Create Expense Report

Employee Reimbursement

Note: This guide will be further developed as we adapt to Workday.

Create Expense Report is used to reconcile overnight travel expenses, and request out of pocket reimbursement, including mileage.

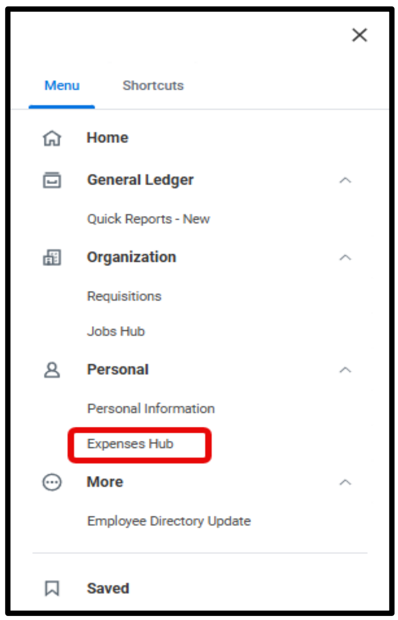
This guide covers steps for completing an **Expense Report** to request reimbursement.

Note: Before you begin, have your receipts and documents available to attach to your report. Also, ***you must have an approved Spend Authorization before you begin your expense report. Print to PDF your approved Spend Authorization to add as an attachment to your Expense Report.***

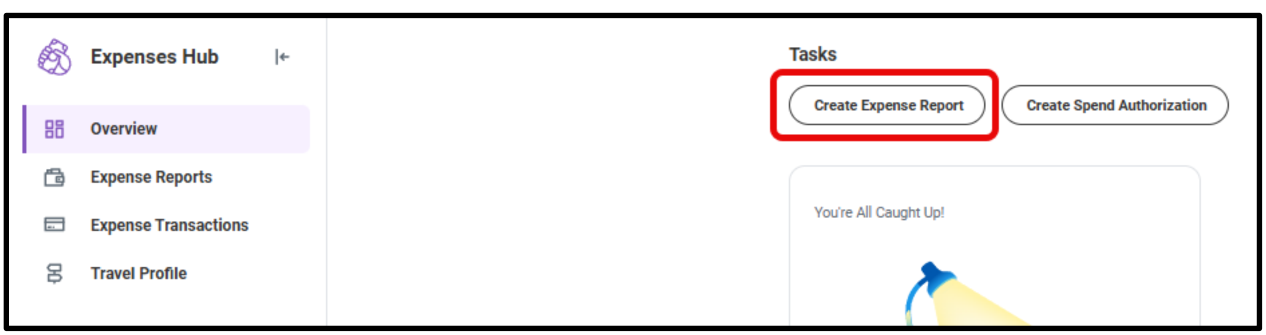
Create an Expense Report

1. Select the Menu icon at the top left corner, select the Menu tab, scroll down to Personal category, and select Expenses Hub.

   Alternatively, you may search for **Create Expense Report** in the search bar located in the application header.



1. From the **Overview** section of the **Expenses Hub**, select the **Create Expense Report** button.



2. On the **Create Expense Report** screen, review the **Instructions** section before proceeding.

3. In the **Expense Report Information** section, fields will auto-populate with default information from the employee's Workday profile, and no changes are necessary. Expenses will be individually allocated in later steps.

    a. **Expense Report For**: This field will default with your name.

    b. **Creation Options**:

        i. **Create New Expense Repor**t: Use this option to create a new request for out-of-pocket reimbursement or mileage. Note: do not use this option for overnight travel reimbursement.

        ii. **Copy Previous Expense Report**: Use this option to create a copy of a previously submitted Expense Report, with pre-filled details from that report. For example, this can be used for recurring trips that have the exact location and mileage. Update report details as needed before submitting.

        iii. **Create Expense Report from Spend Authorization**: Refer to the Create Spend Authorization Guide for information on how to complete this type of report. **THIS IS THE ONLY ONE YOU CAN USE AT THIS TIME**

    c. **Memo**: Use this field to **name** your report. Include the following information: month/year, type of report (expense card, Employee Reimbursement, Mileage, Travel), and event name, if applicable (e.g., June 2025 Mileage, July 2025 Expense Card). You may use any additional naming convention that is useful to you.

    d. **Company:** This field defaults to The Foundation for Grossmont & Cuyamaca College and should be kept as is.

    e. **Expense Report Date:** This field defaults with the current date and should be changed to reflect the month in which the expense occurred. **This date drives the posting date.** For example, if it is November 3 and you are turning in your October mileage, change this date to 10/31/XX.

    f. The following fields will default to the information that is in the employee's profile. Check the smartkey to be sure it is correct. If it is not correct, change it to the appropriate smartkey. All the other fields below the smartkey will auto populate. **Individual expenses will be added and allocated on the next page.**

        i. **SmartKey – this is the only info you need to enter in this section. The other fields will auto populate based on the smartkey**

        ii. **Fund**

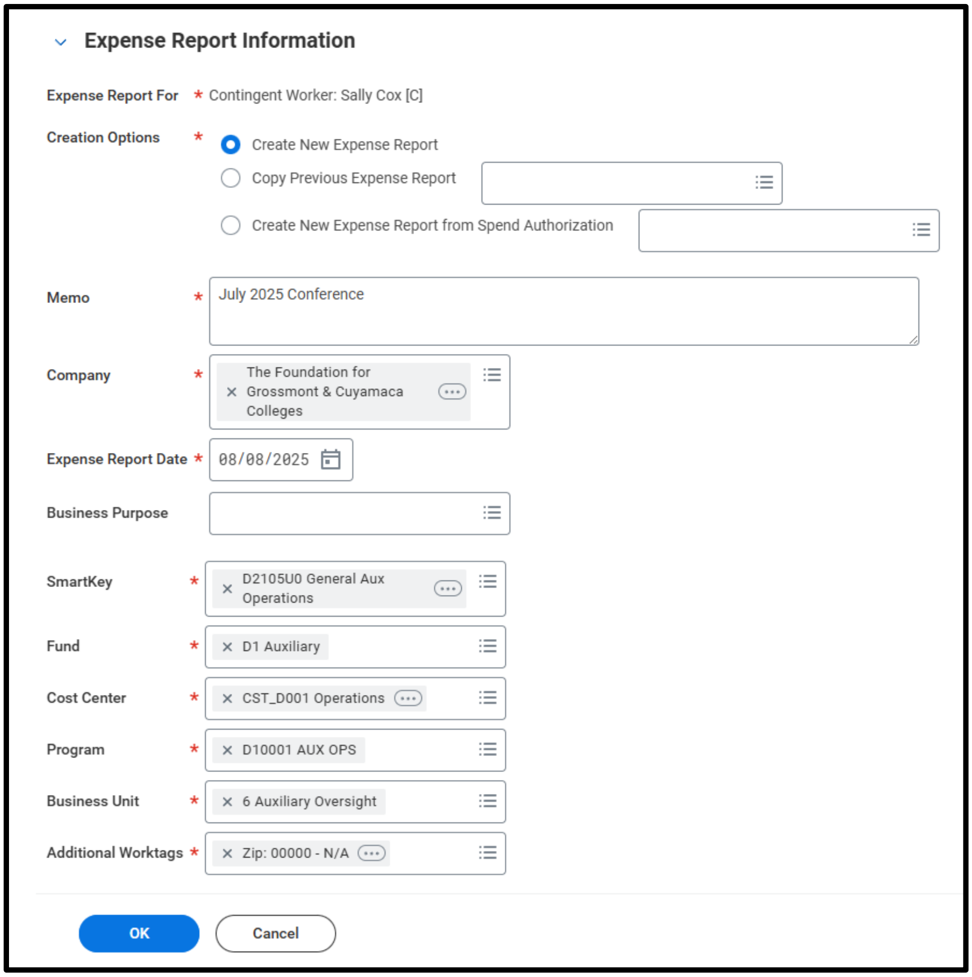
iii. **Cost Center**

iv. **Program**

v. **Business Unit**

vi. **Additional Worktags**

4. Select the **OK** button to create the report.



Expense Report Information

Expense Report For * Contingent Worker: Sally Cox [C]

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

Memo * July 2025 Conference

Company * The Foundation for Grossmont & Cuyamaca Colleges

Expense Report Date * 08/08/2025

Business Purpose

SmartKey * D2105U0 General Aux Operations

Fund * D1 Auxiliary

Cost Center * CST_D001 Operations

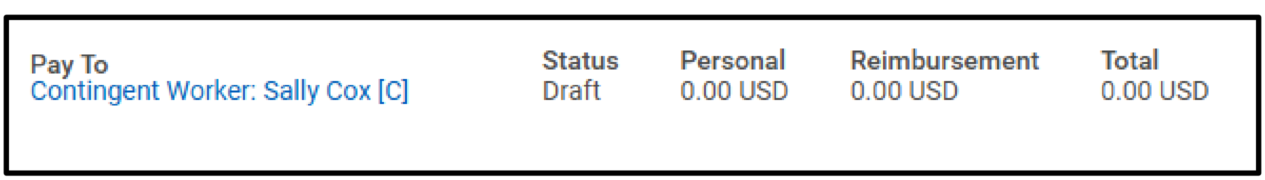
Program * D10001 AUX OPS

Business Unit * 6 Auxiliary Oversight

Additional Worktags * Zip: 00000 - N/A

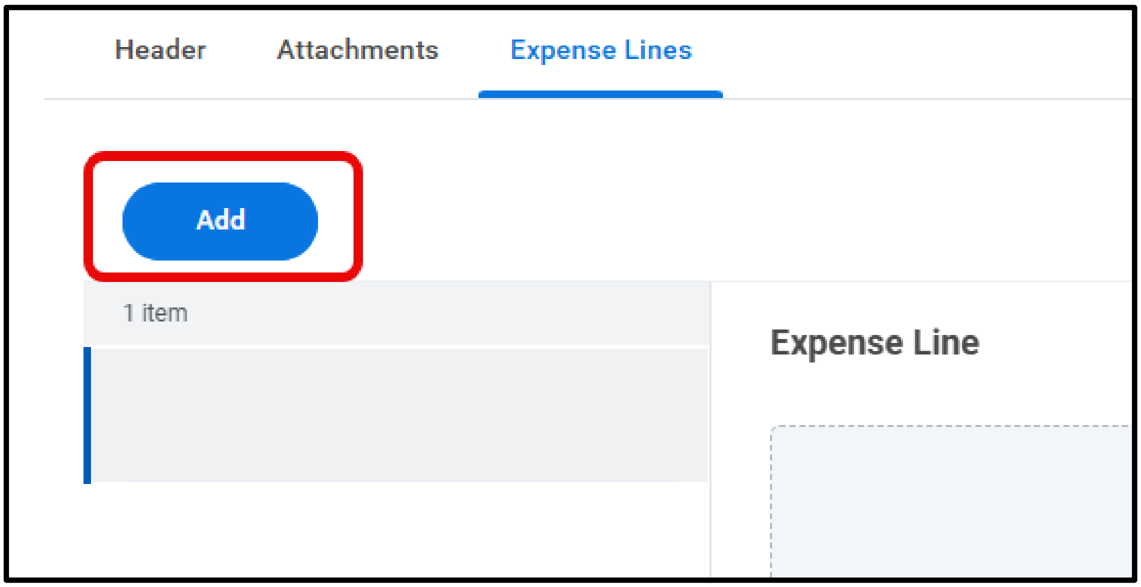
OK Cancel

Note: Reference to the top dark blue bar after Ok is selected. Workday has assigned an Expense Report number that includes information entered in the Memo field. This area always notes the Pay to and Status of your report.



Pay To	Status	Personal	Reimbursement	Total
Contingent Worker: Sally Cox [C]	Draft	0.00 USD	0.00 USD	0.00 USD

5. **Header** tab**:** Use this tab to change the name of your report, if needed. Select the Edit button to update the Memo field. **Be sure to select the correct payment type (CK-AX for D smartkeys or CK-FD for F smartkeys).**
6. **Attachments** tab**:** You can add attachments here. You may also be prompted to add attachments to expense lines. We recommend you turn your receipts into one PDF and attach the same document when prompted. Attachments will be added directly to Expense Line items, as detailed in step 10.
7. **Expense Lines** tab**:** To request a reimbursement, select the **Add** button to create an **Expense Line** for your report.



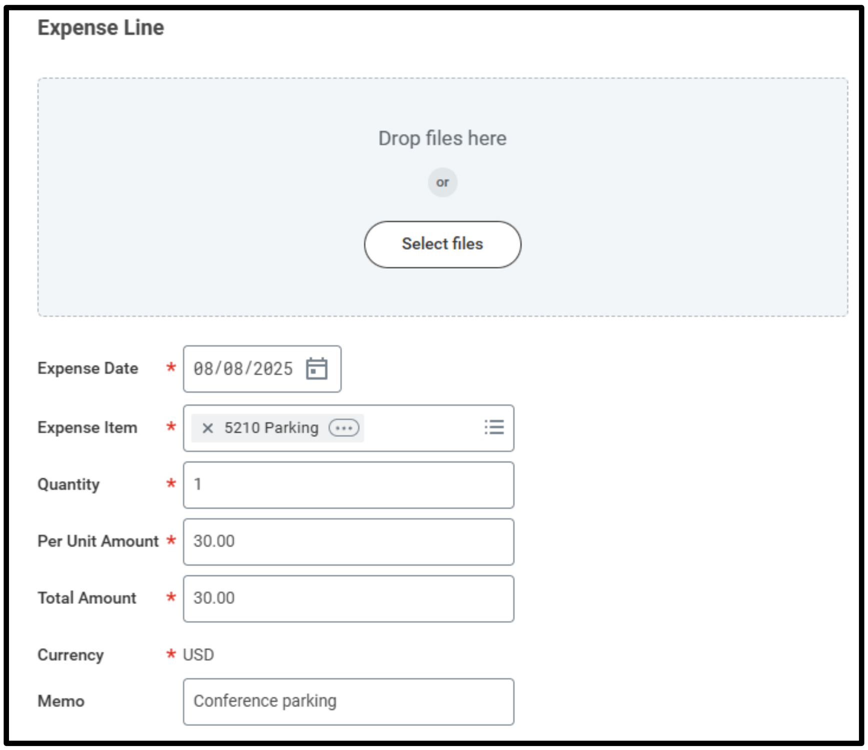
8. Enter the following information for each added **Expense Line:**
   a. **Attachments:**
      i. Upload your receipt or other related documentation by dragging and dropping into the **Drop files here** area or using the **Select Files** button.
   b. **Expense Line: Enter** the following information for each expense.
      i. **Expense Date**: Update this field to the date of your purchase - this date should match the date on your receipt (or the date miles driven if requesting mileage reimbursement).
      ii. **Expense Item:** Select the applicable **Expense Item**. Unique fields and instructions will populate for the given **Expense Item**. Search by:
         - Entering keyword(s).

The Foundation for Grossmont & Cuyamaca Colleges

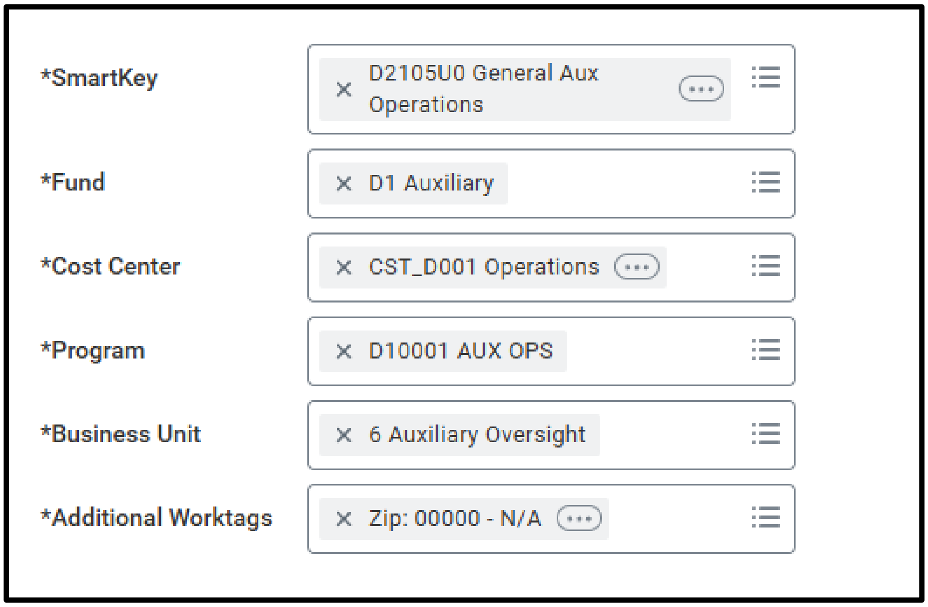
- Selecting from the dropdown menu in **By Expense Item Group.**
- Searching **By Alphabetical Order**.

iii. **Total Amount**: Enter the total cost listed on your receipt, or a **Quantity** and **Per Unit Amount,** if these fields appear.

iv. **Memo**: Optional. Enter additional details about this transaction for report approvers as needed.



v. **SmartKey:** Select SmartKey.



c. **Instructions:** Instructions specific to your Expense Item will populate in this section. Please review them carefully to ensure you include all required information.

d. **Item Details:** Each Expense Item will show distinctive fields, depending on the information required. All required fields under **Item Details** must be completed. The following fields are typically required.

   i. **Business Reason**: A clear business connection for the Expense Item must be detailed here.

   ii. **Merchant**: State the business name you purchased from, as listed on your receipt.

   iii. Detailed description of this purchase is required for auditing purposes:

   iv. *In the example shown below*, the **Item Details** for the **Expense Item** - **Parking** are displayed.

e. **Itemization:** If the expense will be shared amongst different Cost Centers, you may itemize allocations for the Expense Line.

To itemize an expense:

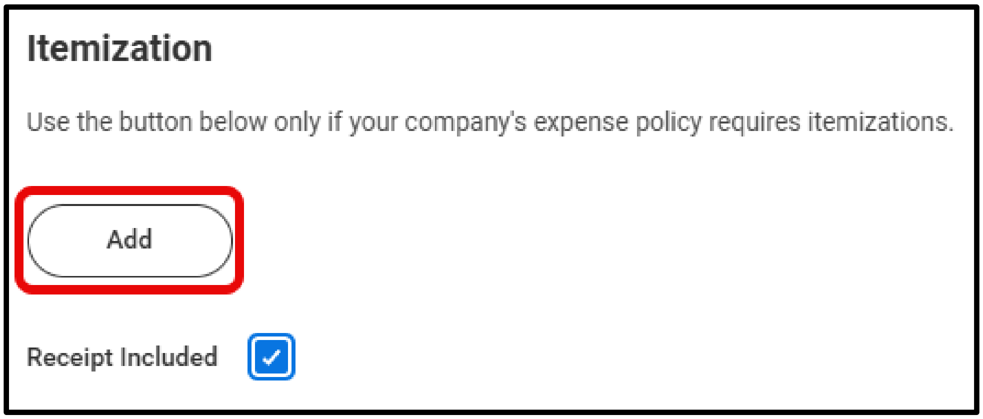
i. Select the **Add** button under **Itemization**.

ii. Enter information for the fields displayed. Fields will vary depending on the Expense Item. All required fields must be completed.

iii. Continue to select **Add** to itemize each item.

iv. Select **Done** when the remaining amount is $0.00.

Note: Itemized entries must equal the total of the Expense Line.



f. **Enter your comment field:** Add additional details for Approvers as needed.

g. Select the **Save for Later**, **Close, or Submit** button.

i. **Save for Later**: Use this button to save the report at any point. This will capture all completed fields for individual expense items. See the Edit Expense Report Section on page 11.

Note: The **enter your comment field** will not save with the **Save for Later** button. To add a comment for Approvers to see, it must be entered when you are ready to **Submit**. Alternatively, the **Memo** field in the individual **Expense Lines** may be used to add comments. **Memos** will save with the **Save for Later** button.

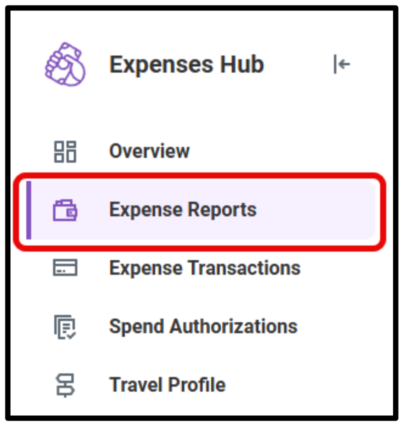
ii. **Close: Use** this button to cancel and delete the report.

iii. **Submit: Use** this button when the report is complete. If needed, edits can be made to the report until it is approved.

Note: An error message will appear if the report is missing an attachment or other required information. The report will save to your Expenses Hub with errors.

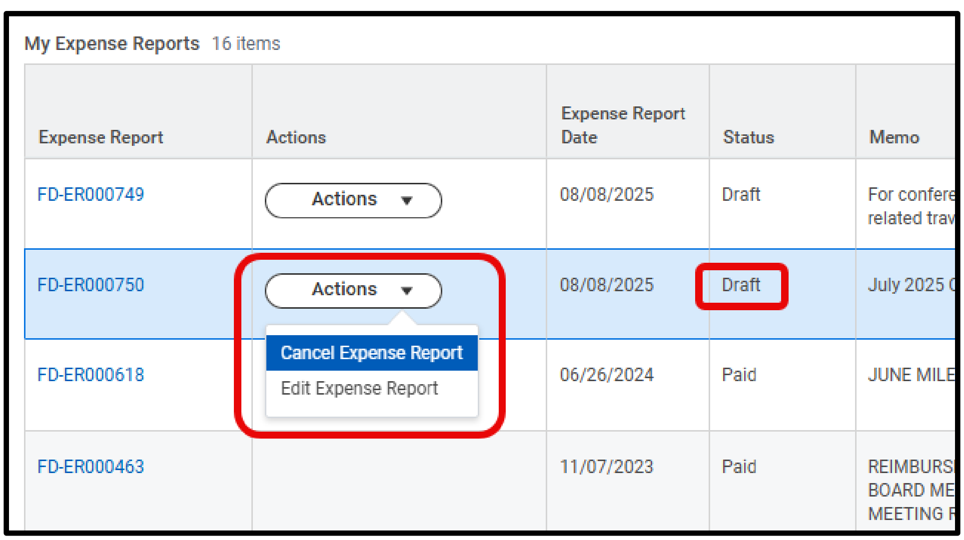
Edit an Expense Report

1. Navigate to the **Expense Reports** section of the **Expenses Hub** to view all your Expense Reports.

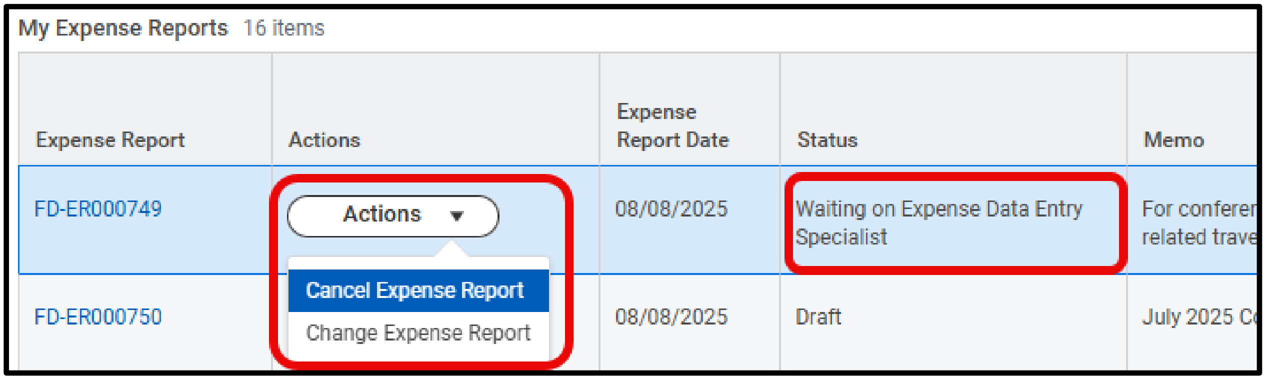


2. You may edit any **Expense Report** that has not yet been **approved** via the **Actions** menu.

    - If the report has <u>not</u> been submitted and is in **Draft** status, select the **Actions** dropdown menu, then select **Edit Expense Report**.

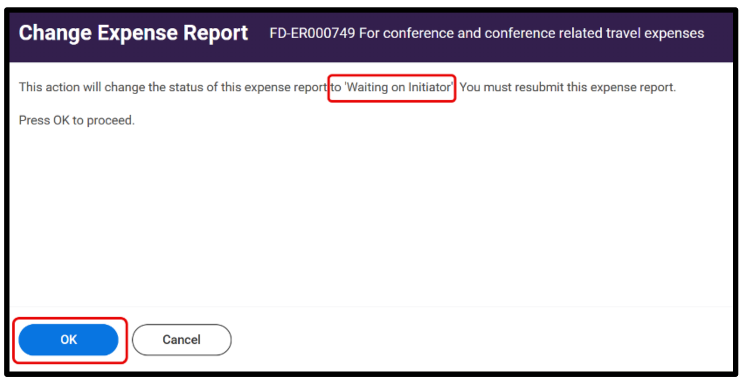


- If the report has been submitted (but not approved), select the **Actions** dropdown menu and then select **Change Expense Report**.



- On the **Change Expense Report** screen, select the **OK** button to proceed.

  Note: The status of the expense report will change to Waiting on Initiator.



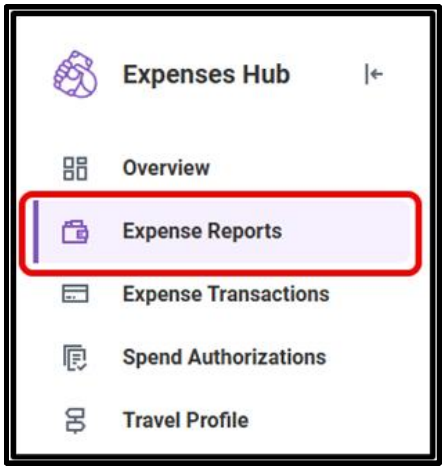
- On the **Change Expense Report** screen, select the **OK** button to proceed.

  Note: The status of the Expense Report will change to Waiting on Initiator.

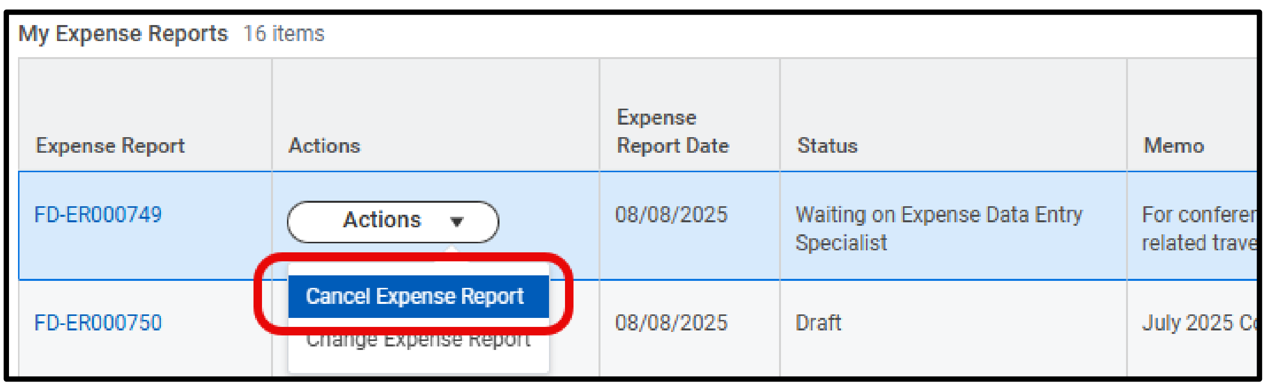
3. Update the Expense Report as needed.
4. Select the **Submit** or **Save for Later** button.

Cancel an Expense Report

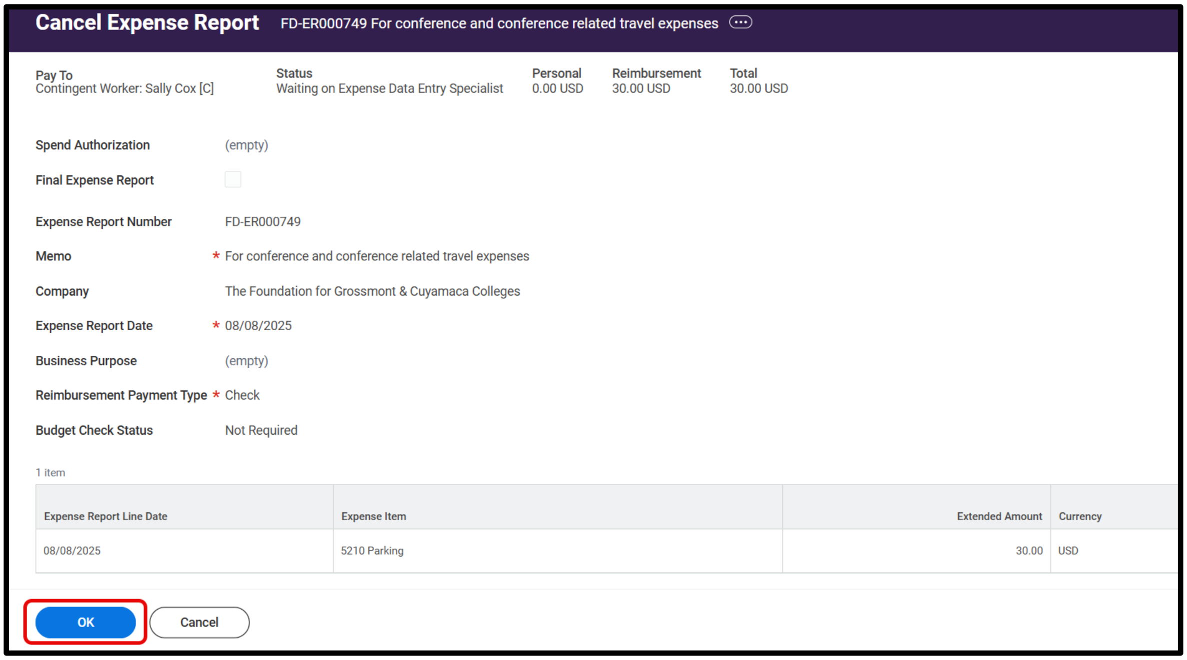
1. From the **Expense Reports** section of the **Expenses Hub**, view all your current Expense Reports.



2. You may cancel any **Expense Report** that has not yet been approved.
3. Select the **Actions** menu and then select **Cancel Expense Report**.



4. On the **Cancel Expense Report** screen, select the **OK** button.



5. The Expense Report status will display as **Canceled** under My Expense Reports.

Have Questions?

For assistance with non-technical issues related to Expense Reports, Spend Authorization, or Vendor Payment, contact Heba Almasraf, Sue Fisher, or Laura Gordon