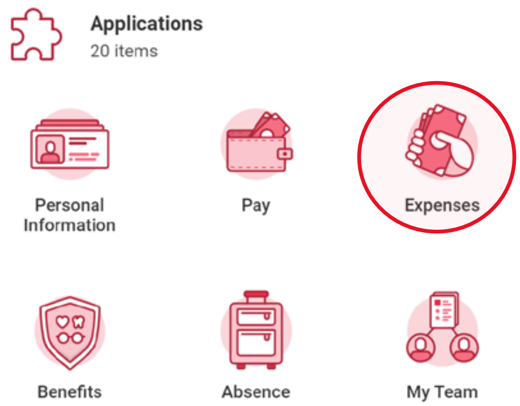
SANTA CLARA UNIVERSITY
SCHOOL OF LAW

Workday Expense Report Guide

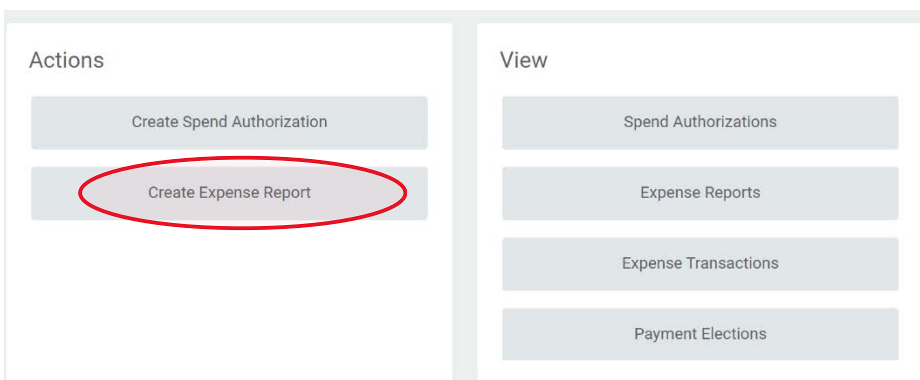
Creating an Expense Report

1. To create an expense report, log into Workday.

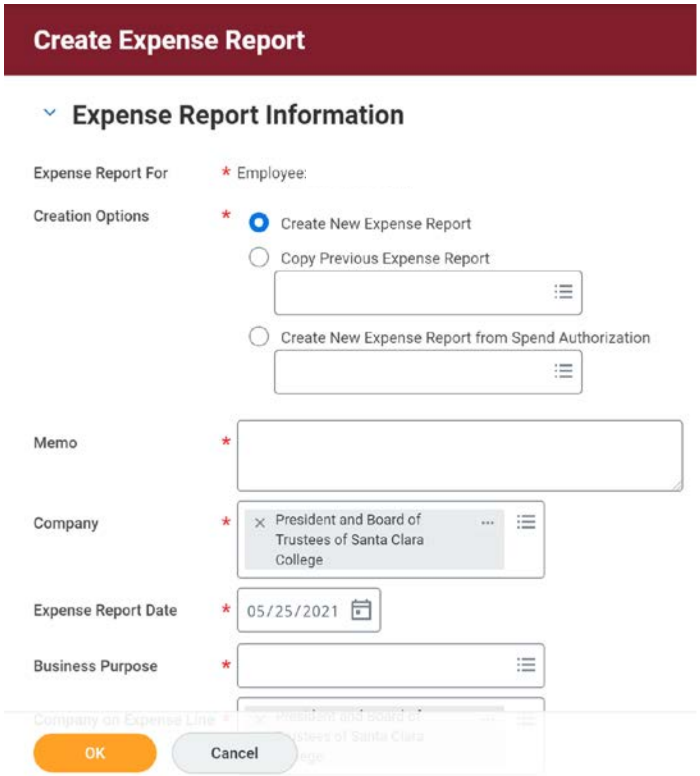
Under the Workday Applications, select **Expenses** or use the Search Bar to search **Create Expense Report**.



2. Under Actions, select **Create Expense Report**.



3. Select **Create New Expense Report**. If you created a spend authorization, you can choose **Create New Expense Report from Spend Authorization** and select the appropriate value.



4. Enter a **Memo** describing the purpose of your expense report.

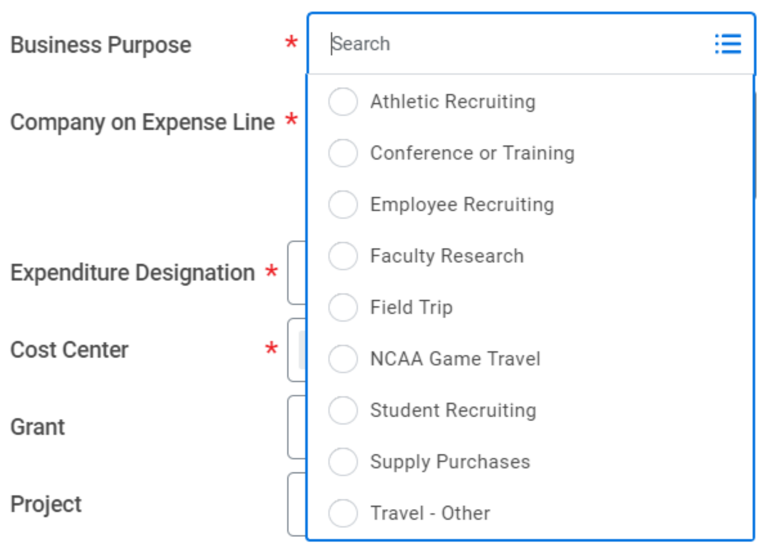
5. The **Company** defaults to President & Board of Trustees of Santa Clara College. This is the correct company for all Law faculty and staff.

6. Enter the **Expense Report Date**.

7. Select the **Business Purpose** most relevant to your expense report and expenses.

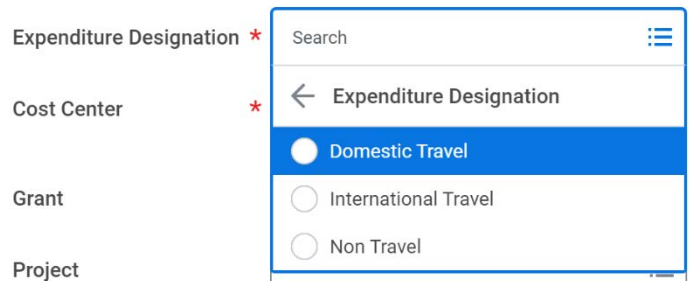
Current options as shown on right:

- Athletic Recruiting
- Conference or Training
- Employee Recruiting
- Faculty Research
- Field Trip
- NCAA Game Travel
- Student Recruiting
- Supply Purchases
- Travel – Other



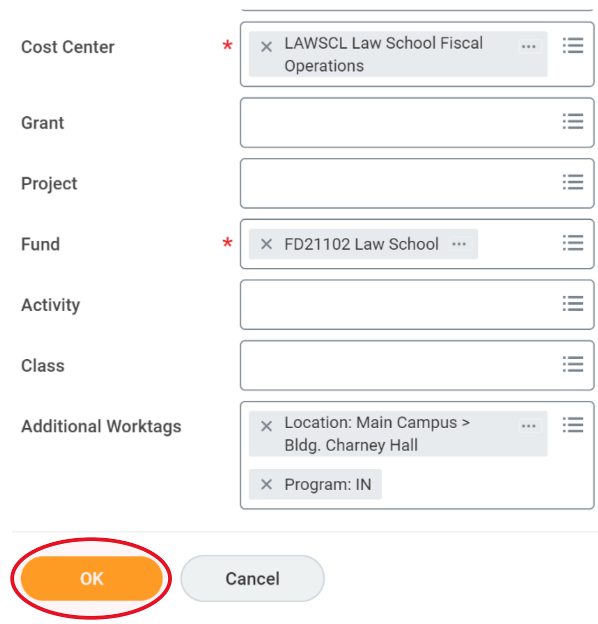
8. Select **Expenditure Designation**.
Options as shown on the right:

- Domestic Travel
- International Travel
- Non Travel



9. The next 7 fields after Expenditure Designation are Worktag fields for accounting purposes. These used to be known as your *fundstring*.

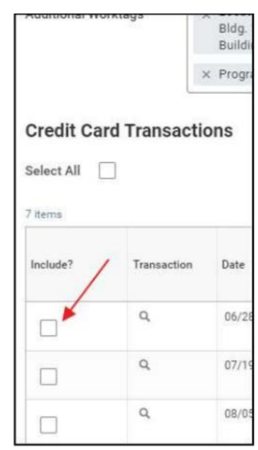
- **Cost Center**: The Cost Center is your department. (ex: LAWFAC for Law Faculty)
- **Grant:** If the expense report is for an internal or external grant, enter the specific grant in this field.
- **Project**: If the expense report is for a specific project, such as an endowed chair, enter the specific project in this field.
- **Activity**: If the expense report is tied to an activity within your department, enter the activity here. (ex: ACT10588 for a department's general operations)
- **Assignee**: If the expense report is tied to a specific individual, enter the name here.
- **Additional Worktags**: You don't need to update these as the values in the field will default.



10. **Travel card** charges need to be added to the Expense Report at the time of creation. If you have a travel card, these charges will appear under the **Additional Worktags**. Check the boxes next to the credit card transactions to add them to the expense report.

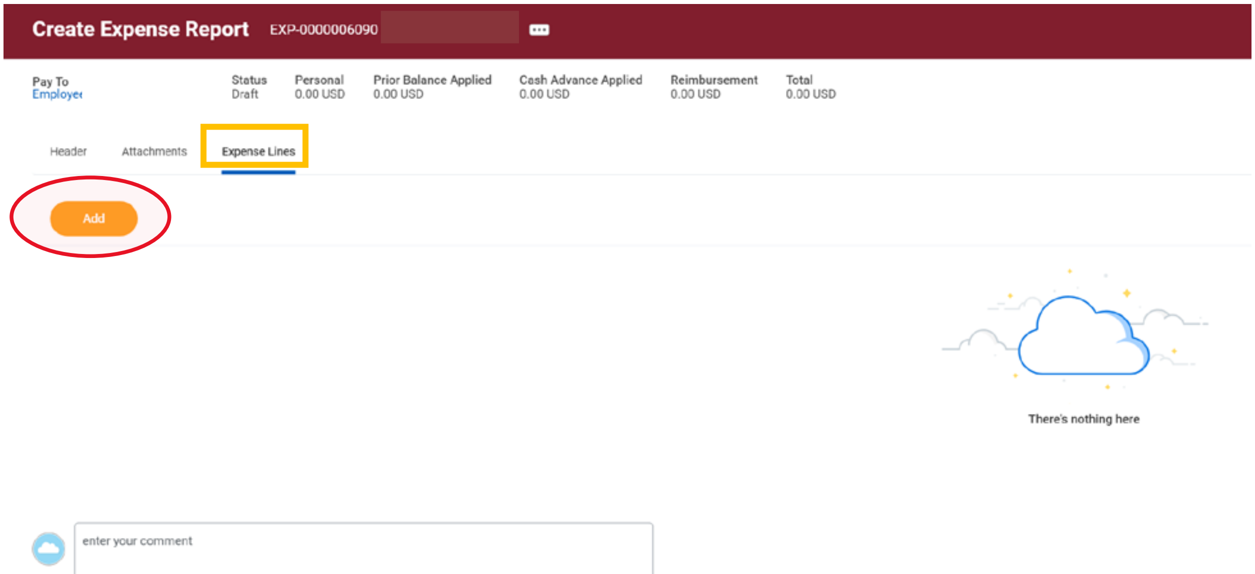
11. When you are finished, click **OK** to create your expense report.

The next page will bring you to your expense report and you will begin on the **Expense Lines** tab. All the information you completed earlier will now be populated in your Expense Report **Header**. Refer to below on how to add your expense transactions.

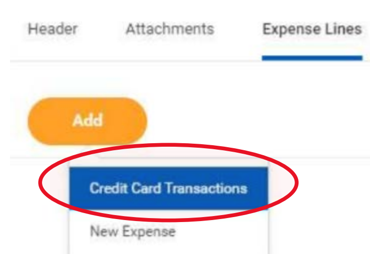


Adding Expense Lines/Transactions

To add your expense transactions, you will begin in the **Expense Lines** portion of your Expense Report.

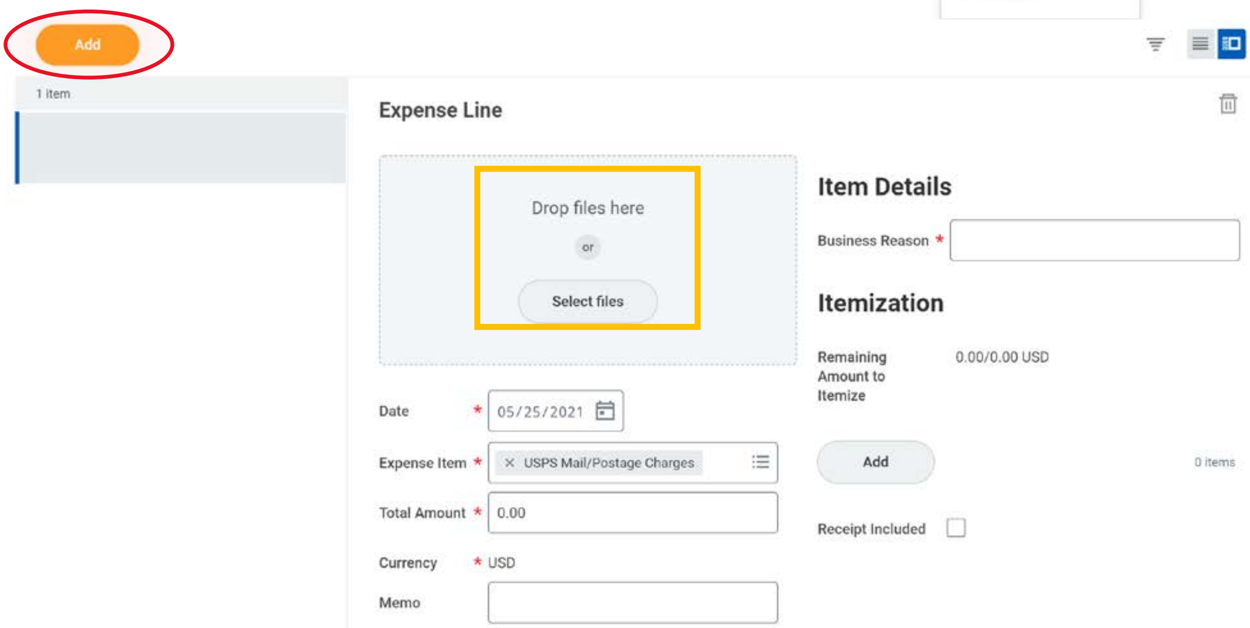


1. Click the **Add** button to add a new expense transaction.



a) If you have **travel card** transactions that weren't selected at the creation of the report, you can add them manually by selecting **Credit Card Transactions** under **Add**.

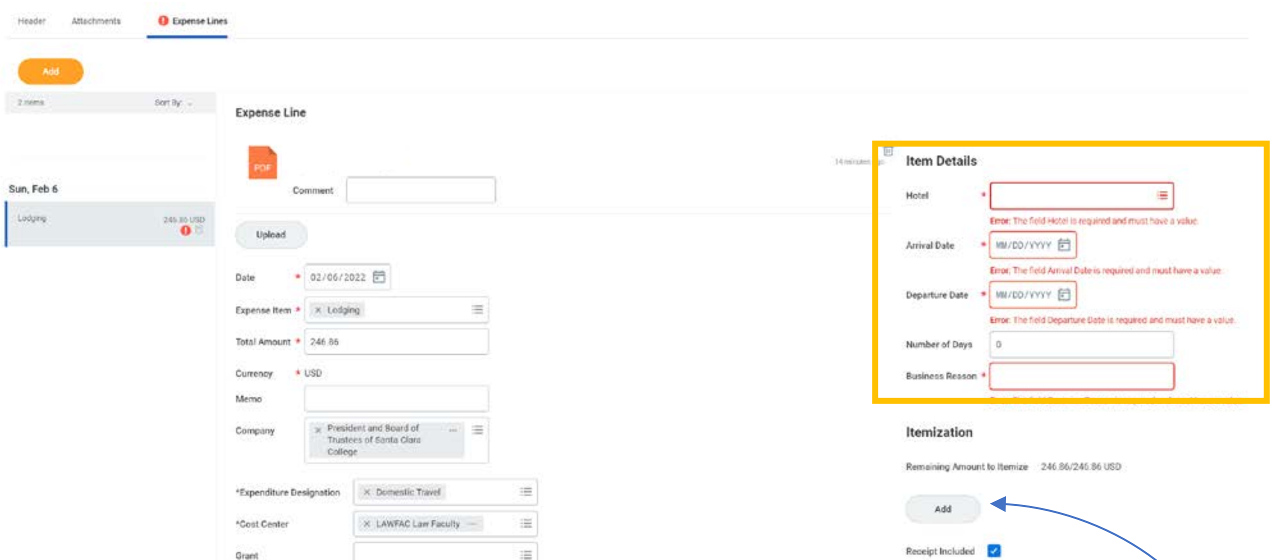
b) If they are out of pocket transactions, select **New Expense**.



2. Add your receipts to the **Drop Files Here or Select Files** section under Expense Line.

3. The **Date** defaults to the current date. Update the date to match the transaction date on your receipt. If this date does not match the receipt date, your report will be sent back.

4. Under **Expense Item** select to view by Alphabetical Order. A list of item types will pop up and you will select the most relevant item for your specific expense.
The right part of the page (**Item Details**) will update depending on the item type you select – refer to screenshot below. For example, selecting Lodging will generate additional fields for Hotel Name, Arrival Date, Departure Date, and Number of Days. All fields with a red asterisk * are required. You must complete the **Business Reason** field for each expense detailing why your expense is a business expense.

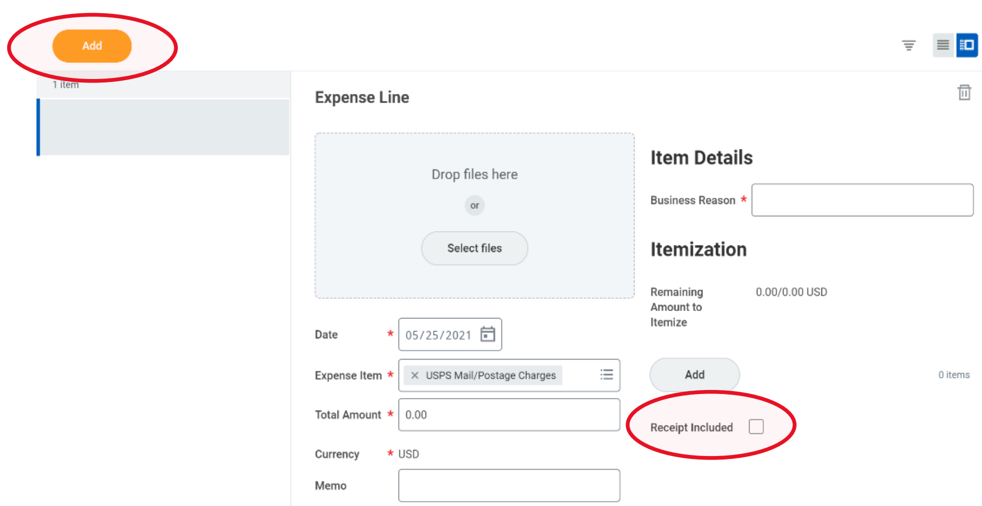


5. Enter the **Total Amount** in **USD**. If your receipt is in a foreign currency, you must also attach documentation of the exchange rate for the converted USD amount.

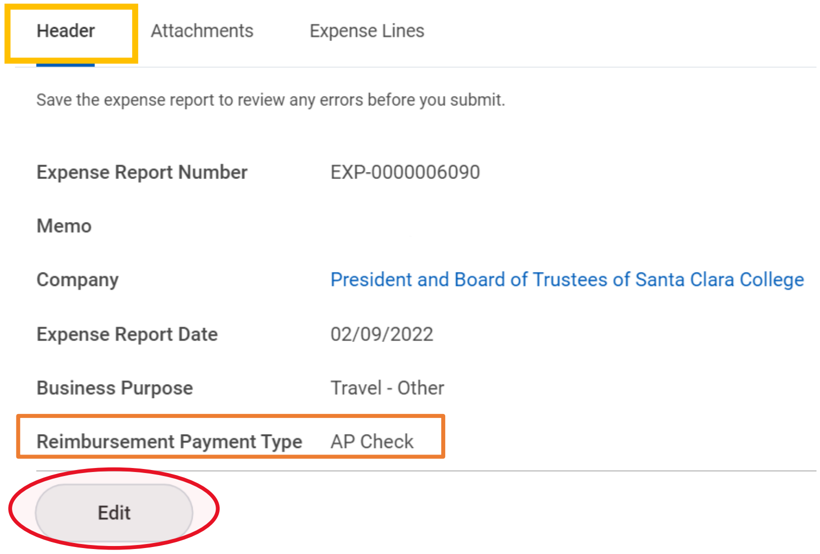
6. Enter a **Memo** describing the expense. This is the field that will get posted to your budget reports.

7. If you add a receipt, check the **Receipt Included** checkbox under the Item Details. If you need to itemize your expense, click **Add** under **Itemization**. Refer to the Itemizing an Expense for more details.

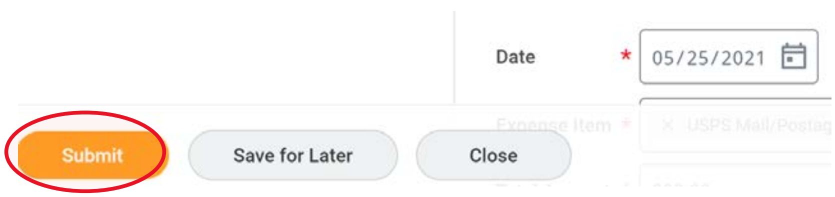
8. Continue to **Add** your expenses if you have more using the **Add** button in the left column. In Workday, your report is automatically saving and updating as each transaction is added.



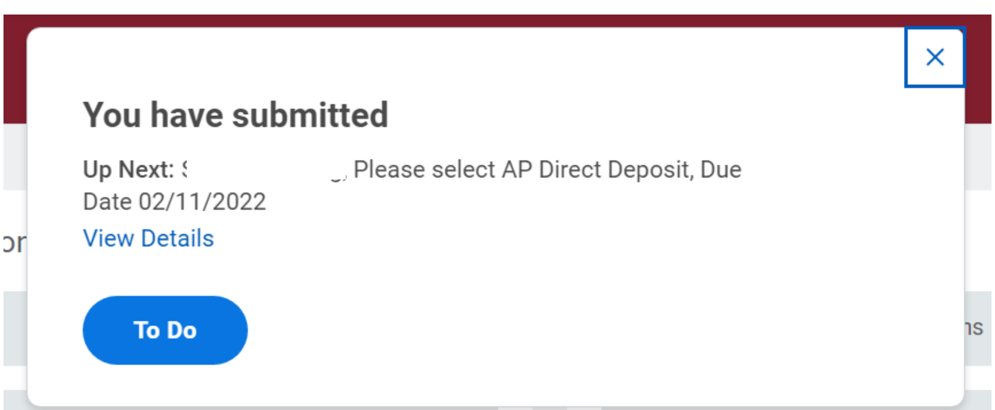
9. To update your report for how you would like to be reimbursed. Under **Header**, click **Edit** to update your **Reimbursement Payment Type**. Refer to Designating how you want your Reimbursement for more details.



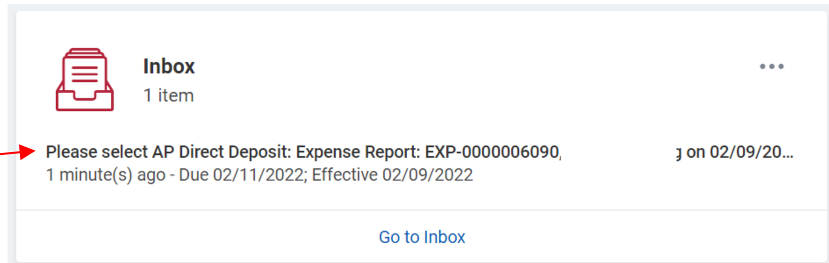
10. If you are done with your report, click **Submit**. Your report will now be routed through the approval process. If any approvers need more information or need you to correct your report, they will send back your Expense Report in your Workday inbox for you to make changes.



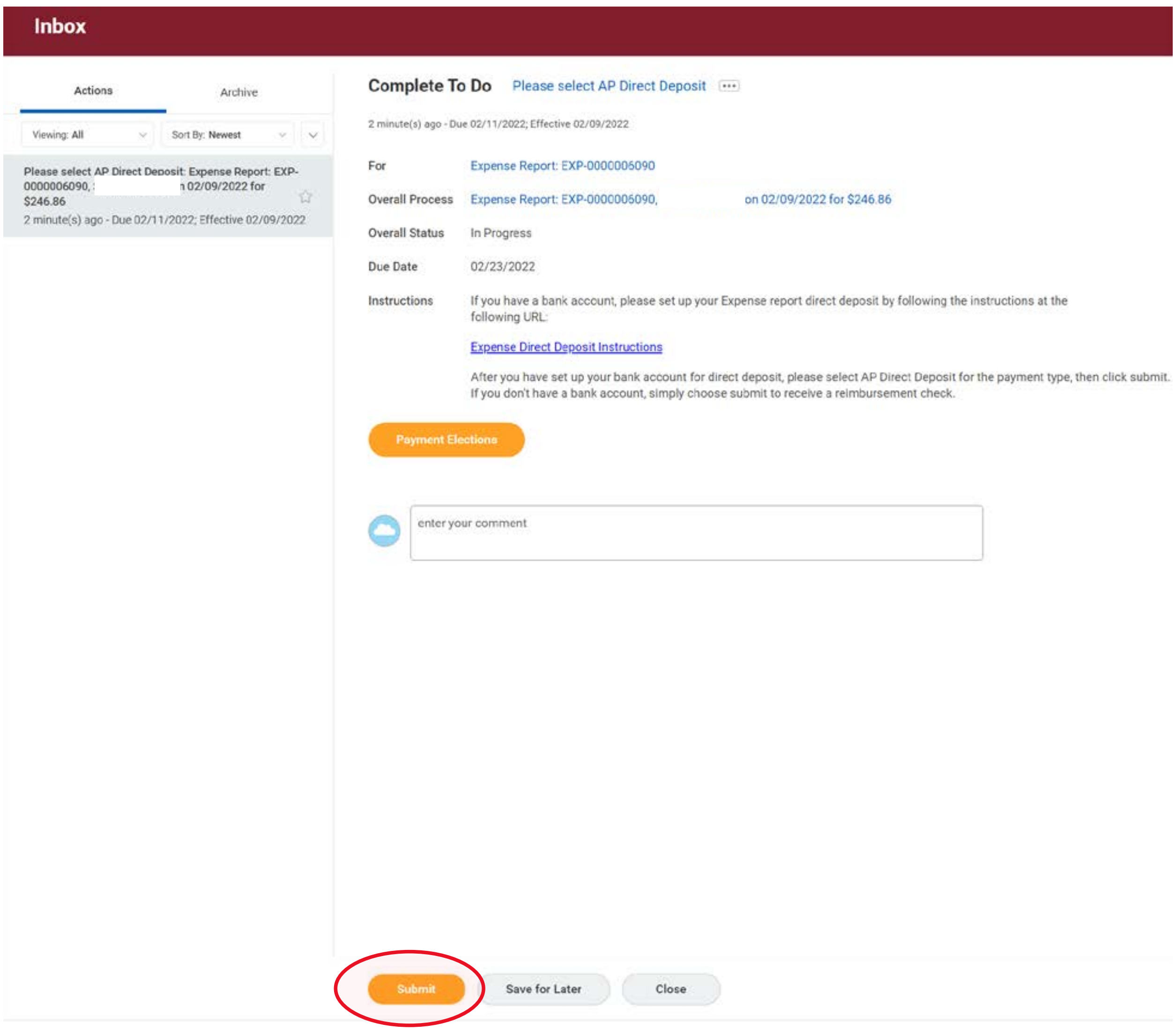
11. If you submitted your report and your reimbursement payment type is AP Check, you will receive this notice after submission. **Your report is not completely submitted until you complete this to do task**.



a) You will see the expense report in your **Inbox** and need to complete additional steps to complete submission. If you would like to continue with reimbursement via check, go to your inbox and select the expense report to continue to submit the report (step 11b below).
If you would like to be reimbursed by direct deposit, refer to Designating how you want your Reimbursement.



b) To complete the submission and be reimbursed via check, click **Submit** on the To Do Task.



Itemizing an Expense

1. If the amounts on the receipt need to be split between different fundstrings or between business and personal expense, use the **Itemization** section under **Item Details** on the right by clicking **Add**.

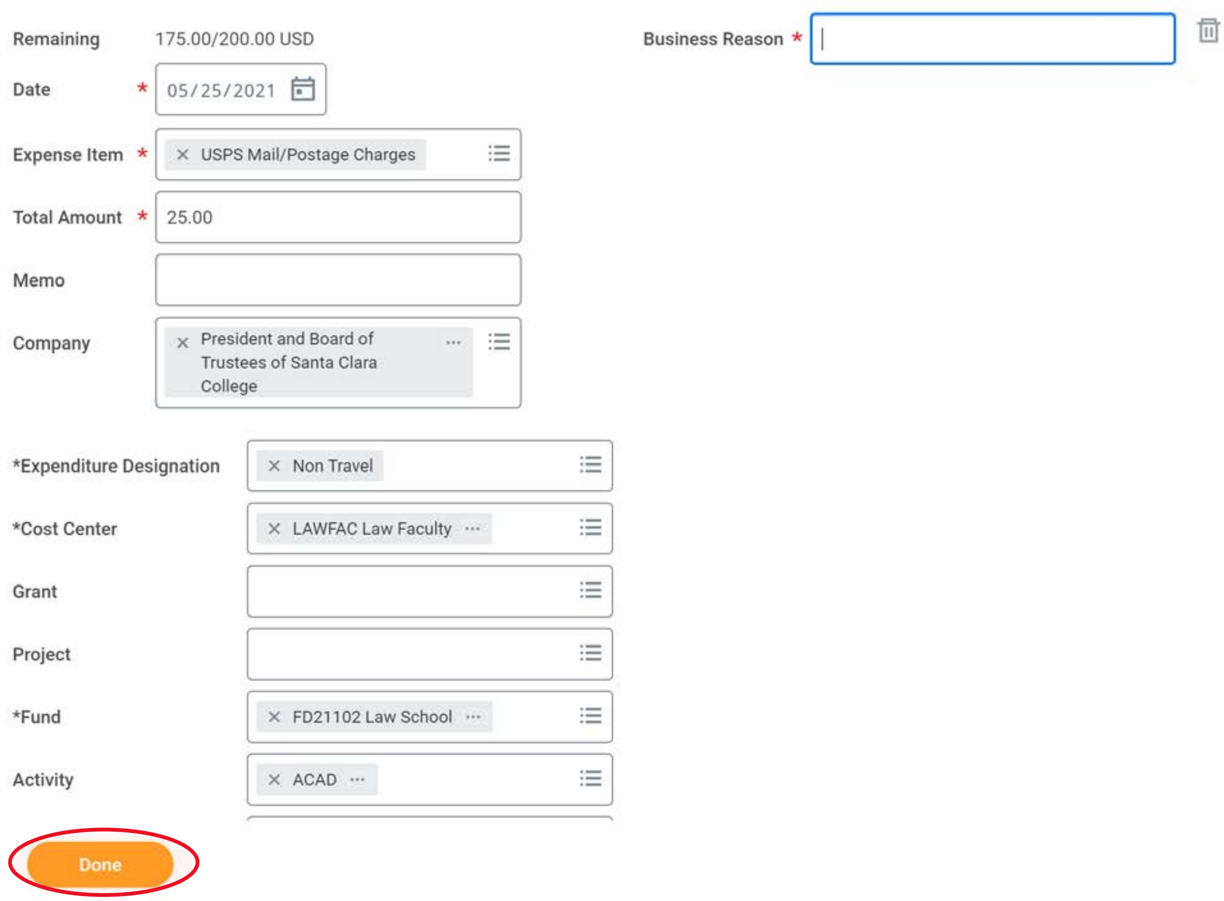
2. A box will pop-up and allow you to itemize the expense. The **Remaining Balance** will remain at the top and automatically update as you input your itemizations.

3. Enter the first itemized amount under **Total Amount** and complete the **Business Reason**, **Memo**, and **Worktag Fields**.

4. Click **Add** to continue creating another itemization if needed.

The itemizations must total the amount you originally entered on the **Expense Line Total Amount** field – the **Remaining Balance** field will also show you if your itemization doesn't add up.

5. Click **Done** when all itemizations have been entered.



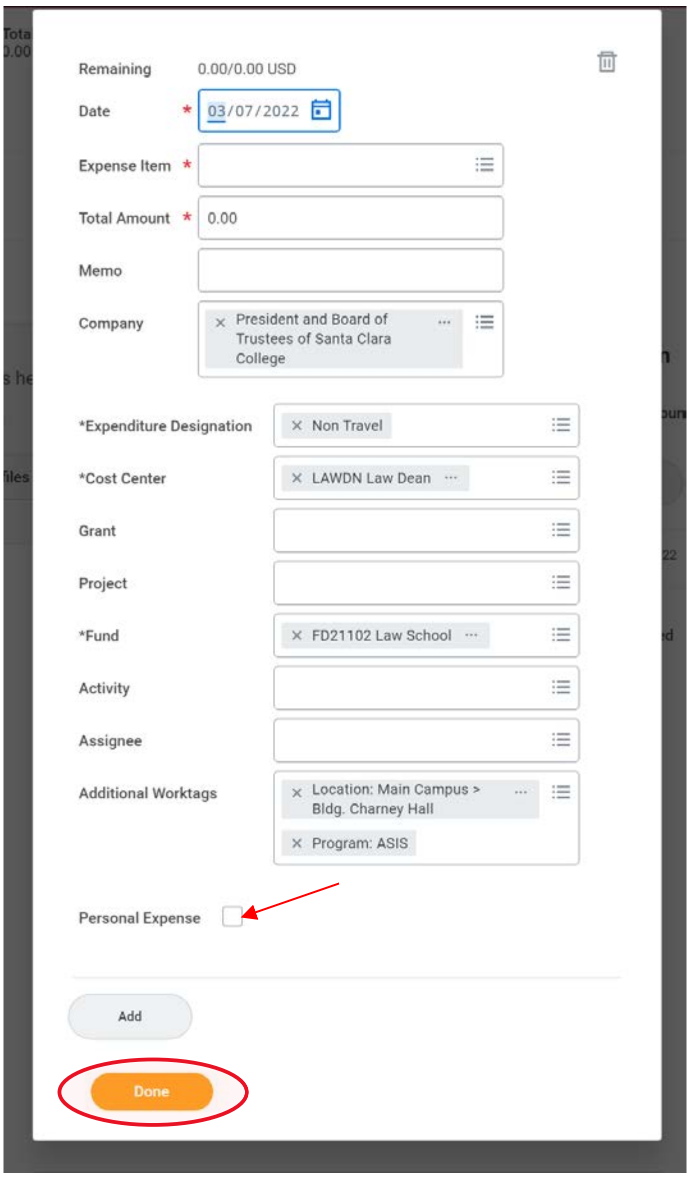
Marking a Portion of Your Expense as Personal

1. Follow the Itemizing an Expense directions and input the amount that should be marked as personal under **Total Amount**.

2. Check the **Personal Expense** box.

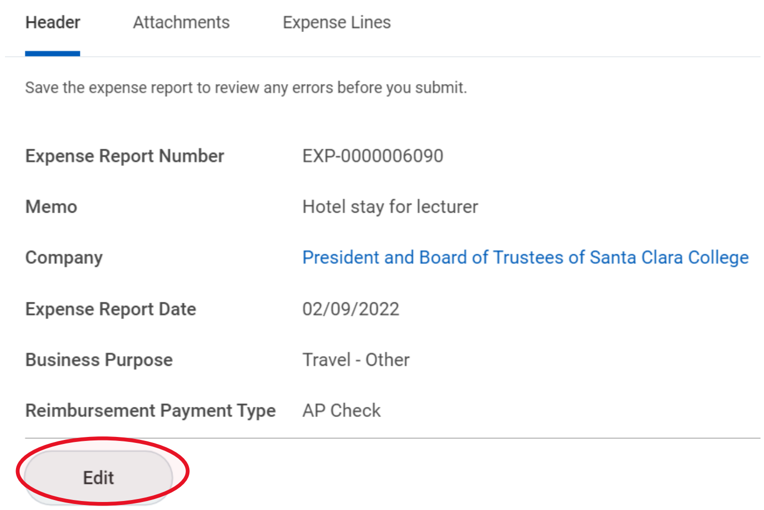
3. Press **Done** when all itemizations have been entered.

Example: $20 expense of which $5 is personal. You would create an expense for $20 and then use Itemization to split the expense. You would create two separate itemizations – one for $15 and one for $5 marked as personal.

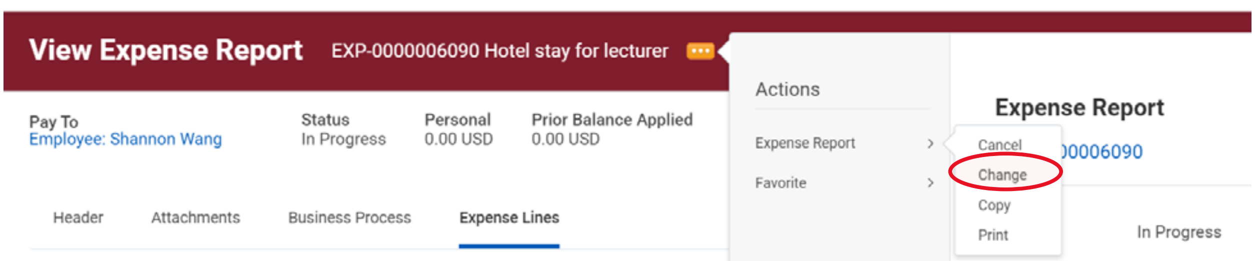


Designating How You Want Your Reimbursement

1. Click the **Header** under the top of your **Expense Report**, it will bring you to the header page. You will see the selected Reimbursement Payment Type.



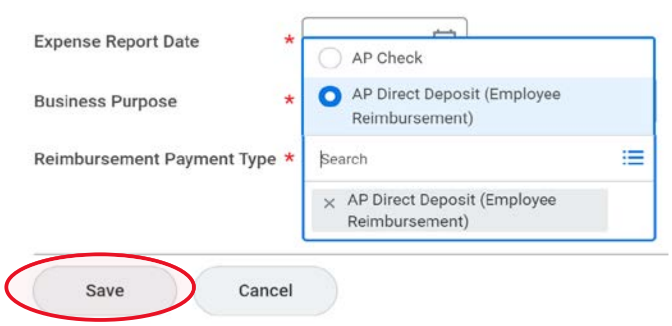
a) If you don't see Edit as an option, check if the top left says **View Expense Report**. If it does, you need to click the three dots behind the expense report name. Under Actions, go to Expense Report, and click **Change**.



2. Click **Edit** if you would like to change how you are reimbursed. The two options are **AP Check** or **AP Direct Deposit**.

If you have not set up direct deposit yet, refer to Setting up your Payment Elections.

3. Select your **Reimbursement Payment Type** and click **Save**.

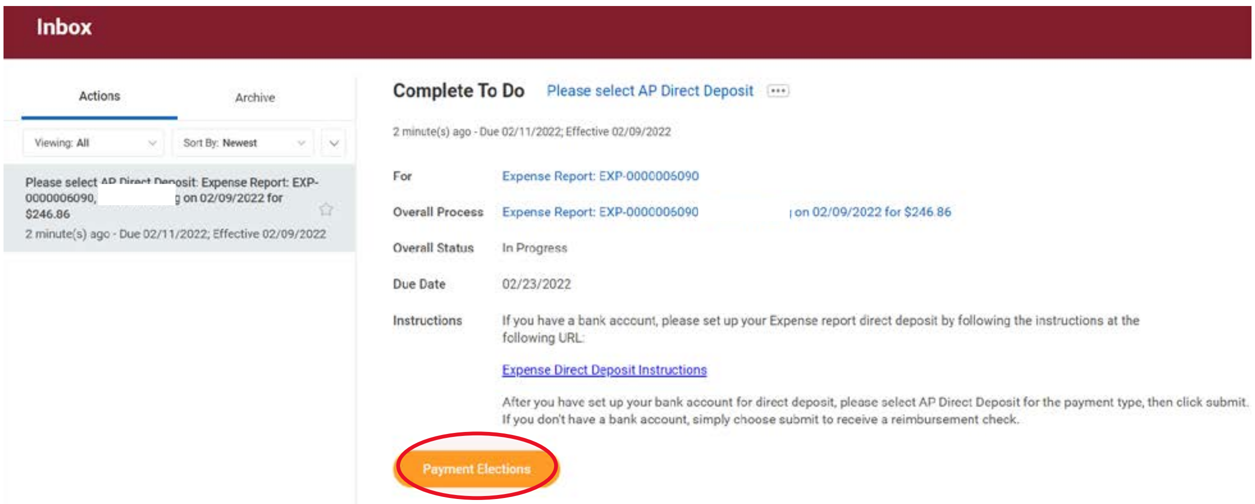


Setting Up Your Payment Elections

You can complete this task either as part of the Expense Report workflow or by itself.

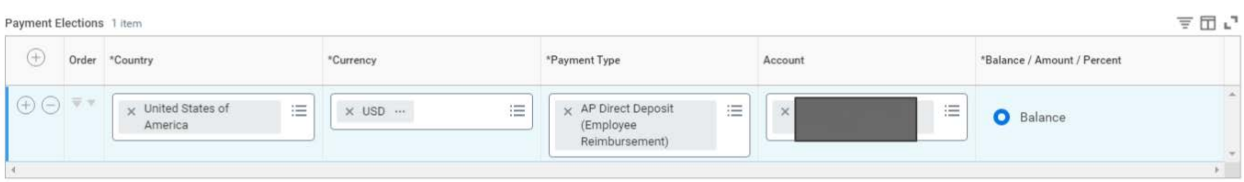
Setting up Payment Elections as part of Expense Report workflow

1. If you completed an expense report and did not have AP Direct Deposit selected as your reimbursement method, you will be left with an Inbox task to do. You can edit your payment elections through by selecting **Payment Elections**.

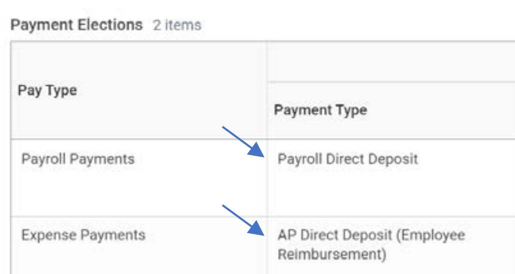


2. On the Payment Elections page, scroll down to **Payment Elections Requiring** Setup. Click **Add** to update your expense payment election.

3. If you have Direct Deposit set up with Payroll, you can select this account to also be your AP Direct Deposit account. Alternatively, you can setup another bank account for your reimbursements.



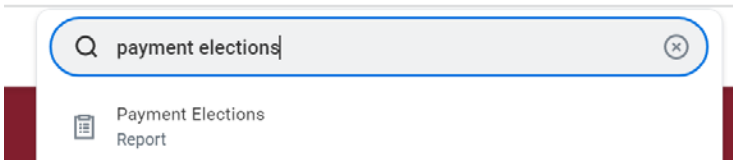
4. After setting up AP Direct Deposit, you will see two items under your payment elections.



Remember to go back and modify your Expense Report's reimbursement method. [Designating how you want your Reimbursement](#).

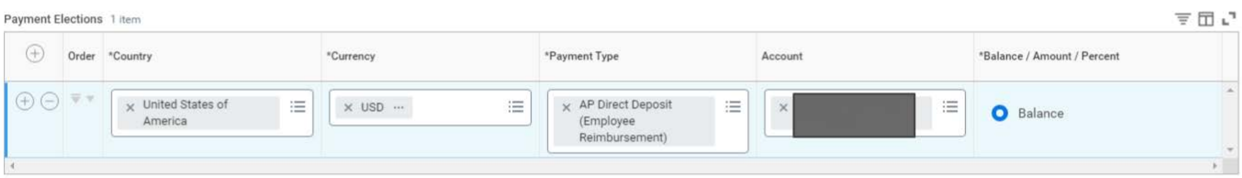
Setting up Payment Elections

1. In the Workday search bar, search for **Payment Elections**.



2. You will be brought to your Payment Elections. Scroll down to **Payment Elections Requiring** Setup. Click **Add** to update your expense payment election.

3. If you have Direct Deposit set up with Payroll, you can select this account to also be your AP Direct Deposit account. Alternatively, you can setup another bank account for reimbursements.



4. After setting up AP Direct Deposit, you will see two items under your payment elections.

Payment Elections 2 items

Pay Type	Payment Type
Payroll Payments	Payroll Direct Deposit
Expense Payments	AP Direct Deposit (Employee Reimbursement)