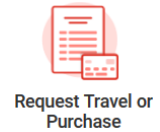


Background:

Expense Reports are used to request reimbursement for expenses an individual incurs for university business travel. All travel must **be pre-approved** on a **spend authorization**. All travel expenses must be submitted for reimbursement on an expense report within 60 days of the transaction date to be eligible for reimbursement.

Process

1. Type **Create Expense Report** in the search bar or click the **Request Travel or Purchase** application and then select the “request an expense reimbursement” option.
2. At the top right-hand side of the page, you will see help text that is designed to help you enter this request if you have any questions.
3. Under “Creation Options”, select the radio button next to “Create New Expense Report from Spend Authorization” to connect your expense report to your pre-approved spend authorization.
4. Click on the menu button in the field to select the appropriate spend authorization.



Create New Expense Report from Spend Authorization




5. Complete all required fields (those with a red asterisk).
 - **Company**
 - **Expense Report Date**
 - **Business Purpose:** This field is a drop-down field. Select the option that most closely aligns with the purpose of your trip
 - If this request has no expenses associated with it, select "Travel Without Expenses"
6. In addition to the fields with red asterisks, the following field is also required:
 - **Memo:** Add information to clarify the reason for the expense (who, what, when, where and why)
 - Until further notice, please also enter “Budget Manager Approved” in the memo field to let the Marion SFO know this expense has been verbally approved by your budget manager
7. Enter the appropriate worktags to choose which funding source will be used for this expense.

Expense reports must have at least one **Expense Line**. The line items will copy over from the spend authorization. You will need to edit these line items to match the actual expenses incurred.

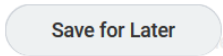
To edit Expense Line item details:



1. Click into each line item on the left-hand side. Edit amount, date, quantity and any other relevant fields and add receipt as documentation of the expense
2. Delete any line items that you are not claiming for reimbursement by clicking into the appropriate expense line you'd like to delete. and clicking the garbage can icon on the right-hand side of the screen.

To add Expense Line Item details:

1. Click the **Add** icon
2. Complete all required fields for each expense line (with a red asterisk). It is also good practice to enter a short description in the "memo" field.
 - o As you enter your expense items, instructional text will populate on the right-hand side of the screen. This is information designed to help you provide the right information for you request.
3. Add additional lines as needed by selecting the **Add** icon.
4. Use the Attachments tab to include any additional information if needed (i.e. receipts, conference information or flyer, other documentation, etc.). Drag and drop file or upload file.
5. You can either submit your request for approval or save it for a later date. If you would like to submit for approval, click **Submit**.
6. If you would to save your request and return to it at a later date, click "**Save for Later**"
7. If you saved the request for later, you can navigate back to the request by entering "**My Expense Reports**" in the Workday search bar. This will bring up a page of all the past expense reports you have submitted.



Errors and Alerts

If you accidentally forget to fill in a required field or if you enter something that is not in accordance with policy, you will either receive an Error or an Alert at the top of your screen when you try to submit or save your request for later. Click the Error or Alert button to understand what is triggering the error or alert.

Errors: an error will prevent you from entering the spend authorization until you fix the error.



Alerts: appear when something you entered might not be correct asks you to review the alert before submitting. Alerts will not prevent you from submitting your request.



Guiding Policies

[Travel Policy](#)