

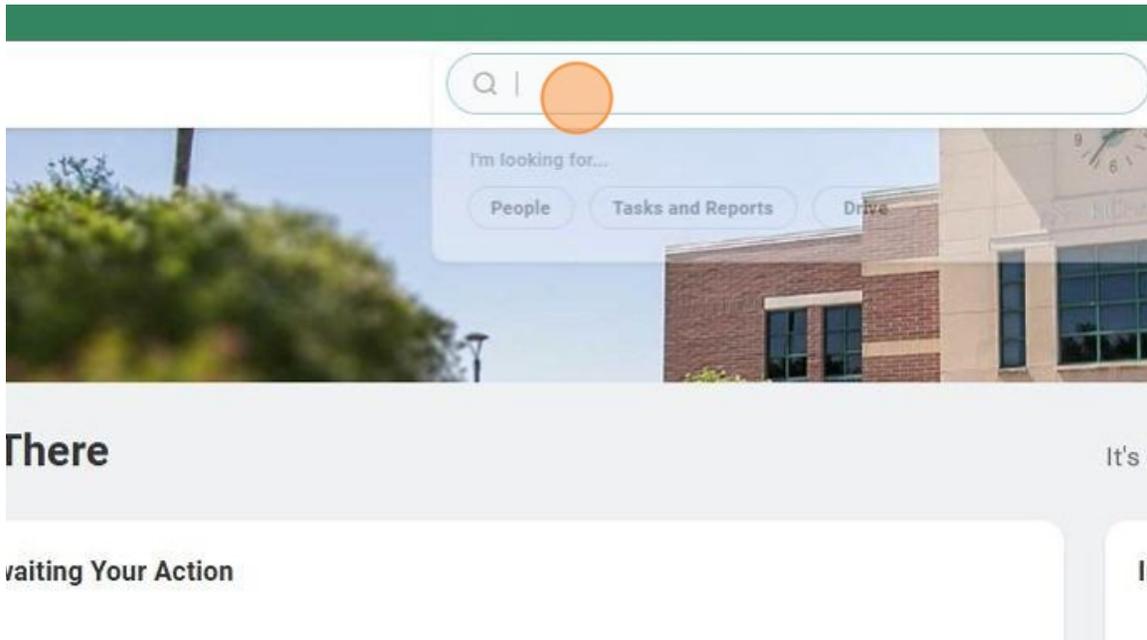
Expenses:

Create an Expense Report for Worker

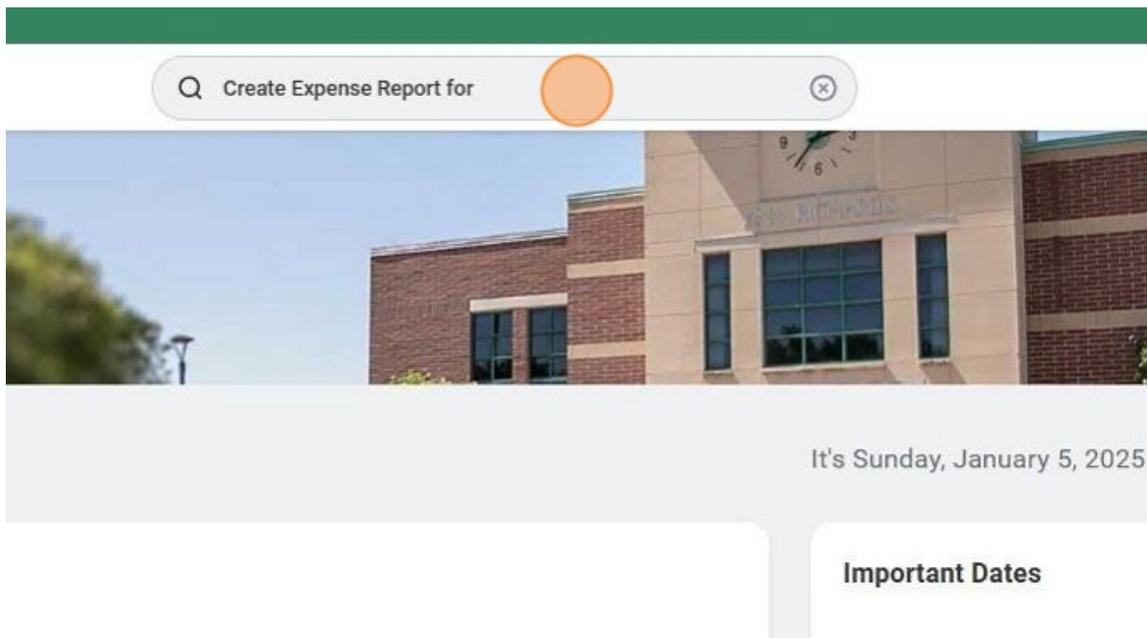
## Welcome to Workday!

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

1. Click the "Search" field.



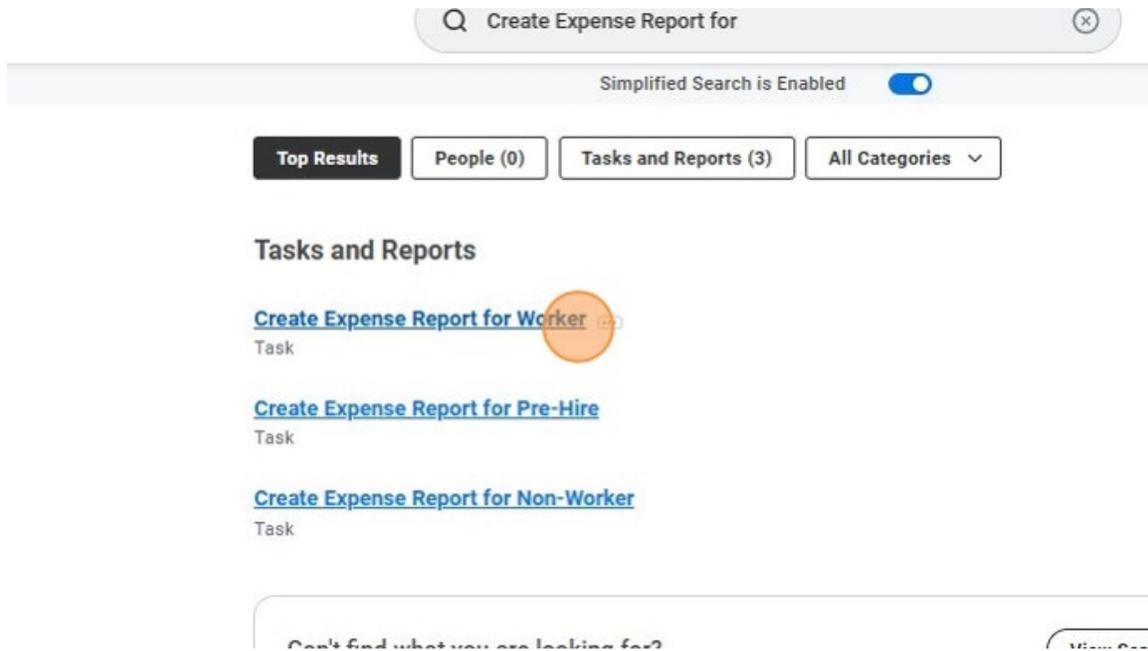
2. Type "Create Expense Report for" and enter.



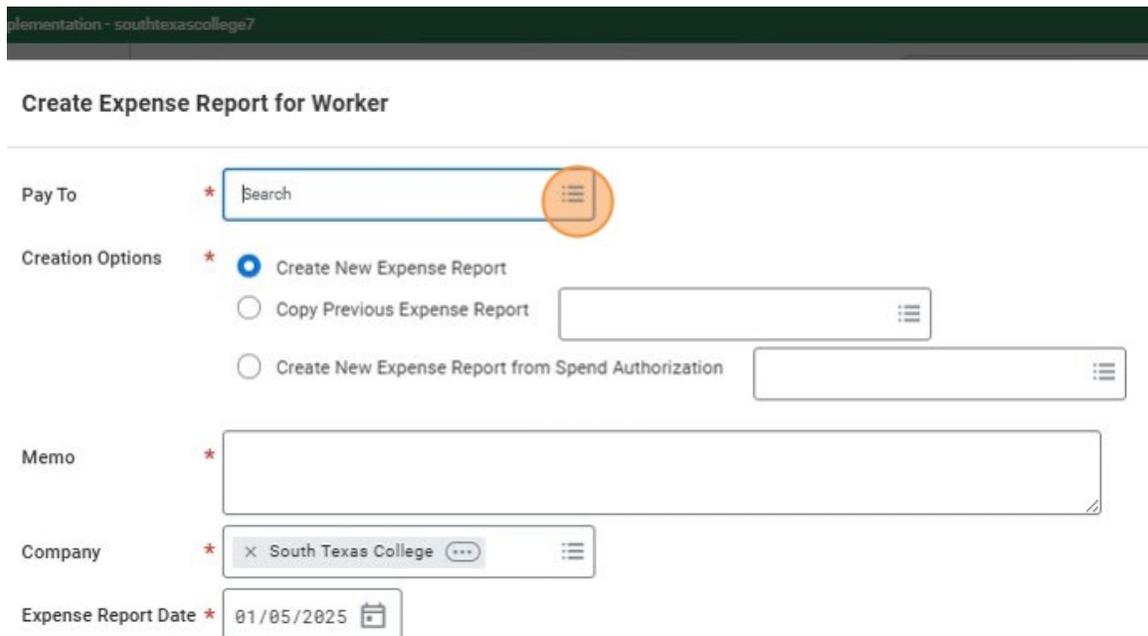
**Expenses:**

Create an Expense Report for Worker

3. Notice the tasks and reports that have been displayed. Click "Create Expense Report for Worker"



4. Click "Pay To" and enter the name of the Traveler.  
Please note that you can only create an expense report for someone in your own cost center.



- 5. 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.

### Expense Report Information

Expense Report For \* Employee: Balboa, Samantha

Creation Options \*

- Create New Expense Report
- Copy Previous Expense Report
- Create New Expense Report from Spend Authorization

Name \*

Company \*

Expense Report Date \*

Business Purpose

### Instructions

**Expense Report Instruc**

- Travel
- The Business Of
  - Clearly i
  - Is consi
- Expense reports

*Please view the Employ have any questions or c*

- Other work-relati
- Employee Reimb

Approvals for non-trave Supervisor, Financial M: The following are not re

- Texas State sales
- Tips
- Non-STC related

Exceptions for Non-Trav Management

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

Create New Expense Report from Spend Authorization

12/30/2024

FirstInitial\_LastName\_City,St

ate\_Dates 1,100.27 USD

Expense Report for Spend Authorization

Name \*

Company \* South Texas College

Expense Report Date \*

Business Purpose

Center \*

Additional Worktags \*

*Please view the Employee have any questions or con*

- Other work-related
- Employee Reimburs

Approvals for non-travel-re Supervisor, Financial Man: The following are not reim

- Texas State sales te
- Tips
- Non-STC related exp

Exceptions for Non-Travel Management.

- Relocation

- Prospectiv interview pur
- Following t
- penses. All
- process th

**See Board Approved Direc quired to receive payroll a electronically**

- 7. 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 begin adding expenses. You can select if applicable.

Cost Center \*

Additional Worktags \*

*See Board App required to receive electronically.  
If you have any*

### Quick Expenses

Select All

2 items

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo
<input type="checkbox"/>	Q	08/19/2024	Hotel	Embassy Suites	

- 8. Select OK to continue

### Quick Expenses

Select All

2 items

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo
<input type="checkbox"/>	Q	08/19/2024	Hotel	Embassy Suites	
<input type="checkbox"/>	Q	10/29/2024	Hotel		

Expenses:

Create an Expense Report for Worker

- 9. 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.

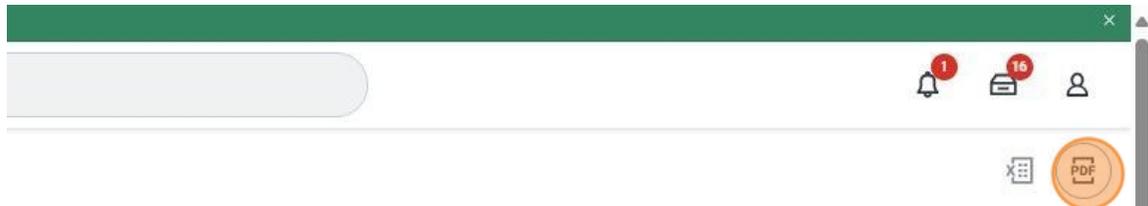
Employee	Status	Personal	Cash Advance Applied	Reimbursement	Total
Boa, Samantha	Draft	0.00 USD	0.00 USD	0.00 USD	0.00 USD

Attachments Expense Lines

Expense report to review any errors before you submit.

Authorization	<a href="#">12/30/2024 FirstInitial_LastName_City,State_Dates</a> 1,100.27 USD <span>⋮</span>
Expense Report	No
Report Number	10000179
	<a href="#">FirstInitial_LastName_City,State_Dates</a>
	<a href="#">South Texas College</a>
Report Date	12/30/2024
Purpose	<a href="#">In State Travel</a>

- 10. You can download as PDF and save to your files.



Spent	Spend Authorization Remaining Balance	Spend Authorization Total
	1,100.27 USD	1,100.27 USD

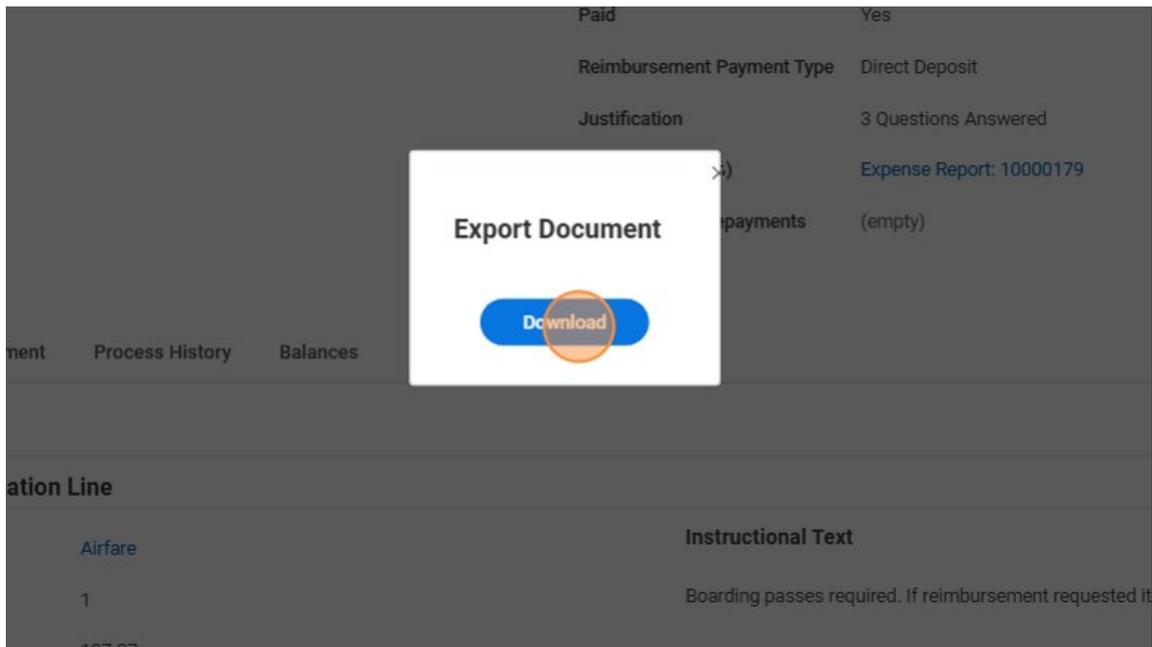
▼ Spend Authorization Details

Paid	Yes
Reimbursement Payment Type	Direct Deposit
Justification	3 Questions Answered
Expense Report(s)	<a href="#">Expense Report: 10000179</a>

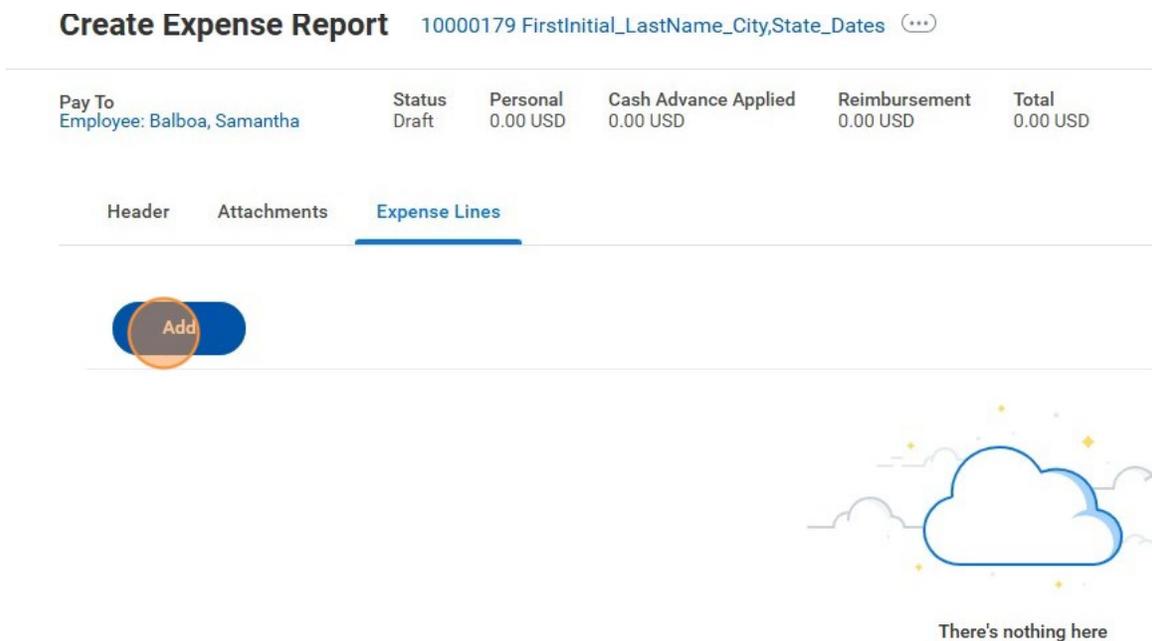
**Expenses:**

Create an Expense Report for Worker

11. Click "Download"



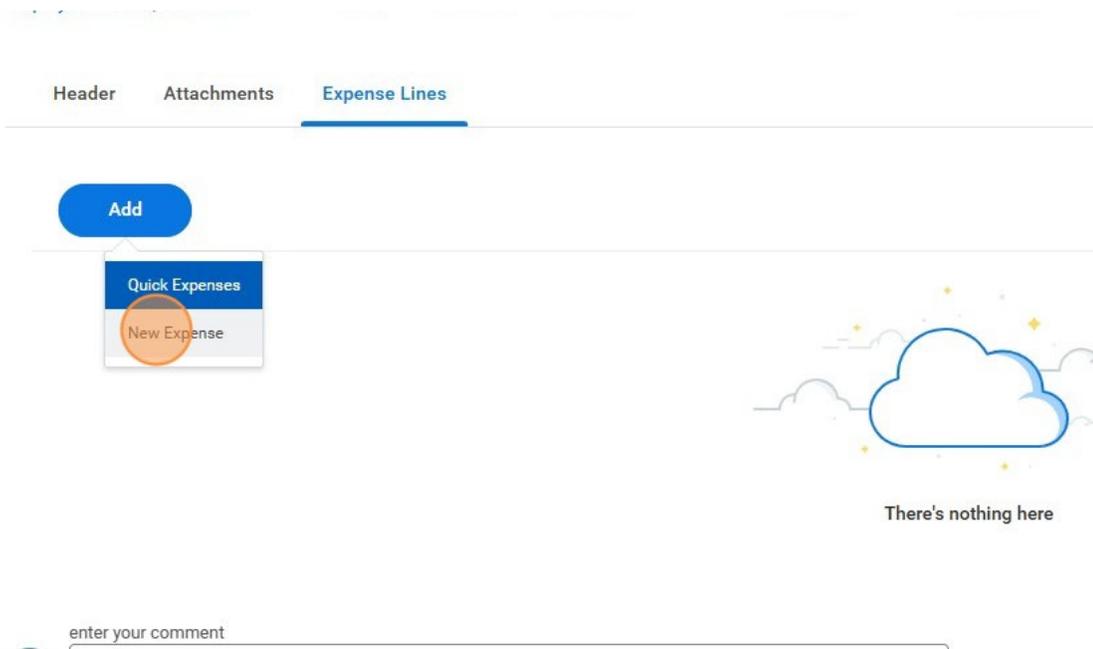
12. The Expense Line tab now displays. Select the "Add" to begin adding your expenses.



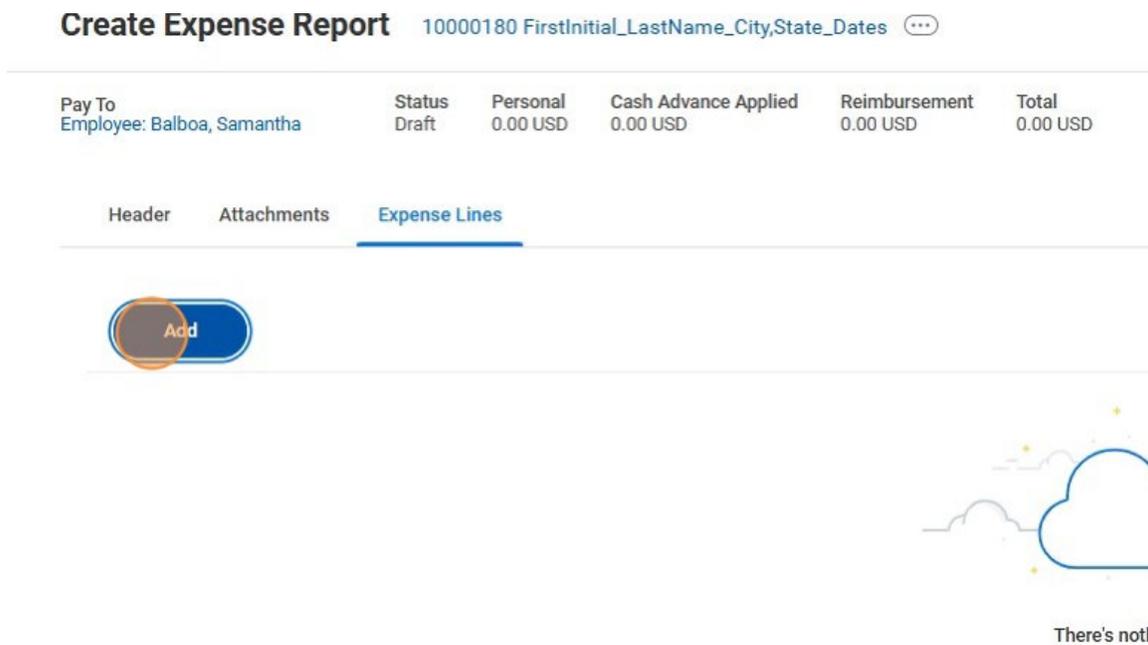
Expenses:

Create an Expense Report for Worker

13. Click "New Expense"



14. Click "Add"



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

Expense Date \* 12/30/2024

Expense Item \*

Total Amount \* 0.00

Currency \* x USD

Memo

\*Cost Center x CC00035 Business Office

\*Additional Worktags x Fund: FD10 Unrestricted Funds  
x Location: Pecan Campus  
x NACUBO Function: FN37 Institutional Support

Available Spend Authorization Lines

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

Expense Item \*

Total Amount \* 0.00

Currency \* x USD

Memo

\*Cost Center x CC00035 Business Office

\*Additional Worktags x Fund: FD10 Unrestricted Funds  
x Location: Pecan Campus  
x NACUBO Function: FN37 Institutional Support

Available Spend Authorization Lines

- Airfare - 127.27 USD
- Hotel - 250.00 USD
- Per Diem (Meals) - 80.00 USD
- Travel Day Per Diem - 120.00 USD
- Travel Registration - 523.00 USD

Search

**Expenses:**

Create an Expense Report for Worker

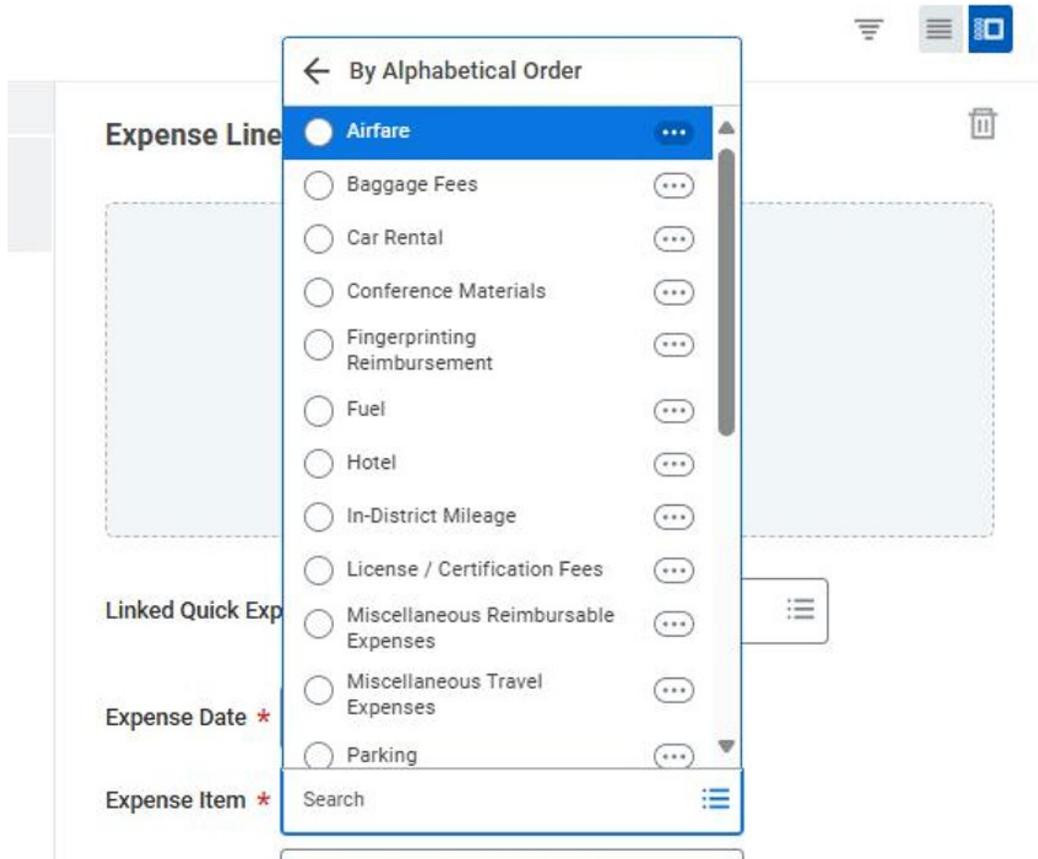
17. Click the "Expense Item" field.

The screenshot shows a form for creating an expense report. At the top, there is a "Select files" button. Below it are several fields: "Linked Quick Expense" (empty), "Expense Date" (12/30/2024), "Expense Item" (with a search bar and a dropdown menu open), "Total Amount" (empty), "Currency" (empty), "Memo" (empty), and "\*Cost Center" (empty). The "Expense Item" dropdown menu is highlighted with a blue border and contains a search bar and several options. An orange circle highlights the search bar in the dropdown menu.

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

The screenshot shows a "Spend Authorization Line" form. The "Expense Item" field is highlighted with a blue border and has a dropdown menu open. The dropdown menu contains a search bar and four options: "By Expense Item Group", "By Spend Category", "By Alphabetical Order", and "Create Expense Item". The "By Alphabetical Order" option is highlighted with a grey background. The other fields in the form are "Quantity", "Per Unit Amount", and "Total Amount", all of which are empty.

19. Select "Airfare"



20. You will need to rekey item details.

Airfare: Departure Date and Time, Arrival Date and Time, Total Amount

**Instructions**

Boarding passes required. If reimbursement req

**Item Details**

Departure Date \* MM/DD/YYYY 

Departure Time \*

Arrival Date \* MM/DD/YYYY 

Arrival Time \*

**Itemization**

Linked Quick Expense

Expense Date \* 12/30/2024 

Expense Item \* x Airfare 

Total Amount \* 0.00

Currency \* x USD 

Memo

\*Cost Center x CC00035 Business Office 

\*Additional Worktags x Fund: FD10 Unrestricted Funds 

x Location: Penn Campus 

**Expenses:**

Create an Expense Report for Worker

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

The screenshot displays the 'Create an Expense Report for Worker' interface. At the top, there is a header with 'Expenses:' and 'Create an Expense Report for Worker'. Below this, a numbered instruction (21) states: 'Required documentation will need to be uploaded for each expense line. Click "Select files" or "Drop Files"'. The main form area is divided into two columns. The left column contains several input fields: 'Linked Quick Expense' (empty), 'Expense Date \*' (12/30/2024 with a calendar icon), 'Expense Item \*' (Airfare with a dropdown arrow), and 'Total Amount \*' (127.27). The right column is partially visible, showing labels for 'Instructi', 'Boarding pa', 'Item Det', 'Departure D', 'Departure Ti', 'Arrival Date', 'Arrival Time', and 'Itemizat'. A large dashed box highlights the file upload area, which includes an orange circle with the text 'Drop files here', the word 'or', and a 'Select files' button.

### 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).

Linked Quick Expense

Expense Date \* 12/30/2024

Expense Item \*

Total Amount \* 200.00

Currency \*

Memo

Click "Add"

Arrival Date \* 01/01/2025

Arrival Time \* 05:00 PM

### Itemization

Use the button below only if your company's expense policy requires itemiz:

Receipt Included

0035 Business Office

FD10 Unrestricted Funds

Location: Pecan Campus

UBO Function: FN37

tutional Support

**Expenses:**

Create an Expense Report for Worker

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

Ex: \$127.27

The screenshot shows a form for creating an expense report. The fields are as follows:

- Remaining: 200.00/200.00 USD
- Expense Date: 12/30/2024 (with a calendar icon)
- Expense Item: Airfare (with a dropdown menu icon)
- Total Amount: 0.00 (highlighted with an orange circle)
- Memo: (empty text field)
- \*Cost Center: CC00035 Business Office (with a dropdown menu icon)
- \*Additional Worktags: Fund: FD10 Unrestricted Funds, Location: Pecan Campus, NACUBO Function: FN37 Institutional Support (with a dropdown menu icon)
- Departure Date: (with a red asterisk)
- Departure Time: (with a red asterisk)
- Arrival Date: (with a red asterisk)
- Arrival Time: (with a red asterisk)

Click "Add" to add the remaining expense.

The screenshot shows the bottom portion of the expense report form. The fields are as follows:

- \*Additional Worktags: Location: Pecan Campus, NACUBO Function: FN37 Institutional Support (with a dropdown menu icon)
- Personal Expense:
- Buttons: Add (highlighted with an orange circle), Done
- Available Spend Authorization Lines: Airfare - 127.27 USD

Expenses:

Create an Expense Report for Worker

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

Ex: \$72.73

Personal Expense

---

Remaining 72.73/200.00 USD

Expense Date \* 12/30/2024

Expense Item \* x Airfare

Total Amount \* 0.00

Memo

\*Cost Center x CC00035 Business Office

\*Additional Worktags x Fund: FD10 Unrestricted Funds   
x Location: Pecan Campus

Departure Date \* 12/30/2024

Departure Time \* 05:00

Arrival Date \* 01/01/2025

Arrival Time \* 05:00

Click "Personal Expense"

\*Cost Center x CC00035 Business Office

\*Additional Worktags x Fund: FD10 Unrestricted Funds   
x Location: Pecan Campus   
x NACUBO Function: FN37 Institutional Support

Personal Expense

Add

Done

Submit Save for Later

Expenses:

Create an Expense Report for Worker

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

Remaining 0.00/200.00 USD

Expense Date \* 12/30/2024

Expense Item \* Airfare

Total Amount \* 72.73

Memo Wifi and meals

\*Cost Center CC00035 Business Office

\*Additional Worktags

- Fund: FD10 Unrestricted Funds
- Location: Pecan Campus
- NACUBO Function: FN37 Institutional Support

Departure Date \* 12/30/2024

Departure Time \* 05:00 AM

Arrival Date \* 01/01/2025

Arrival Time \* 05:00 PM

Personal Expense

Click "Done"

Expense Item \* Airfare

Total Amount \* 72.73

Memo Wifi and meals

\*Cost Center CC00035 Business Office

\*Additional Worktags

- Fund: FD10 Unrestricted Funds
- Location: Pecan Campus
- NACUBO Function: FN37 Institutional Support

Personal Expense

Done

Submit Save for Later

Arrival Date

Arrival Time

**Expenses:**

Create an Expense Report for Worker

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.

Expense Item \*

Total Amount \*

Currency \*

Memo

\*Cost Center (empty)

\*Additional Worktags (empty)

Available Spend Authorization Lines

Click the "Memo" field.

Expense Date \*

Expense Item \*

Total Amount \*

Currency \*

Memo

\*Cost Center (empty)

\*Additional Worktags (empty)

Available Spend Authorization Lines

Arrival Date \*

Arrival Time \*

**Itemization**

Remaining Amount to Itemize

Airfare  
Mon, Dec 30, 2024

Airfare  
Mon, Dec 30, 2024

Expenses:

Create an Expense Report for Worker

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

**Create Expense Report** 10000180 FirstInitial\_LastName\_City,State\_Dates ⋮

Pay To Employee: Balboa, Samantha      Status Draft      Personal 0.00 USD      Cash Advance Applied 0.00 USD      Reimbursement 0.00 USD      Total 0.00 USD

Header    Attachments    **Expense Lines**



1 item

**Expense Line**



Airline Confirmation Sample.pdf

✓ Successfully Uploaded!

Comment

23. Click "New Expense"

Header    Attachments    **Expense Lines**



1 item

Quick Expenses

New Expense



**Expense Line**



Airline Confirmation Sample.pdf

✓ Successfully Uploaded!

Comment



Linked Quick Expense

24. 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 entering required details.

The screenshot shows a form for creating an expense report. The fields are: Expense Item (empty), Total Amount (0.00), Currency (USD), Memo (empty), \*Cost Center (CC00035 Business Office), \*Additional Worktags (Fund: FD10 Unrestricted Funds, Location: Pecan Campus, NACUBO Institutional Support: FN37), and Available Spend Authorization Lines. A dropdown menu is open for the Available Spend Authorization Lines field, showing a search bar and a list of items: Hotel - 250.00 USD, Per Diem (Meals) - 80.00 USD, Travel Day Per Diem - 120.00 USD, and Travel Registration - 523.00 USD. An orange circle highlights the Travel Registration item.

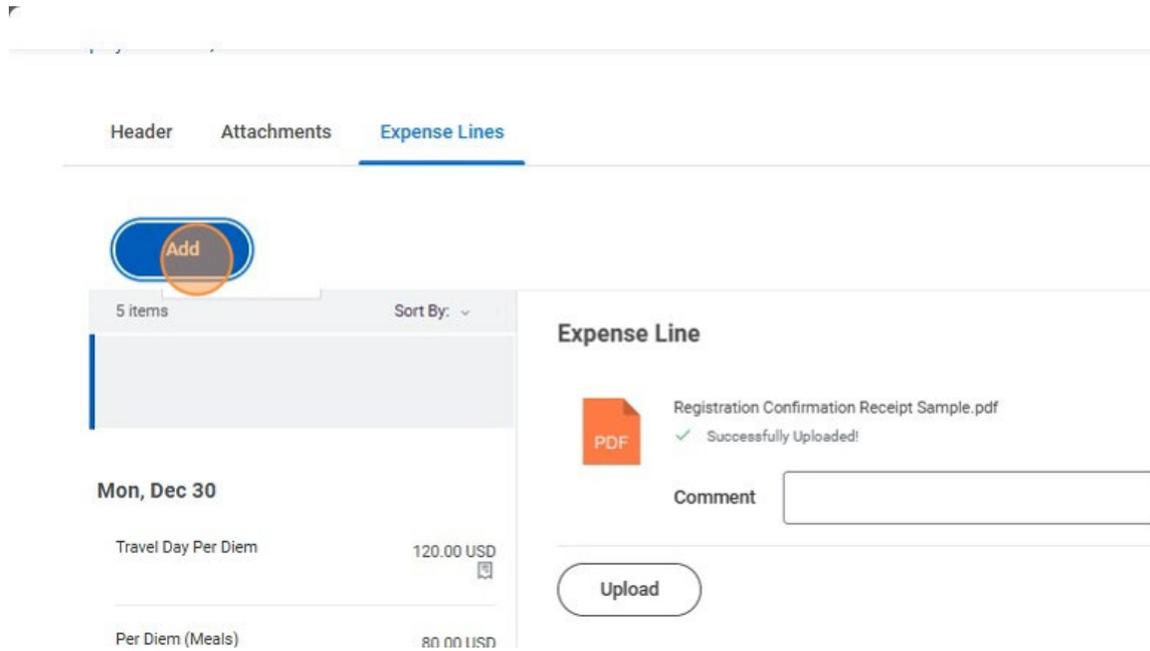
25. Notice, Available Spend Authorization Lines: "Travel Registration" is the last expense item from my Spend Authorization. If you look to the left, you will see the expense items that have been added.

The screenshot shows the same form as in the previous image, but with the Available Spend Authorization Lines dropdown menu open and 'Travel Registration - 523.00 USD' selected. An orange circle highlights this item. The other fields remain the same.

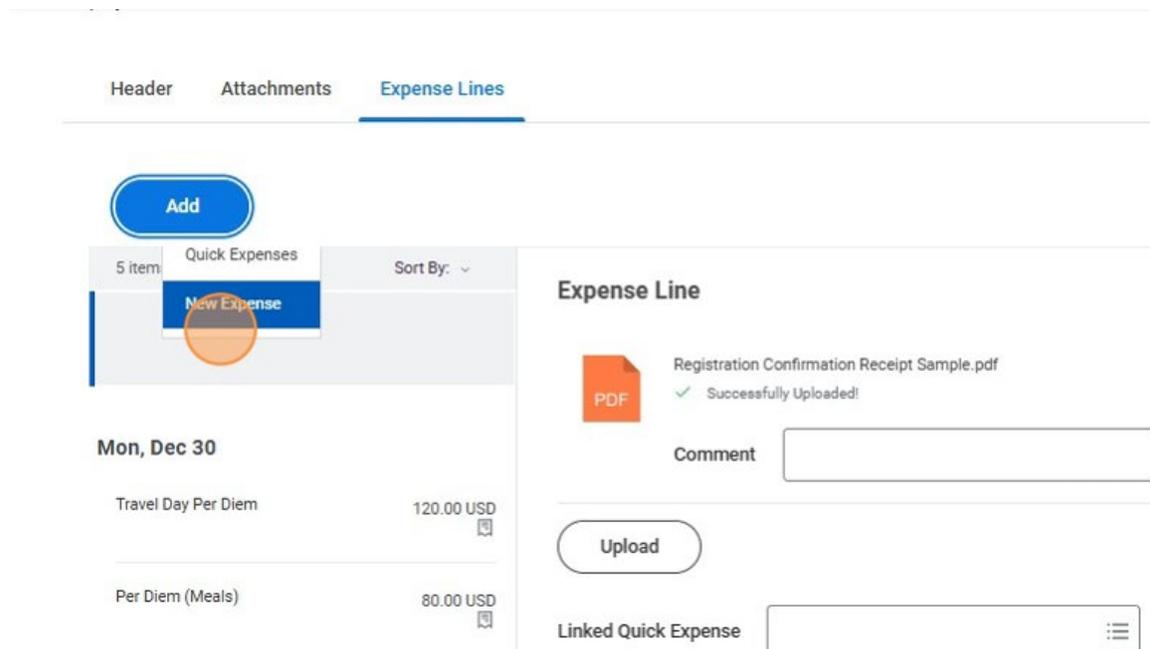
Expenses:

Create an Expense Report for Worker

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



- 27. Click "New Expense"



Expenses:

Create an Expense Report for Worker

28. Click "Baggage Fees"

The screenshot shows a form for creating an expense report. On the left, there are three rows of expense amounts: 80.00 USD, 250.00 USD, and 200.00 USD. The main form fields include: 'Linked Quick Expense' (empty), 'Expense Date' (12/30/2024), 'Expense Item' (dropdown menu), 'Total Amount' (← By Alphabetical Order), 'Currency' (dropdown menu), 'Memo' (empty), '\*Cost Center' (dropdown menu), and '\*Additional Work' (dropdown menu). The 'Expense Item' dropdown menu is open, showing a list of categories: Airfare, Baggage Fees, Car Rental, Conference Materials, Fingerprinting Reimbursement, Fuel, Hotel, In-District Mileage, and License / Certification Fees. 'Baggage Fees' is highlighted with an orange circle.

29. Click "Taxi and Ground Travel"

The screenshot shows the same expense report form as above, but with the 'Expense Line' dropdown menu open. The 'Expense Line' dropdown menu is open, showing a list of categories: Professional Memberships, Reimbursable Registration, Relocation Fees, Student Meals, Subscriptions, Supplies, Taxi and Ground Travel, Tolls, Travel Day Per Diem, Travel Registration, Trip Mileage, and Tuition. 'Taxi and Ground Travel' is highlighted with an orange circle. The form also shows a 'Sort By' dropdown menu at the top left and a 'Rec' label on the right side.

**Expenses:**

Create an Expense Report for Worker

30. 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)

**Create Expense Report** 10000180 FirstInitial\_LastName\_City,State\_Dates ...

Pay To Employee: Balboa, Samantha	Status Draft	Personal 72.73 USD	Cash Advance Applied 900.27 USD	Reimbursement 275.00 USD	Total 1,248.00 USD
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31. Once you have entered all your expenses, Click "Submit"

Per Diem (Meals)	80.00 USD	Expense Item *	x Baggage Fees ...
Hotel	250.00 USD	Quantity *	1
Airfare	200.00 USD	Per Unit Amount *	25.00
Had to itemize airfare expense		Total Amount *	25.00
		Currency *	x USD ...
		Memo	
		*Cost Center	x CC00035 Business Office ...
		*Additional Worktags	x Fund: FD10 Unrestricted Funds ...

**Submit** Save for Later Close

Expenses:

Create an Expense Report for Worker

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

The screenshot displays a Workday interface. At the top, there is a search bar with a magnifying glass icon and the text 'Search'. Below this, a notification box is centered, titled 'You have submitted' with a close button (X) in the top right corner. The notification text reads: 'Up Next: Check Budget (Financial) for Expense Report - Batch/Job: Run Budget Check' followed by a blue link 'View Details'. Below the notification is an orange bar with a warning icon, the text 'Alerts: 1', and a 'View All' link with a dropdown arrow. To the right of the notification, a sidebar is partially visible with a blue header 'Cap' and a 'No' button. Below the notification, the 'Spend Authorization Details' section is visible, showing a table of details:

Paid	Yes
Reimbursement Payment Type	Direct Deposit
Justification	3 Questions Answered
Expense Report(s)	<a href="#">Expense Report: 10000179</a>

Other visible text includes 'Balance Outstanding' and 'Spend Authorization Total 1,100.27 USD'.