Create an Expense Report for Travel

Create an Expense Report

From the Workday homepage:

1. Navigate to the **Expenses Hub** application by clicking on the Menu icon in the upper left corner.
2. Select Create Expense Report under Tasks.
3. Select Create New Expense Report from Spend Authorization.
4. Select the spend authorization for this trip.

Expense Report Information

1. Memo will auto populate from the spend authorization.
2. Expense Report Date = leave default of today's date.
3. Business Purpose, Company, Cost Center, and Worktag will auto populate from the spend authorization
4. Click ok.

Add Credit Card Transactions

There is a tab for **Credit Card Transactions** (charges made to your BYU credit card) and **Quick Expenses** (receipts that you have sent to Workday either by email or through the Workday app).

There are three ways to send receipts to Workday:

1. Forward an email from your byu.edu email address to wd-expense@byu.edu
2. Upload a picture of a receipt through the Workday app on your phone.
3. Upload a receipt in the Expenses Hub while you are creating the expense report.

In the Credit Card Transactions table, click the checkbox next to each transaction you would like to include in the expense report. Only include transactions related to the trip.

Expense Lines

In this section you will enter the details pertaining to each credit card transaction. The transactions are listed on the left side of the screen. When you are finished entering the details for one transaction, click on the next transaction in the list.

1. Add the receipt by either uploading a file saved on your computer or clicking in the "Linked Quick Expense" box and selecting a receipt that you have previously sent to Workday through email or the app.
2. Expense Date = change to the date of the transaction
3. Expense Item = what kind of item was purchased? Lodging? Transportation? Per diem?
4. Company = leave as Brigham Young University
5. Cost Center = Public Health
6. Activity = type in your name if you are charging this to your "20 account/research account"
7. Gift = leave blank
8. Grant = type in the name of your grant if you are charging it to a grant.
9. Additional Worktag – Select "Experiential Learning & Research" then select whether this transaction is for experiential learning, research, both, or not applicable.

Item Details (right hand side of the screen)

1. Business Reason = detailed description of what was purchased. The reason should include:
    1. WHO made the purchase
    2. WHAT was purchased
    3. WHY it was purchased

Itemization

This is used only if there is sales tax on the receipt or you need to split the charge between two or more accounts.

1. Sales Tax: click the add button
    1. Expense Date = leave as default
    2. Expense Item = change to Utah Sales Tax
    3. Total amount = sales tax amount on the receipt
    4. Memo = can leave blank
    5. Company = BYU
    6. Cost Center = Utah Sales Tax
    7. Leave the rest as default
    8. Scroll down and click Add button
    9. Expense Item = original expense item (supplies, food, etc)
    10. Total Amount = pre-sales tax amount. Look above the date at the Remaining amount and it will tell you what to put here.
    11. Company = BYU
    12. Cost Center = Public Health
    13. Activity = type in your name if you are charging this to your "20 account/research account"
    14. Gift = leave blank
    15. Grant = type in the name of your grant if you are charging it to a grant.

16. Additional Worktag – Select “Experiential Learning & Research” then select whether this transaction is for experiential learning, research, both, or not applicable.
17. Business Reason = original business reason.

2. Splitting Charges between 2 or more accounts: follow the process described above, but instead of adding Utah Sales Tax to the Expense Item and Cost Center, you would add the appropriate expense item and Cost Center/Activity Worktags for the accounts you want to charge.
3. Once you are done itemizing, the remaining balance at the top should be zero.
4. Click the Done button.

Personal Card/Cash/Reimbursement Items

If you need to be reimbursed for something you paid for with personal funds, Click on the orange Add button under the Expense Lines Tab and follow the instructions above for Expense Lines, Item Details, and Itemization.

Per Diem

Personnel in approved travel status and same-day travelers away from home for at least twelve hours are entitled to a meal per diem allowance. Per diem allowance amounts are set by the IRS and are updated annually. When claiming the per diem travelers should not claim meals or other incidental expenses on their expense reports. Deductions from the per diem should be made for meals provided to the traveler (for example by conferences, group or hosted meals, or hotels)
To properly claim meals on your expense report the following expense items are available in Workday:

- **Meal Per Diem** – Use to claim the per diem for a given trip. It is based upon destination and number of days. Domestically search for all cities in each state by searching on the state postal code. Use the per diem destination closest to your city or claim the “All Other Locations” for any given state. Internationally choose the country you are traveling to. Reduce your per diem for any meal periods provided.
- **Meals (Actual)** – Use when NOT claiming per diem for a given trip. Receipts should be collected and attached to the expense line
- **Meals (Per Diem Claimed)** – Use for university credit card transactions for meals when claiming per diem. ***Select the personal expense box on the expense line***. No receipt is required. This meal expense will be deducted from your per diem but be sure to add an expense line for per diem on your expense report.
- **Meals (Group Travel)** – Use for a meal paid for by one person for a traveling group. ***All participants in the group meal should NOT also claim per diem for that meal period***.
- **Hosted Meals** – Use for meals while hosting for the university. ***All university personnel participating in the hosted meal should NOT also claim per diem for that meal period.***

Mileage Reimbursement

To receive reimbursement for miles driven in personal vehicle:

1. click the orange Add button to add a new expense line item
2. Expense Item = Mileage (choose standard rate or fuel only)
3. Confirm the Cost Cetner, Activity, and Additional Worktags are correct.
4. On the right-hand side enter the origin address and destination address and Google Maps will calculate the total miles.
5. Click the round trip box if applicable.
6. Enter a business reason

If you elect to use a personal vehicle for university business travel outside the local area, please sign, and attach to this Spend Authorization, the e-sign version of the Assumption of Risk and Limited Release Agreement for each separate trip.

The university prohibits university employees and students from driving more than 10 hours in a 24-hour period.

Submit the Expense Report

1. Navigate to the next transaction by selecting it from the left side of your screen.
2. To add another transaction not showing, click the Add button above the line items.
3. Repeat the above steps for all line item transactions.
4. Once you have entered all the necessary information, click the Submit button.

Alerts and Errors

If there are problems with the expense report, you will either receive an orange alert or a red error message. Alerts are warnings that you should look into, but they will not prohibit you from submitting the report. Errors will need to be fixed and it will not allow you to submit the report until they are all fixed.

What's next?

Once your report has been submitted, it will be routed for review an approval. You can check on the status of the report in two ways:

1. Click on your My Tasks inbox, click on Archive, search for your report, and open it. Click on Process and it will show you who has approved it or who still needs to approve it.
2. Go to the Expenses Hub, click on Expense Reports and you will see all the expense reports you have submitted. The Status column will tell you if it has been paid or is waiting on approvals. If you need to change or cancel a report, this can be done before it is approved by clicking on the Actions drop down button.