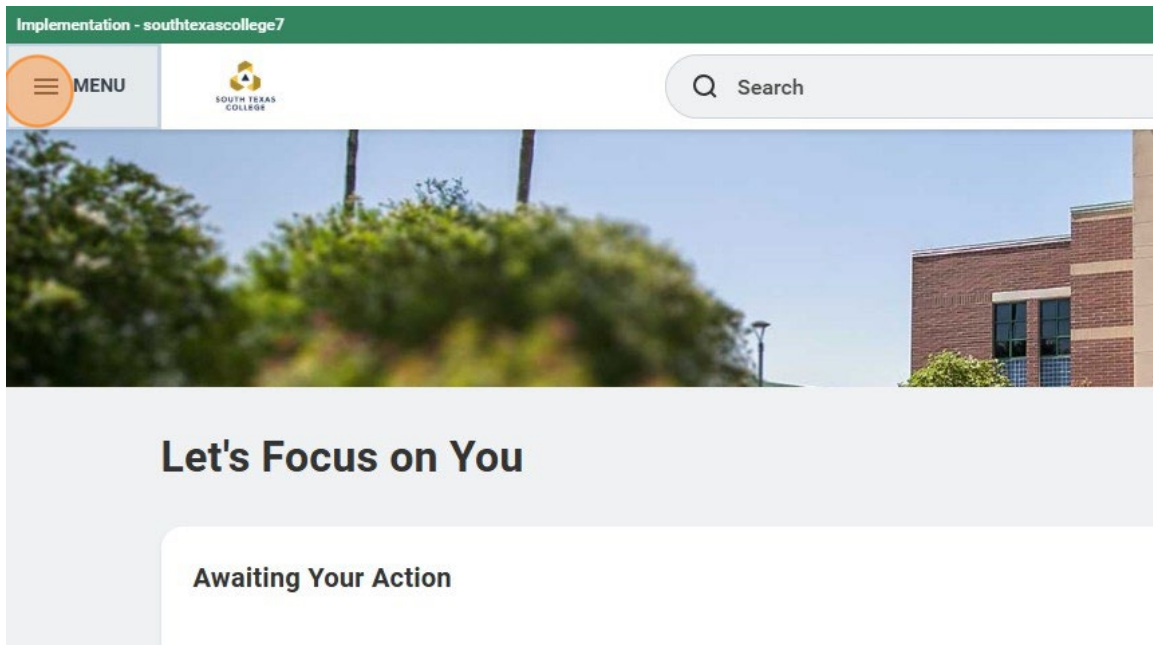


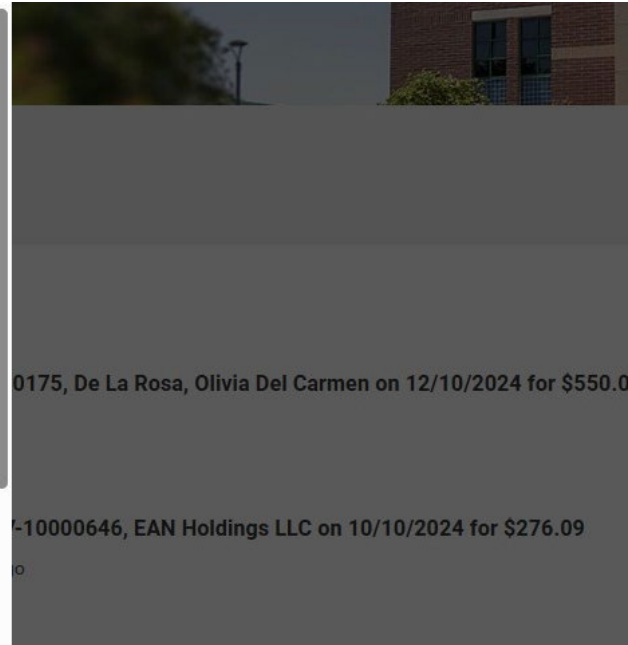
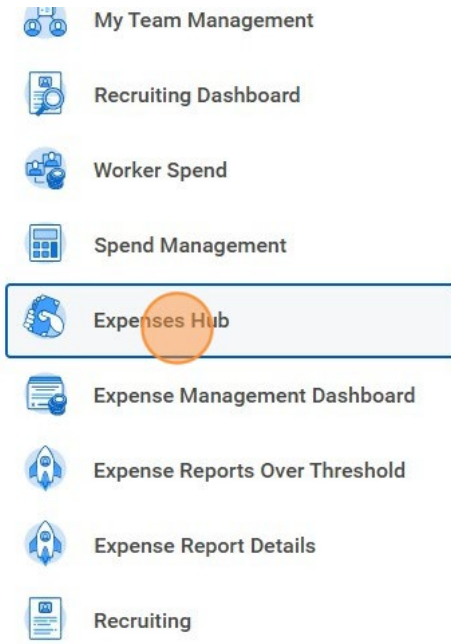
## Welcome to Workday!

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

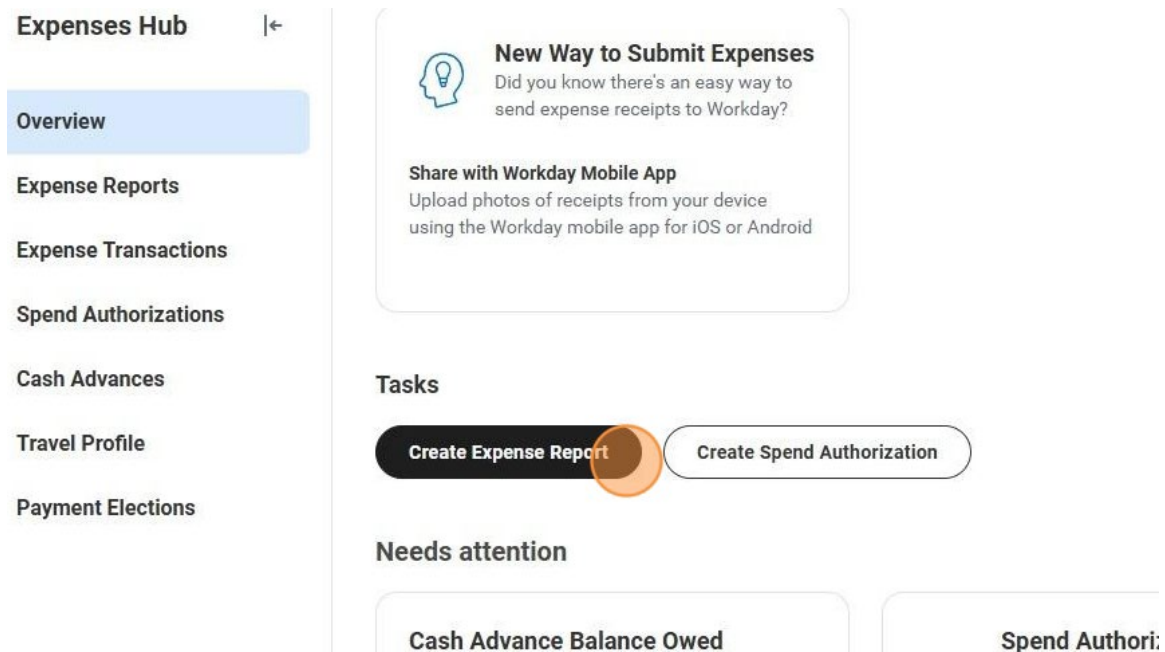
1. From the Home page, select the Global Navigation Menu button, then Expenses Hub.



2. Click "Expenses Hub"



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



Expenses:

Create an Expense Report

- 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

Amount \*

Company \*

Expense Report Date \*

Business Purpose

### Instructions

#### Expense Report Instructions

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

Please view the Employ  
have any questions or c

- Other work-relat
- 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

Expenses:

Create an Expense Report

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.

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

\* FirstInitial\_LastName\_City,State\_Dates

Company \* South Texas College

Expense Report Date \* 12/30/2024

Business Purpose \* In State Travel

Cost Center \* CC00035 Business Office

Additional Worktags \* Fund: FD10 Unrestricted Funds

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 ta
  - Tips
  - Non-STC related exp
- Relocation
  - Prospective interview pur
  - Following t penses. All process th

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

Expenses:

Create an Expense Report

- 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 begin adding expenses. You can select if applicable.

Cost Center \*

Additional Worktags \*

**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	

See Board App required to receive electronically.

If you have any

- 7. 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

- 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.


00a, Samantha	Status Draft	Personal 0.00 USD	Cash Advance Applied 0.00 USD	Reimbursement 0.00 USD	Total 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 (⋮)
Expense Report	No
Report Number	10000179
	FirstInitial_LastName_City,State_Dates
	South Texas College
Report Date	12/30/2024
Purpose	In State Travel

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



Spended	Spend Authorization Remaining Balance 1,100.27 USD	Spend Authorization Total 1,100.27 USD
---------	---	---

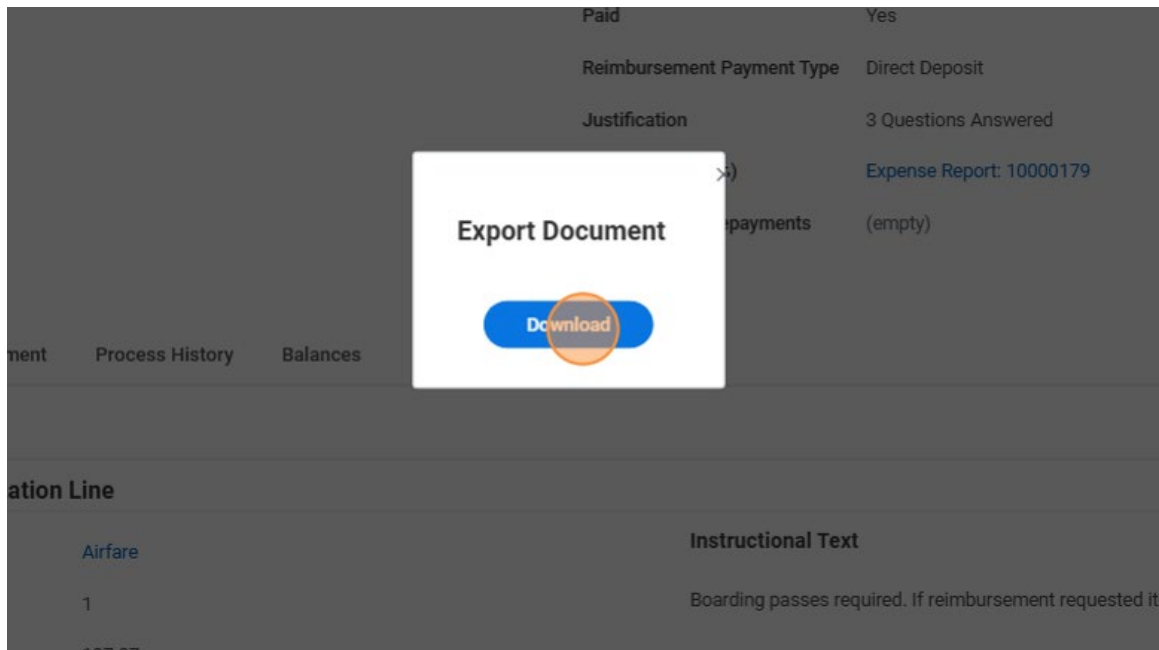
▼ Spend Authorization Details

Paid	Yes
Reimbursement Payment Type	Direct Deposit
Justification	3 Questions Answered
Expense Report(s)	Expense Report: 10000179
Cash Advance Repayments	(empty)

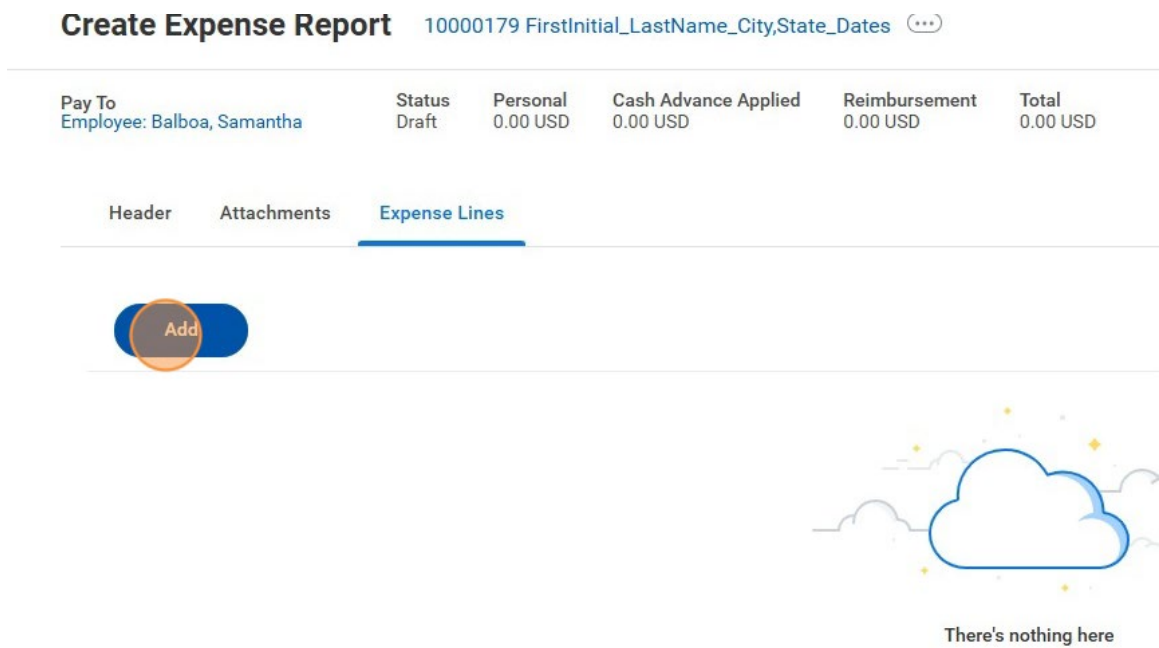
Expenses:

Create an Expense Report

10. Click "Download"



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



Expenses:

Create an Expense Report

## 12. Click "New Expense"

Header Attachments **Expense Lines**

Add

Quick Expenses  
New Expense

There's nothing here

enter your comment

## 13. Click "Add"

**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**

Add

There's not



Expenses:

Create an Expense Report

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

The screenshot shows a web form for creating an expense report. The form includes fields for 'Expense Item', 'Total Amount' (0.00), 'Currency' (USD), and 'Memo'. Below these are sections for '\*Cost Center' (CC00035 Business Office) and '\*Additional Worktags' (Fund: FDT, Location, NACUBO Institution). A dropdown menu titled 'Available Spend Authorization Lines' is open, showing a search bar and a list of options: Airfare - 117.27 USD, Hotel - 250.00 USD, Per Diem (Meals) - 80.00 USD, Travel Day Per Diem - 120.00 USD, and Travel Registration - 523.00 USD. The 'Airfare' option is highlighted with an orange circle.

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

Example: Airfare

This screenshot is identical to the previous one, showing the same expense report form. The 'Available Spend Authorization Lines' dropdown menu is open, and the 'Airfare - 117.27 USD' option is now highlighted with an orange circle, indicating it is the selected item for which details will be entered.

Expenses:

Create an Expense Report

16. Click the "Expense Item" field.

The screenshot shows a form titled "Create an Expense Report". At the top, there is a "Select files" button. Below it, the form contains several fields: "Linked Quick Expense" (a dropdown menu), "Expense Date \*" (a date picker set to 12/30/2024), "Expense Item \*" (a search field with a magnifying glass icon, highlighted by an orange circle), "Total Amount \*" (a text input), "Currency \*" (a dropdown menu), "Memo" (a text area), and "\*Cost Center" (a dropdown menu). The "Expense Item" field is the focus of the instruction.

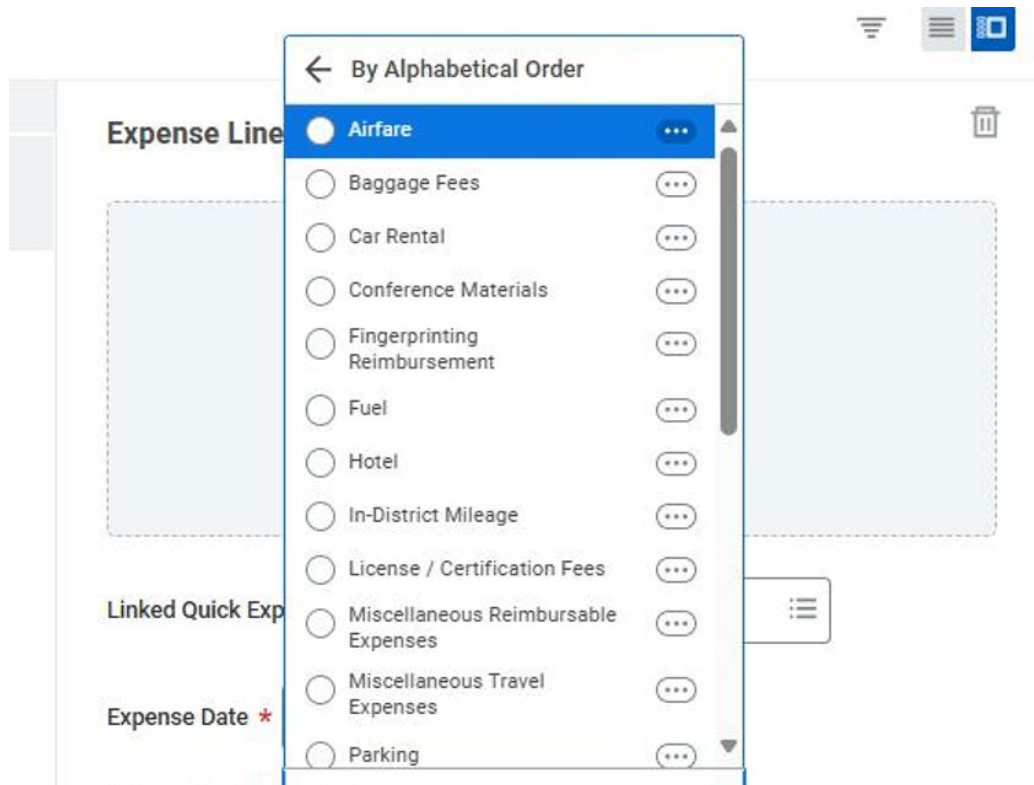
17. You can search by Expense Groups, Spend Categories, or Alphabetical Order

The screenshot shows a "Spend Authorization Line" form. The "Expense Item" field is highlighted with a blue box. The dropdown menu for "Expense Item" is open, showing the following options: "By Expense Item Group", "By Spend Category", "By Alphabetical Order" (which is highlighted in grey), and "Create Expense Item". The other fields in the form are "Quantity", "Per Unit Amount", and "Total Amount", each with a red asterisk indicating a required field.

Expenses:

Create an Expense Report

### 18. Select "Airfare"



Expenses:

Create an Expense Report


19. 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 

Expenses:

Create an Expense Report

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

The screenshot shows the 'Create an Expense Report' interface in Workday. The main content area is a light blue box with a dashed border, containing the text 'Drop files here' and a 'Select files' button. Below this box are several input fields: 'Linked Quick Expense' (empty), 'Expense Date' (12/30/2024), 'Expense Item' (Airfare), and 'Total Amount' (127.27). To the right of the main area is a sidebar with the following labels: 'Instructi', 'Boarding pa', 'Item Det', 'Departure D', 'Departure Ti', 'Arrival Date', 'Arrival Time', and 'Itemizat'.

### 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 \*

Expense Item \*

Total Amount \*

Currency \*

Memo

Expenses:

Create an Expense Report

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 itemization.

**Add**

Receipt Included

0035 Business Office

Fund: FD10 Unrestricted Funds

Location: Pecan Campus

UBO Function: FN37 Institutional Support

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

Ex: \$127.27

Remaining 200.00/200.00 USD

Expense Date \* 12/30/2024

Expense Item \* Airfare

Total Amount \* 0.00

Memo

\*Cost Center CC0035 Business Office

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

Departure Date \*

Departure Time \*

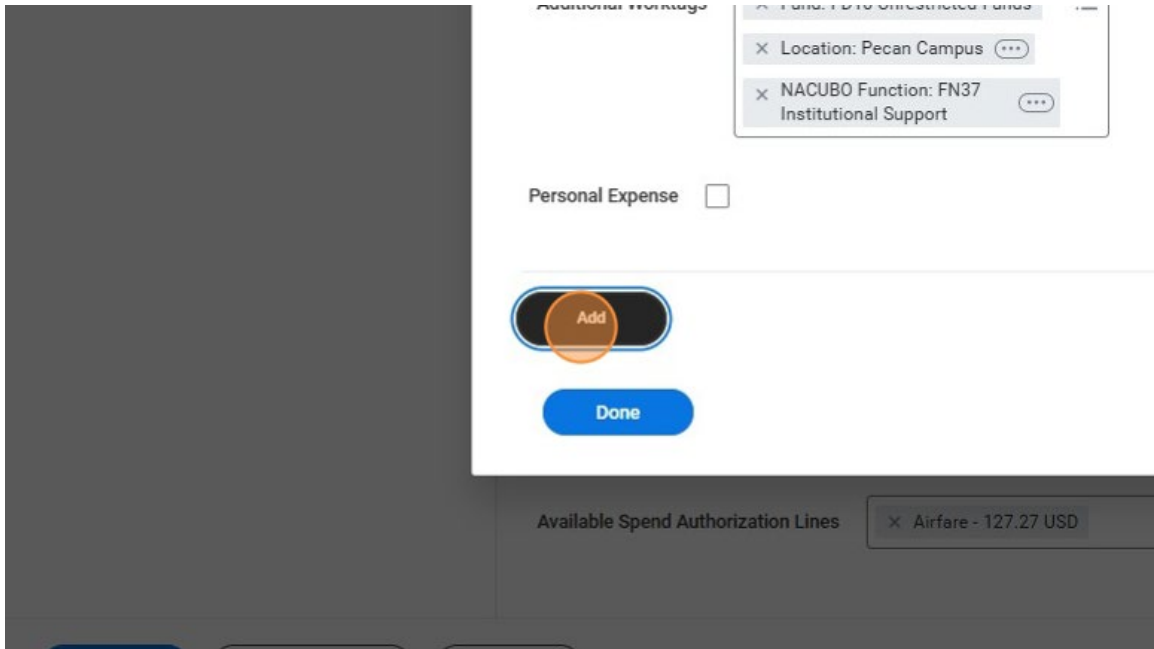
Arrival Date \*

Arrival Time \*

Expenses:

Create an Expense Report

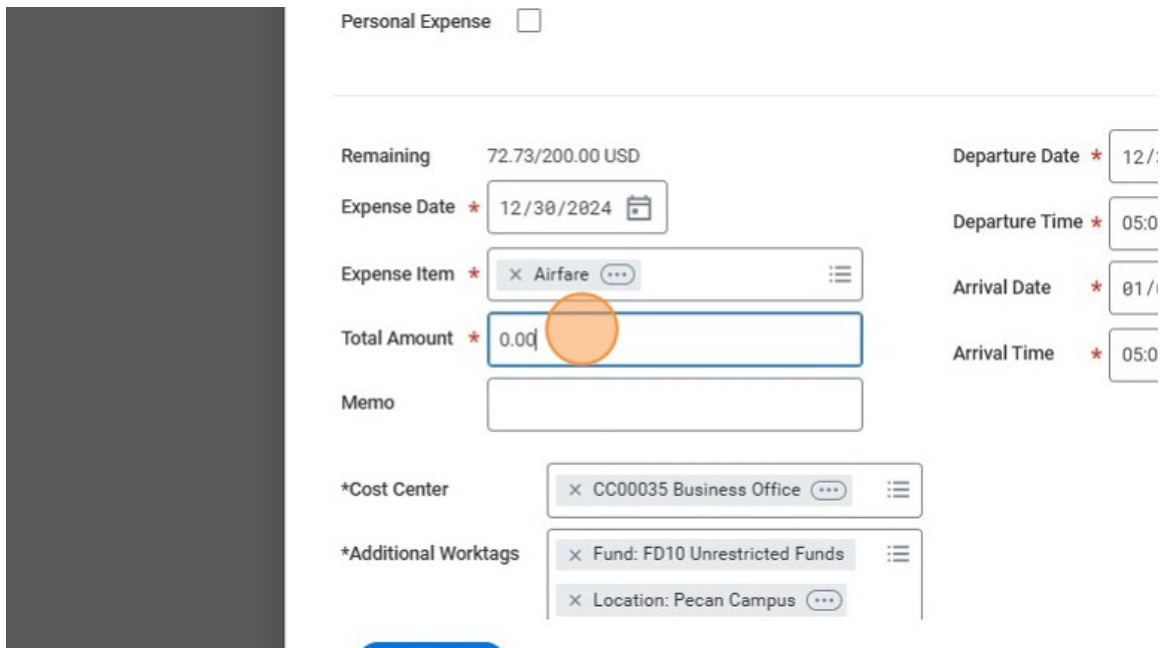
Click "Add" to add the remaining expense.



A screenshot of a software interface for creating an expense report. The interface is partially obscured by a dark grey rectangle on the left. On the right, there is a form with several sections. At the top, there is a dropdown menu for 'Fund: FD10 Unrestricted Funds' with two selected items: 'Location: Pecan Campus' and 'NACUBO Function: FN37 Institutional Support'. Below this is a checkbox for 'Personal Expense' which is currently unchecked. A large blue button labeled 'Add' is highlighted with an orange circle. Below the 'Add' button is a blue button labeled 'Done'. At the bottom of the form, there is a section for 'Available Spend Authorization Lines' with one line item: 'Airfare - 127.27 USD'.

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

Ex: \$72.73



A screenshot of the same software interface, showing the 'Total Amount' field highlighted with an orange circle. The 'Personal Expense' checkbox is now checked. The 'Remaining' field shows '72.73/200.00 USD'. The 'Expense Date' is set to '12/30/2024'. The 'Expense Item' is 'Airfare'. The 'Total Amount' field contains '0.00'. The 'Memo' field is empty. The '\*Cost Center' is 'CC00035 Business Office'. The '\*Additional Worktags' are 'Fund: FD10 Unrestricted Funds' and 'Location: Pecan Campus'. On the right side, there are fields for 'Departure Date' (12/30/2024), 'Departure Time' (05:00), 'Arrival Date' (01/01/2025), and 'Arrival Time' (05:00).



Expenses:

Create an Expense Report

Click "Personal Expense"

The screenshot shows a form for creating an expense report. The 'Personal Expense' checkbox is checked and highlighted with an orange circle. Below the form are buttons for 'Add' and 'Done'. At the bottom left, there are buttons for 'Submit' and 'Save for Later'.

\*Cost Center: CC00035 Business Office

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

Personal Expense

Add

Done

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

The screenshot shows the same form as above, but with the 'Memo' field highlighted by a blue border and an orange circle. The 'Memo' field contains the text 'Wifi and meals'. The 'Expense Item' is set to 'Airfare'.

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

Expenses:

Create an Expense Report

Click "Done"

The screenshot shows an expense report form with the following fields and values:

- 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:

At the bottom, there are three buttons: "Submit", "Save for Later", and "Done". The "Done" button is highlighted with an orange circle.

*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.*

The screenshot shows an expense report form with the following fields and values:

- Expense Item: Airfare
- Total Amount: 200.00
- Currency: USD
- Memo: (empty)
- \*Cost Center: (empty)
- \*Additional Worktags: (empty)
- Available Spend Authorization Lines: Airfare - 127.27 USD

The "Done" button is highlighted with an orange circle.

Expenses:

Create an Expense Report

Click the "Memo" field.

The screenshot displays the 'Create an Expense Report' form in Workday. The form is divided into several sections:

- Expense Details:**
  - Expense Date: 12/30/2024
  - Expense Item: Airfare
  - Total Amount: 200.00
  - Currency: USD
  - Memo: Had to itemize airfare expense (highlighted with a blue border and an orange circle)
  - \*Cost Center: (empty)
  - \*Additional Worktags: (empty)
  - Available Spend Authorization Lines: Airfare - 127.27 USD
- Arrival Information:**
  - Arrival Date: 01/01/2025
  - Arrival Time: 05:00 PM
- Itemization:**
  - Remaining Amount to Itemize: (empty)
  - Itemization Table:

Item	Date
Airfare	Mon, Dec 30, 2024
Airfare	Mon, Dec 30, 2024

Expenses:

Create an Expense Report

### Expense Report: Continued

21. 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**

**Add**

1 item

**Expense Line**

 Airline Confirmation Sample.pdf  
✓ Successfully Uploaded!

Comment

22. Click "New Expense"


Header Attachments **Expense Lines**

**Add**

1 item Quick Expenses

**New Expense**

**Expense Line**

 Airline Confirmation Sample.pdf  
✓ Successfully Uploaded!

Comment

**Upload**

Linked Quick Expense

Expenses:

Create an Expense Report

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.

The screenshot displays the 'Create an Expense Report' form. The fields are as follows:

- Expense Item \***: An empty dropdown menu.
- Total Amount \***: A text input field containing '0.00'.
- Currency \***: A dropdown menu showing 'USD' with a close button and a menu icon.
- Memo**: An empty text input field.
- \*Cost Center**: A dropdown menu showing 'CC00035 Business Office' with a close button and a menu icon.
- \*Additional Worktags**: A list of tags including 'Fund: FD...', 'Location:', and 'NACUBO Institution'. A dropdown menu is open, showing four options with radio buttons: '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 'Hotel' option.
- Available Spend Authorization Lines**: A dropdown menu showing 'Search' with a menu icon.

Expenses:

Create an Expense Report

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.

MON, DEC 30

Travel Day Per Diem	120.00 USD
Per Diem (Meals)	80.00 USD
Hotel	250.00 USD
Airfare Had to itemize airfare expense	200.00 USD

or

Select files

Linked Quick Expense

Expense Date \* 12/30/2024

Expense Item \*

Total Amount \* 0.00

Currency \* 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 Search

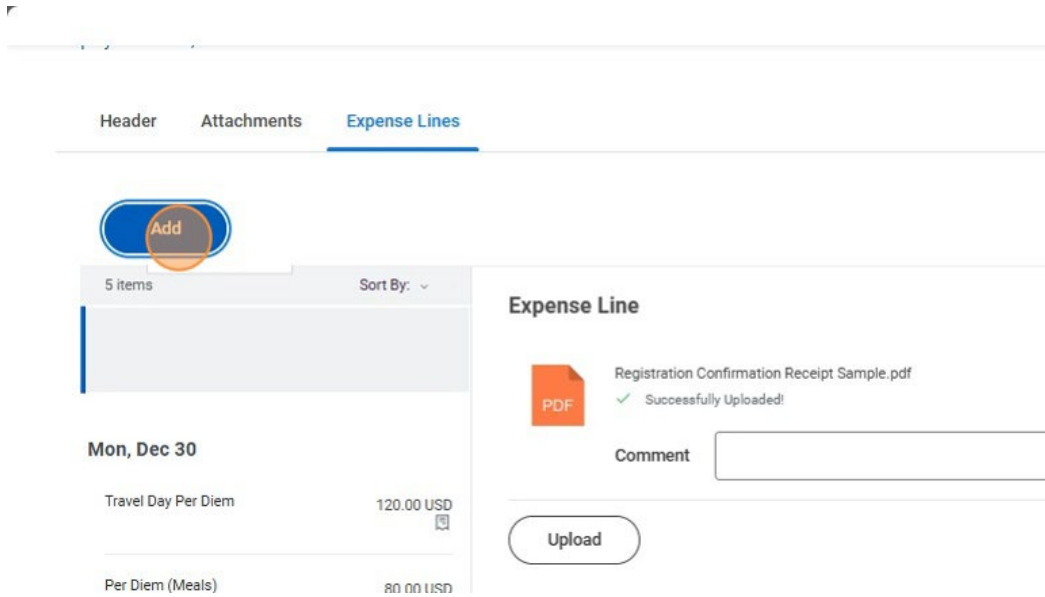
Travel Registration - 523.00 USD

**Expenses:**

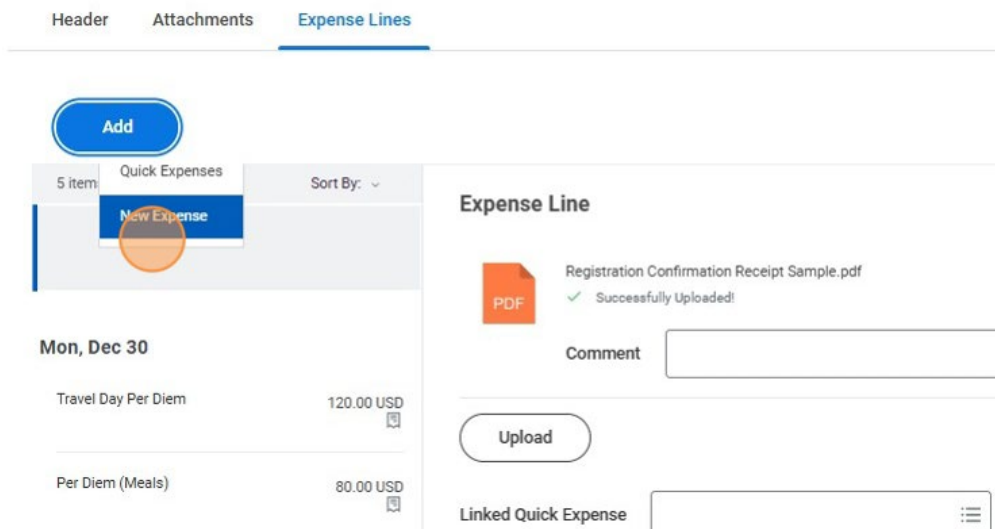
Create an Expense Report

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"



Expenses:

Create an Expense Report

### 27. Click "Baggage Fees"

The screenshot shows an expense report form with the following fields and values:

- Linked Quick Expense: [Empty field]
- Expense Date: 12/30/2024
- Expense Item: Search (dropdown menu open)
- Total Amount: 200.00 USD
- Currency: [Empty field]
- Memo: [Empty field]
- \*Cost Center: [Empty field]
- \*Additional Work: [Empty field]

The dropdown menu for Expense Item is sorted by alphabetical order and contains the following items:

- Airfare
- Baggage Fees
- Car Rental
- Conference Materials
- Fingerprinting Reimbursement
- Fuel
- Hotel
- In-District Mileage
- License / Certification Fees

### 28. Click "Taxi and Ground Travel"

The screenshot shows an expense report form with the following fields and values:

- Sort By: [Dropdown menu]
- Expense Line: [Empty field]
- Linked Quick Exp: [Empty field]
- Expense Date: 80.00 USD
- Expense Item: Search (dropdown menu open)

The dropdown menu for Expense Item is sorted by alphabetical order and contains the following items:

- Professional Memberships
- Reimbursable Registration
- Relocation Fees
- Student Meals
- Subscriptions
- Supplies
- Taxi and Ground Travel
- Tolls
- Travel Day Per Diem
- Travel Registration
- Trip Mileage
- Tuition



**Expenses:**

Create an Expense Report

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
--------------------------------------	-----------------	-----------------------	------------------------------------	-----------------------------	-----------------------

29. One 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 Had to itemize airfare expense	Per Unit Amount * 25.00
	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

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

The screenshot displays a Workday interface with a green header bar. A search bar is located at the top left. A notification box in the center reads: "You have submitted" followed by "Up Next: Check Budget (Financial) for Expense Report - Batch/Job: Run Budget Check" and a "View Details" link. Below the notification is an orange bar with a warning icon, "Alerts: 1", and a "View All" link. To the right, a sidebar shows a "Cap" button and a "No" button. The main content area shows "Spend Authorization Total 1,100.27 USD". Below this, the "Spend Authorization Details" section includes:

Paid	Yes
Reimbursement Payment Type	Direct Deposit
Justification	3 Questions Answered
Expense Report(s)	Expense Report: 10000179