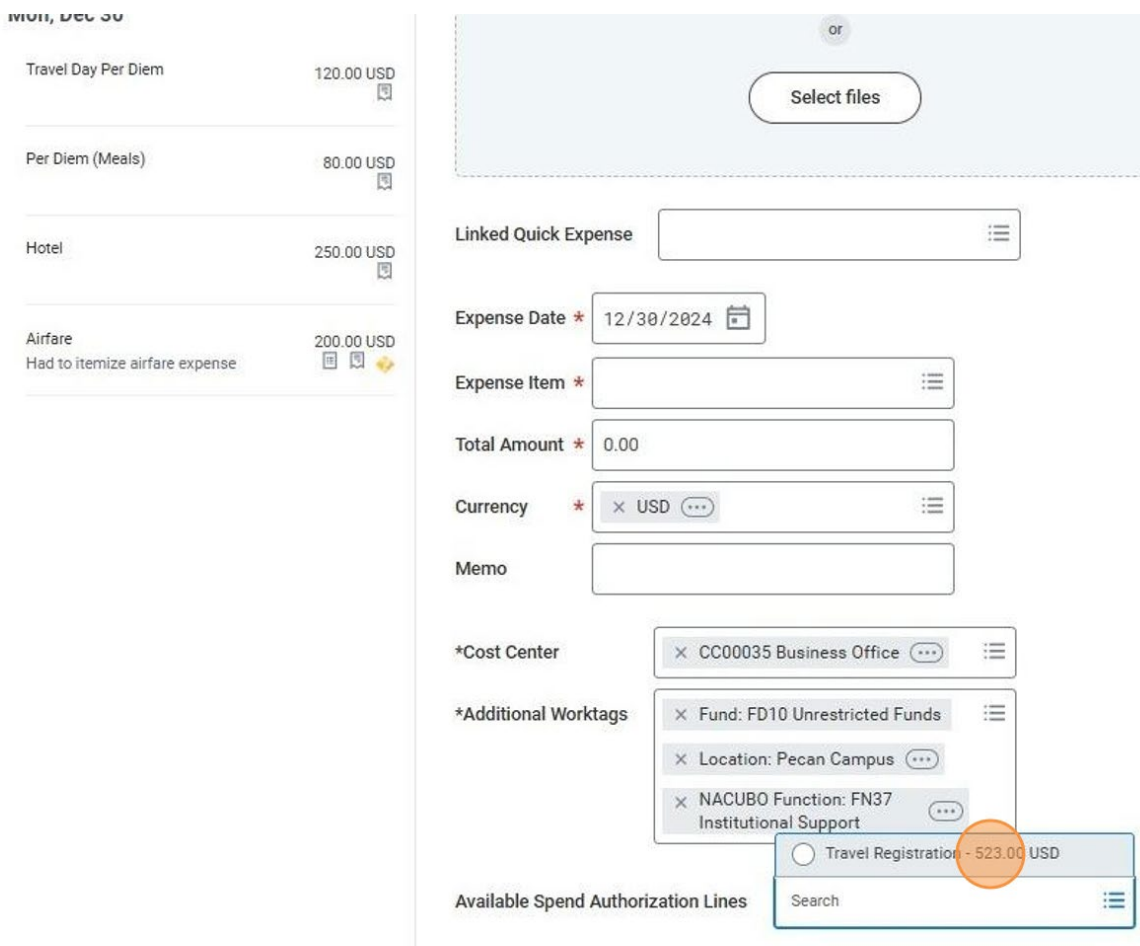
22. Click "New Expense"



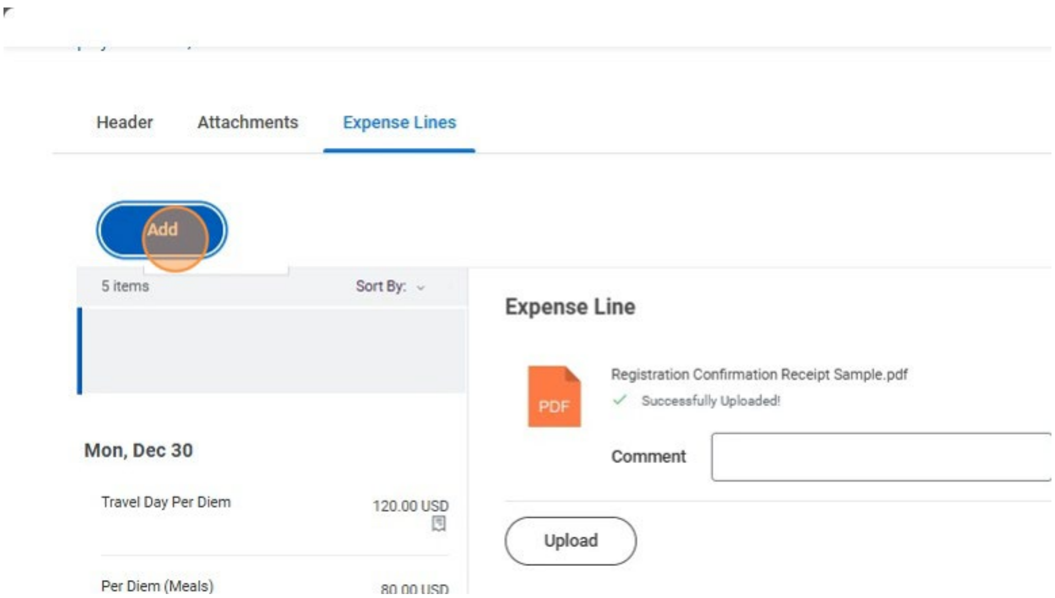
23. Notice how the "Available Spend Authorization Lines" no longer has Airfare since it has already been added to the expense report. Proceed to add each expense item and enter required details.



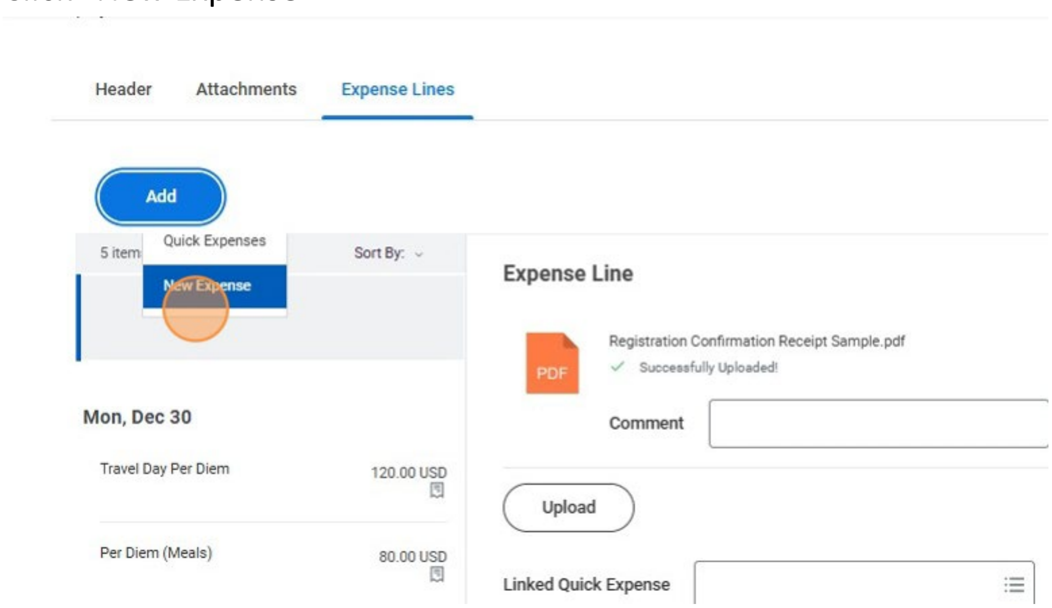
24. Notice, Available Spend Authorization Lines: "Travel Registration" is the last expense item from my Spend Authorization. If you look to the left, you will see the expense items that have been added.



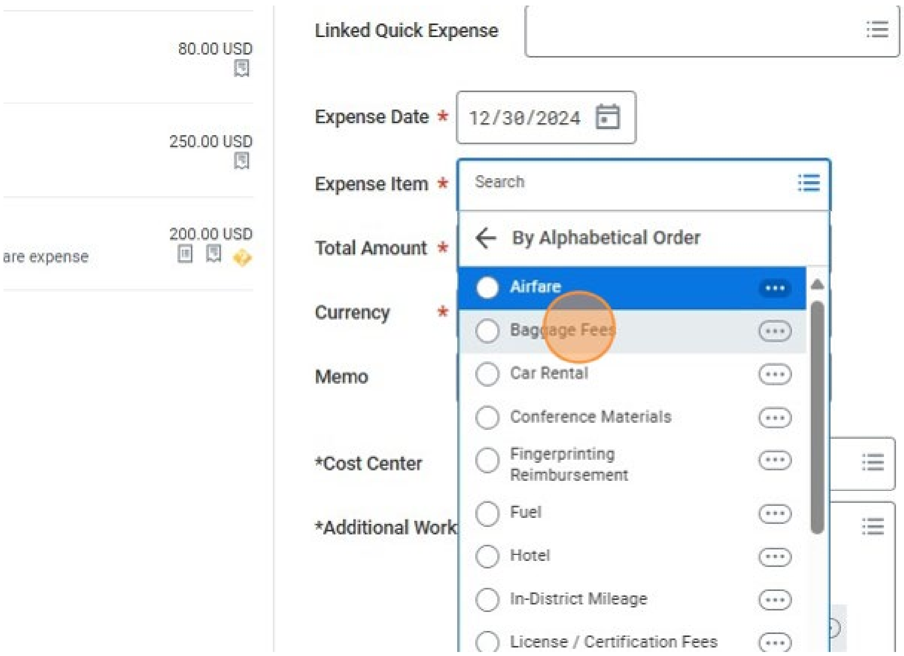
25. Click "Add" to continue entering new expenses incurred with your travel.
    Ex: Baggage Fees $25.00 and Ground Travel $50.00



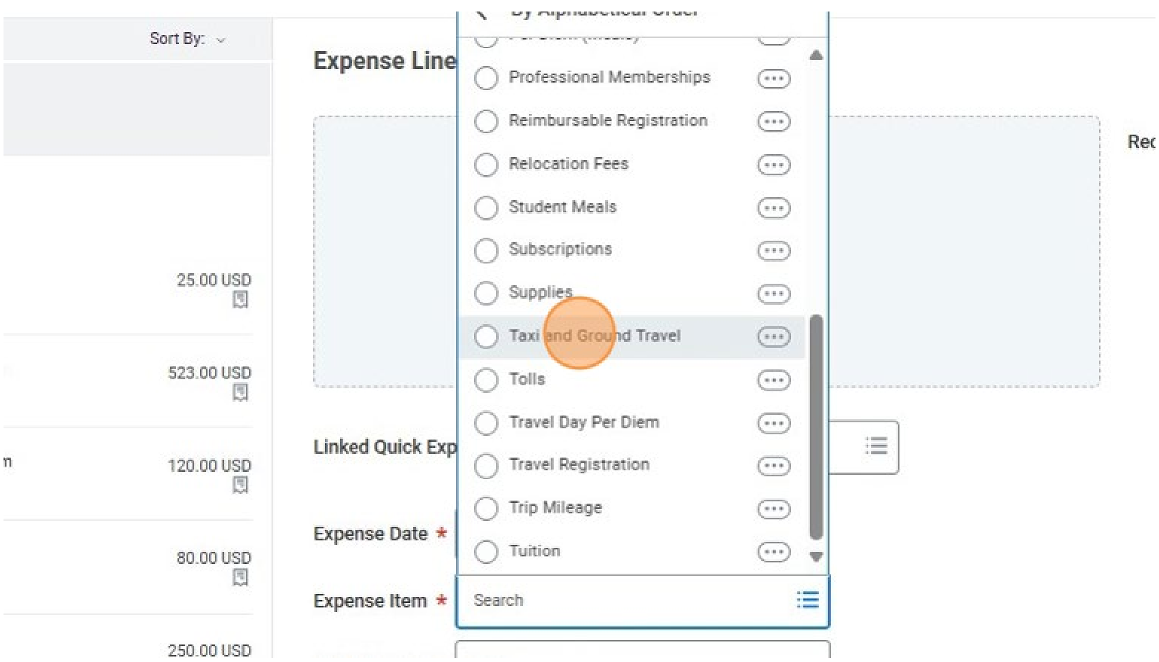
26. Click "New Expense"



27.Click "Baggage Fees"

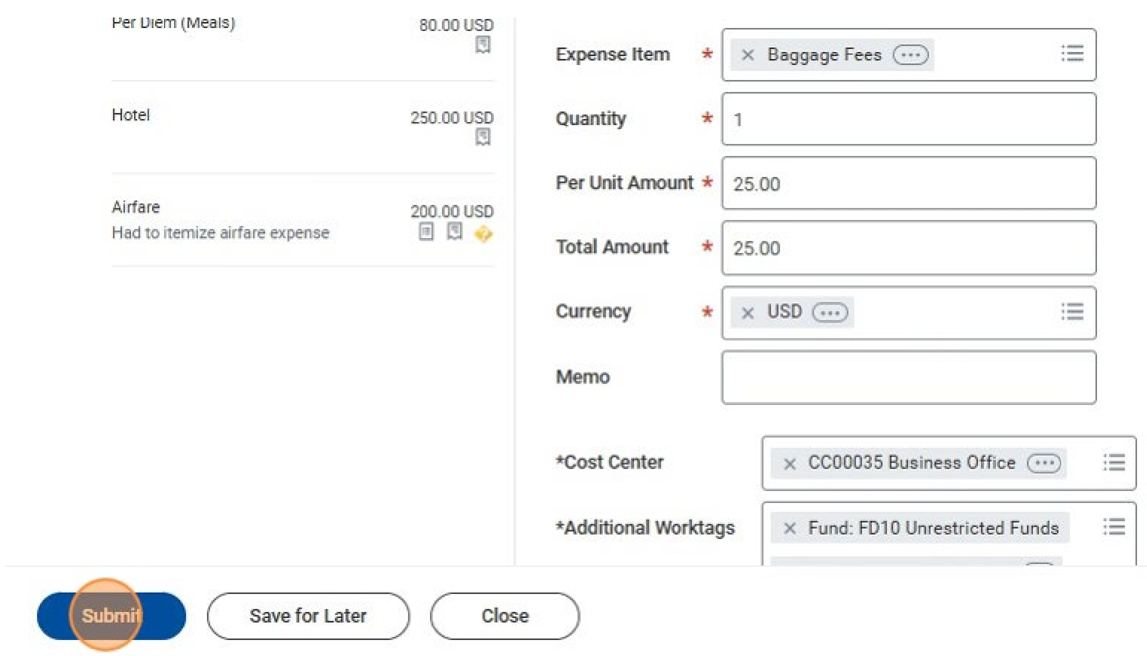


28.Click "Taxi and Ground Travel"



As you enter all your expenses, you can see your reimbursement total at the top of the report. Please note that the cash advance you received is applied to your expense report.
Example, total expense report is $1,248.00
Subtract the cash advance and personal expense
My Total Reimbursement is $275.00 (Baggage Fees $25 + Ground Travel $50+ Per Diem Meals $ 80 and Travel Per Diem $120)

29.One you have entered all your expenses, Click "Submit"



30. Your Expense Report is now complete and has been submitted.