Job Aid | Workday for Core Users: Finance

ER - Create an Expense Report (Travel)

An Expense Report is required to reconcile PCard transactions and/or reimburse expenses associated with business travel.

Expense Reports for business travel must be tied to a Spend Authorization.

If you are reconciling non-travel PCard transactions or reimbursing for non-travel business expenses, see Create Expense Report (Non-Travel) (https://admin.resources.osu.edu/er-create-an-expense-report-non-travel)
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Refer to the Travel Website (https://busfin.osu.edu/buy-schedule-travel/travel) for return trip resources and the Travel Policy (https://busfin.osu.edu/sites/default/files/211_travel.pdf) for rules and restrictions.

Before starting an Expense Report, be sure you have all receipts and required support documentation scanned and ready to upload into the Expense Report.

To create an Expense Report, follow steps below through submission:

▼ Step 1: Access Expense Report Form

Workday offers three access options for creating an Expense Report. Make a selection below to navigate to the appropriate Expense Report Form in Workday (https://workday.osu.edu/). Follow the prompts thoroughly for the option you select in order to proceed to Step 2.

▼ Create an Expense Report for Yourself (You are the Employee-Traveler)

1. Type **Create Expense Report** in the search field at the top of the Workday homepage.
2. Select **Create Expense Report** from options list. This will take you to a new Expense Report Form – **proceed to Step 2**.

▼ Create an Expense Report for Worker (You are the EDES)

You are creating an Expense Report for an OSU Employee (known in Workday as "Worker") who has travel related expenses to be processed.

1. Type **Create Expense Report for Worker** in the search field at the top of the Workday homepage. This will allow you to select the Expense Report Form (for Worker).
2. Under Expense Report Information, type the worker (employee who is traveling) name into the **"Pay To"** field and click enter – **proceed to Step 2**.

▼ Create Expense Report for Non-Worker (You are the EDES)

You are creating an Expense Report for a Guest or Non-Employee (known in Workday as "Non-Worker" or "ECM") who has travel related expenses to be processed.

1. Type **Create Expense Report for Non-Worker** in the search field at the top of the Workday homepage. This will allow you to

select the Expense Report Form (for Non-Worker).

2. Click on the List Icon for **Payee Type** and select **External Committee Member**.
3. The Payee Type selection will trigger a new field to populate. Enter the non-worker (ECM) name into the **"Pay To"** field (matching the pre-established ECM) and click enter – **proceed to Step 2.**

▼ Step 2: Complete Expense Report Header

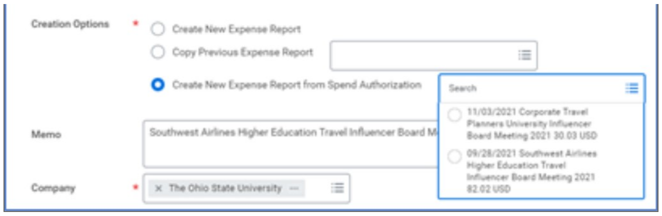
This section captures general details to associate the business travel expenses being processed to the Spend Authorization.

IMPORTANT: You should <u>not</u> process an Expense Report for business travel expenses without an existing Spend Authorization.

Complete all fields as prompted.

- **Creation Options –** Change the default selection to **"Create New Expense Report from Spend Authorization".** Do <u>not</u> use "Create New Expense Report" for a travel-related expense report.

  - Click the List Icon in the adjoining field and select the applicable Spend Authorization (referenced as the travel start date, trip description and total estimated cost) to associate with this Expense Report. Do <u>not</u> proceed unless you have selected the appropriate Spend Authorization for the business travel expenses.



▼ Additional Guidance

- Spend Authorization selection is dependent upon the traveler name (worker/ECM) entered for the Expense Report.
- If there are no Spend Authorization options to select, (1) check to make sure the **Expense Report For** name is correct – this should be the traveler associated with the business trip; (2) confirm that a Spend Authorization has been created.

- **Final Expense Report for Spend Authorization – CAUTION!** This box displays upon appropriate selection of a Spend Authorization in the previous step.
  - This feature allows you to designate this Expense Report as FINAL and CLOSE the associated Spend Authorization.
  - This should ONLY be checked when you are certain that this is the last Expense Report needed for travel-related expenses with this specific Spend Authorization.

▼ Additional Guidance

The **Final Expense Report for Spend Authorization** check box closes a Spend Authorization to unencumber unused funds and prevents the creation of additional expense reports for this trip. Closing a Spend Authorization cannot be reversed.

The following Expense Report header fields will auto populate from the Spend Authorization and should not be changed.

- **Memo** - This field auto populates with the information entered in the description of the Spend Authorization.
- **Company** - This field auto populates with the information entered on the Spend Authorization. This field cannot be changed after you begin the report.
- **Expense Report Date** - This field will auto populate with today's date.
- **Business Purpose** – This field auto populates with the information entered on the Spend Authorization.
- **Worktags** – Do not make any changes to the default **worktags** on the header. You will have an opportunity to edit the worktags in the expense lines section.
- **Credit Card Transactions -** Select any credit card (PCard) transaction(s) associated with this trip to include with this expense report by clicking the checkbox in the **Include** column.
- Click **OK**.

Proceed to Step 3 – Add Expense Report Lines.

▼ Step 3: Add Expense Report Lines

Lines: This section captures the actual expense line(s) that make up the Expense Report. If you selected a credit card (PCard) transaction in the previous step, it will appear as an expense line and some fields will be pre-populated from the credit card file. These amounts will show under the "Company Paid" total at the top of the Expense Report. Additional entry (e.g., expense item type and worktags) and receipt documentation is required for the credit card (PCard) transaction line.

IMPORTANT: To reconcile a prepaid expense, an expense report is entered and tied to the approved Spend

Authorization and thus moving a credit card (PCard) transaction from the generic/holding worktag to the approved funding worktag associated with the trip. The goal is to expense these transactions within 7 business days from load date in Workday.

If you do not have to reconcile any prepayments charged to a PCard, you will need to manually add expense lines to the Expense Report. These amounts will show under the "Reimbursement" total at the top of the Expense Report.

IMPORTANT: If the Spend Authorization references a cash advance, the expense line amounts entered will be applied to the Cash Advance Balance.

Per policy, all cash advances must be reconciled and substantiated within 30 days of completion of the trip by the traveler.

If there are left-over unused funds, the Spend Authorization will update that there is a "Cash Advance Outstanding Balance" in the header when the Expense Report is approved. The traveler would be expected to write a check to the university for repayment.

Add Lines:

- Click the **Add** button to activate line entry.
    - Add a new line for each expense and complete all fields as prompted.

Detailed Entry Information:

DATE: Enter the date of the expense.

EXPENSE ITEM: Enter or select an **Expense Item** (e.g., airfare or lodging).

▼ Additional Guidance

- If you don't know the exact expense item name in Workday, click on the **List Icon** > **By Expense Item Group** > ***Travel Expenses** to display all travel-related expense items.
- Expense Item must be from the *Travel Expenses group when added to an Expense Report.
- Each Expense Item has unique item details fields and instructional text that will populate once the Expense Item is selected.

QUANTITY | PER UNIT AMOUNT | TOTAL AMOUNT: Enter the quantity and per unit amount as prompted by the Expense Item selection.

▼ Additional Guidance

The Total Amount will populate automatically based on the quantity and per unit amount.

MEMO: Enter a note relative to the specific expense line (e.g., airfare round-trip).

WORKTAGS: The Cost Center and related worktags will default from the traveler's primary assignment (except for a non-worker). Make sure the correct cost center and associated worktags are being used.

▼ Additional Guidance

- Worktags will not carry over from the Spend Authorization.
- Worktags cannot be split between companies.
- Worktags can be split under the **Itemization** section for flexibility with charging a portion of the expense to a different worktag.

AVAILABLE SPEND AUTHORIZATION LINES: When the Expense Item matches a line in the Spend Authorization, you must select the associated line to liquidate the encumbrance. If there is no matching Expense Item line on the Spend Authorization, then leave blank.

▼ Additional Guidance

- By tying the expense item on the Expense Report to the expense item from the Spend Authorization, the commitment amount will unencumber, and totals will be updated on the Balance tab located on the Spend Authorization header.
- If the **Available Spend Authorization Lines** field is blank, you may choose to tie the expense line to another expense line from the Spend Authorization so long as it is not intended for another Expense Item's full value.
- The Per Diem (Pre-Trip) Expense Item on the Spend Authorization will never match the Per Diem (Post-Trip) expense item on the Expense Report.

ITEM DETAILS: The Expense Item selection will trigger the display of Item Details fields. Review the instructional text for important information. All fields must be completed as prompted for successful submission.

ITEMIZATION: You are not required to itemize each expense unless required by policy. For example: alcohol procured during a business meal must be expensed to a discretionary fund.

RECEIPT: Upload the receipt that corresponds to the expense. Drag, drop or select attachment(s) for upload.

- Use the Comment box to name your attachment for easier identification and selection. (e.g., airfare receipt)

▼ Additional Guidance

Airfare (Expense Item) – Item Details

- Departure/Arrival dates must be within the same time frame as the Start/End dates entered in the Spend Authorization header.
- First class is prohibited. Refer to Travel Policy (https://busfin.osu.edu/sites/default/files/211_travel.pdf) for restrictions for class of service – domestic flights must be economy and international flights with 5 consecutive hours are eligible for business class.
- Airfare for business travel must be procured through the university's contracted agency and should be indicated in the Travel Agency field. Refer to Travel Website (https://busfin.osu.edu/buy-schedule-travel/travel) for more information.
- A copy of the airfare receipt/itinerary is required for all airfare expenses.

Lodging (Expense Item) – Item Details

- Click the List Icon in the **Hotel** field and choose the hotel name from the options list. The option of "Other Hotel" is available if you cannot find your specific hotel.
- Click in the **Destination** field and type the city where the hotel is located. If you cannot find the city, type ***ALL** to return additional options for cities not listed. Enter the specific city in the memo field for the lodging line.
- The destination will pull in the GSA (https://www.gsa.gov/travel/plan-book/per-diem-rates) or DOS (https://aoprals.state.gov/content.asp?content_id=184&menu_id=78) lodging rate for the city. If the per Unit amount is over two times the

GSA (https://www.gsa.gov/travel/plan-book/per-diem-rates)
or
DOS (https://aoprals.state.gov/content.asp?content_id=184&menu_id=78)
lodging rate you will get an alert to remind you of
Travel Policy (https://busfin.osu.edu/sites/default/files/211_travel.pdf)
lodging rate thresholds.

Per Diem Post-Trip (Expense Item) – Item Details

- Departure/Arrival dates must be within the same time frame as the Start/End dates entered in the Spend Authorization header.
- Click in the **Destination** field and type the city. If you cannot find the city, type ***ALL** to return additional options for cities not listed. Enter the specific city in the memo field for the per diem line.
- The destination will pull in the GSA (https://www.gsa.gov/travel/plan-book/per-diem-rates) or DOS (https://aoprals.state.gov/content.asp?content_id=184&menu_id=78) per diem rate for the city.
- The **Travel Journal** section will appear based on your dates and destination values. Click on the **View Details** button to itemize the meals provided each day to calculate the total amount.

Mileage (Expense Item) – Item Details

- Click in the the **Origination** and **Destination** fields and type the city. If you cannot find the city, type ***ALL** to return additional options for cities not listed.

Proceed to Step 4 – Add Attachments. If no attachments, proceed to Step 5.

▼ Step 4: Add Attachments

This section allows attachments that further support the justification (business purpose), expense lines and/or other details that will assist the approver in determining the full business scope and costs for approval.

> **IMPORTANT:** Review attachments to ensure personal or secure data is not visible (e.g., social security # or credit card #). Redact secure content before upload.

- Navigate to the Attachments section, just below the Pay To information at the top.
- Drag, drop or select attachment(s) for upload.
  - Use the Comment box to name your attachment for easier identification and selection.

Proceed to Step 5 – Save or Submit for approval.

▼ Step 5: Save or Submit for Approval

Upon completion of the previous steps, you may **Save for Later** or **Submit**.

Save for Later will save content in a "Draft" status until you return to edit or submit. Even if this button is not clicked, the system will automatically save the Expense Report. Any credit card (PCard) transaction selected and associated with this Expense Report will be saved.

- The Expense Report # will be assigned (e.g., ER-0000000001)
- After Saving and while in "Draft" status, you can make edits to the content of the Expense Report (see Edit or Change Expense Report Job Aid). (https://admin.resources.osu.edu/er-edit-or-change-expense-report)

However, the Company and For (traveler) name cannot be edited. If either are incorrect, you must cancel the Expense Report (see Cancel Expense Report Job Aid (https://admin.resources.osu.edu/er-cancel-an-expense-report)) and create a new Expense Report.

Comments: You may enter any notes or messages regarding this expense report.

Submit will route the Expense Report into the business process flow pending the approval by the applicable approvers based on your assignment and the worktags entered.

- At submission, you may receive alerts (reminder notifications only) or error indicators (prompts that prevent submission until additional action or correction).
- If the Expense Report was not submitted by traveler, the Expense Report will route to the traveler for final approval thus completing the certification procedure per policy.
- If a transaction is denied, a notification of the denial is sent to the initiator, a user who submitted the request on behalf of someone, and any previous approvers. The notification includes a link to comments with more information about the reason for the denial.

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