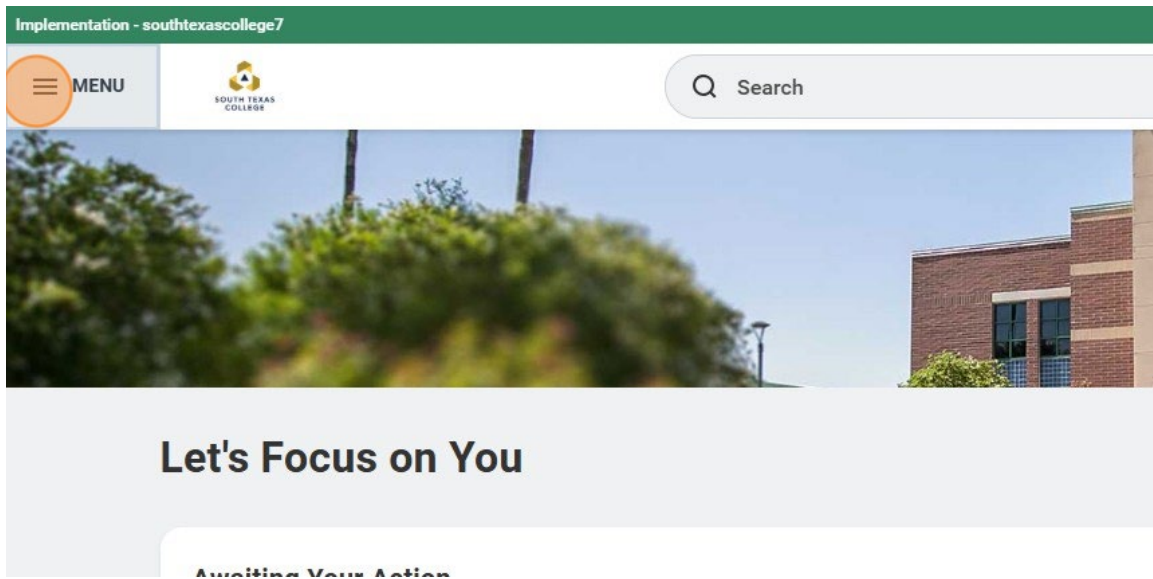


Expenses:

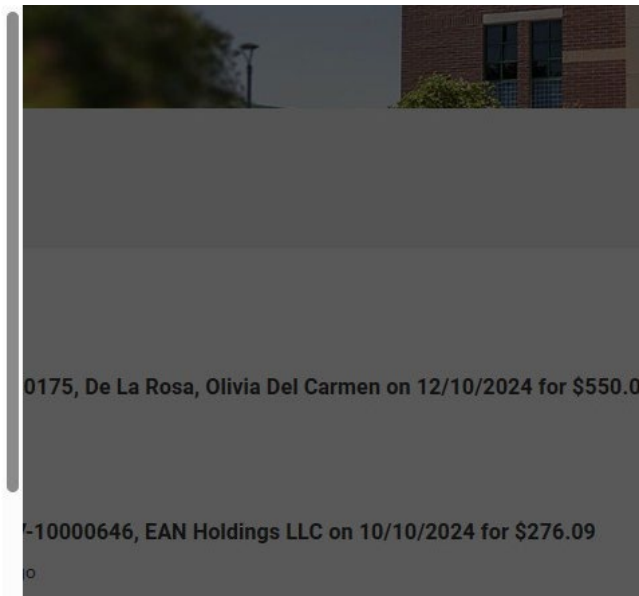
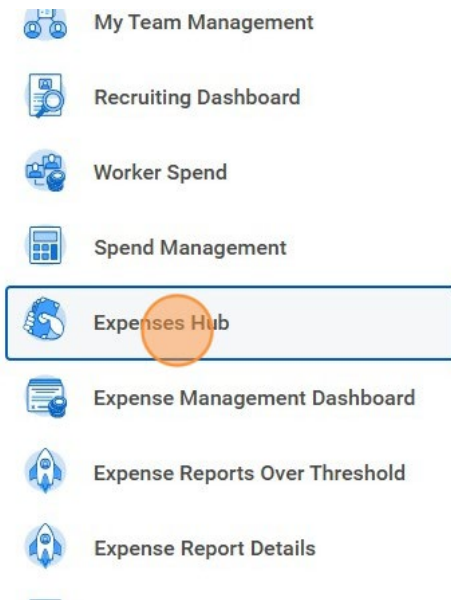
Create an In-District Mileage Expense Report

The following demonstration will show you how to create an In-District Mileage Expense Report for yourself

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



2. Click "Expenses Hub".



Expenses:

Create an In-District Mileage Expense Report

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

Expenses Hub |←

Overview

Expense Reports

Expense Transactions

Spend Authorizations

Cash Advances

Travel Profile

Payment Elections

New Way to Submit Expenses
Did you know there's an easy way to send expense receipts to Workday?

Share with Workday Mobile App
Upload photos of receipts from your device using the Workday mobile app for iOS or Android

Tasks

Create Expense Report **Create Spend Authorization**

Needs attention

Cash Advance Balance Owed **Spend Authori:**

- Click the "Create New Expense Report from Spend Authorization" field.

Create Expense Report

Expense Report Information

Expense Report For * Employee: Samantha Balboa

Creation Options *

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

Memo *

Company * South Texas College

Expense Report Date * 02/03/2025

Business Purpose

Cost Center * CC0035 Business Office

Additional Worktags *

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

Instructions

Expense Report Instructions

- Travel**
 - The Business Office may pay or reimburse travel expenses only if the purpose of t
 - Clearly involves official STC business; and
 - Is consistent with the responsibilities of the department.
 - Expense reports must be submitted within 20 working days after the trip.**

Please view the Employee Travel Guide to determine what are Reimbursable and Non-Rei have any questions or concerns, please contact the Travel Office.

- Other work-related expenses – are considered exceptions and require further app**
- Employee Reimbursement requests – non-travel related:**
Approvals for non-travel related reimbursement expenses (not processed through a P-Car Financial Manager, Dean (if applicable), Division Vice President. The following are not reimbursable to the employee:
 - Texas State sales tax
 - Tips
 - Non STC related expenses (personal expenses)

Exceptions for Non-Travel related employee reimbursement requests are reviewed and ap

- Relocation**
 - Prospective employees may be reimbursed for actual travel expenses incurred for i hired.
 - Following hiring procedures, the college may reimburse the employee for moving expenses. All applicable forms must be submitted to the business office in order to proce

See Board Approved Direct Deposit Mandate for Payroll and Other Reimbursements - all receive payroll and other reimbursements (including travel and Accounts Payable reimb

If you have any questions or concerns, please contact the Travel Office.

Expenses:

Create an In-District Mileage Expense Report

5. Select the correct Spend Authorization that was created for In-District Mileage. Selecting the spend authorization will populate the Company, Memo, Business Purpose, Cost Center and Additional Worktags.

Please update your memo to reflect the dates you are requesting mileage. These should match the dates on the mileage log. This is the report name; please ensure this is correct for Business Office reporting purposes.

For example: S_Balboa_InDistrictMileage_01/01-01/31

Create Expense Report

Expense Report Information

Expense Report For * Employee: Samantha Balboa

Creation Options * Create New Expense Report
 Copy Previous Expense Report
 Create New Expense Report from Spend Authorization

Memo *

Company *

Expense Report Date *

Business Purpose

Cost Center *

Additional Worktags *

Instructions

Expense Report Instructions

- **Travel**
 - The Business Office may pay or reimburse travel expenses only if the purpose of the trip:
 - Clearly involves official STC business; and
 - Is consistent with the responsibilities of the department.
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 - Tips
 - Non STC related expenses (personal expenses)Exceptions for Non-Travel related employee reimbursement requests are reviewed and approved by the Business Office.
- **Relocation**
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If you have any questions or concerns, please contact the Travel Office.

6. Final Expense Report for Spend Authorization will close your Spend Authorization. Do not select, unless this is the final expense report you plan on doing for your entire mileage spend authorization.

Create Expense Report

Expense Report Information

Expense Report For * Employee: Samantha Balboa

Creation Options * Create New Expense Report
 Copy Previous Expense Report
 Create New Expense Report from Spend Authorization

Memo *

Company *

Expense Report Date *

Business Purpose

Cost Center *

Instructions

Expense Report Instructions

- **Travel**
 - The Business Office may pay or reimburse travel expenses only if the purpose of the trip:
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If you have any questions or concerns, please contact the Travel Office.

Expenses:

Create an In-District Mileage Expense Report

7. Click "OK" to continue.

Creation Options

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

Final Expense Report for Spend Authorization

Memo

Company

Expense Report Date

Business Purpose

Cost Center

Additional Worktags

OK

- Travel**
- The Business Office may pay or reimburse travel expenses only if the purpose of the expense is:
 - Clearly involves official STC business; and
 - Is consistent with the responsibilities of the department.
- Expense reports must be submitted within 20 working days after the trip.

Please view the Employee Travel Guide to determine what are Reimbursable and Non-Reimbursable expenses. If you have any questions or concerns, please contact the Travel Office.

- Other work-related expenses – are considered exceptions and require further approval.**
- Employee Reimbursement requests – non-travel related:**
Approvals for non-travel related reimbursement expenses (not processed through a P-Car Financial Manager, Dean (if applicable), Division Vice President). The following are not reimbursable to the employee:
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If you have any questions or concerns, please contact the Travel Office.

8. The Expense Line tab now displays. Select "Add" to begin adding your mileage expense.

Sandbox - southtexascollege

MENU Search

Create Expense Report

 10000380 S_Balboa_InDistrictMileage_Jan-May

Pay To Employee: Samantha Balboa	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 nothing here

enter your comment

Expenses:

Create an In-District Mileage Expense Report

9. Click the "Expense Item" field and select In-District Mileage.

The screenshot shows the 'Expense Lines' form with the following fields and values:

- Expense Date:** 02/03/2025
- Expense Item:** In-District Mileage (highlighted with an orange circle)
- Quantity:** 1
- Rates Used:** 0.7
- Total Amount:** 0.70

Buttons at the bottom: Submit, Save for Later, Close.

10. Click the "Quantity" field and enter the number of miles you are requesting reimbursement for.

The screenshot shows the 'Expense Lines' form with the following fields and values:

- Expense Date:** 02/03/2025
- Expense Item:** In-District Mileage
- Quantity:** 100 (highlighted with an orange circle)
- Rates Used:** 0.7
- Total Amount:** 70.00
- Currency:** USD
- Memo:** (empty)
- *Cost Center:** CC00035 Business Office
- *Additional Worktags:** Fund: FD10 Unrestricted Funds, Location: Pecan Campus, NACUBO Function: FN37 Institutional Support

Buttons at the bottom: Submit, Save for Later, Close.

Expenses:

Create an In-District Mileage Expense Report

11. Under Item Details: Enter the dates you are requesting mileage for; these should match the header memo.

For example: I am requesting mileage for dates between January 1st through January 31st.

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

- Expense Date ***: 02/03/2025
- Expense Item ***: In-District Mileage
- Quantity ***: 100
- Date From ***: 01/01/2025
- Date To ***: 01/31/2025
- Receipt Included**:

The 'Drop files here' area is highlighted with a blue dashed border and contains a 'Select files' button. The 'Instructions' section on the right states: 'Mileage Log BO-0400 required. Standard Mileage Method form if needed. Preferred Mileage chart, then odometer readings, maps only required if you're not using STC's Mileage Chart.'

12. Click here to upload the required documentation:

The following list is not all-inclusive

- A mileage log with dates, miles per trip, purpose, and destination.
- The point-to-point mileage chart provided by the Business Office should be used first.
- If your destination is not listed on the chart, please provide your odometer readings or Maps.
- Standard Mileage Method form if needed
- Teaching schedule called "1F5" for all instructors.
- If the trips do not match the "1F5" schedule, Office hours must be provided.
- Etc.

Please do not upload Driver's License and Insurance. DL & Insurance that covers the dates of the mileage need to be emailed to traveloffice@southtexascollege.edu.

This screenshot is identical to the one above, but with an orange circle highlighting the 'Drop files here' area in the 'Expense Line' section.

Expenses:

Create an In-District Mileage Expense Report

13. Click "Submit"

Add

1 item

Mon, Feb 3

In-District Mileage 70.00 USD

Expense Line

PDF Trip Mileage Map.pdf
Uploaded by Samantha Balboa Just now

Comment

Upload

Expense Date * 02/03/2025

Expense Item * In-District Mileage

Quantity * 100

Rates Used 0.7

Total Amount 70.00

Currency * USD

Memo

Instructions

Mileage Log BO-0400 required. Standard Mileage Method form if Mileage chart, then odometer readings, maps only required if you Mileage Chart.

Item Details

Date From * 01/01/2025

Date To * 01/31/2025

Receipt Included

Submit Save for Later Close

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

Search

You have submitted

Up Next: Check Budget (Financial) for Expense Report - Batch/Job: Run Budget Check

[View Details](#)

Alerts: 1 [View All](#)

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