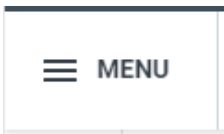


Audience / Role	Employee Expense Data Entry Specialist
Description	This job aid provides instructions to create and submit an expense report. An expense report is for settlement and/or reimbursement of business-related expenses pertaining to travel reimbursement, mileage reimbursement, and white claims.
Before You Start	Set up your payment elections and create spend authorization (if applicable).

Create Expense Report

1	Navigate to and select the Menu icon. 
2	From the Applications , select Expenses Hub (under the Personal drop down). If you do not see it, use Add Apps to search for and add the hub to the menu.
3	From the Expenses Hub , under Tasks, select Create Expense Report .
4	Under Create Expense Report , read the instructions in the link and complete the fields for this task.
5	Under Expense Report Information, enter the following into the fields: Creation Options: Select either Create New Expense Report, Copy Previous Expense Report, or Create New Expense Report from Spend Authorization. Your selection determines what information displays on the new expense report. Required fields should automatically populate. • Select Create New Expense Report if you are not referencing a previously approved spend authorization. • Select Copy Previous Expense Report if you want to use a similar expense report. Workday does not copy the following information: Expense itemizations, Quick Expenses, and Attachments. • Select Create New Expense Report from Spend Authorization – this option links the new Expense Report to an existing approved Spend Authorization. This option will not be used for white claims. Memo – Enter a description/reason for the expense. Company – Confirm name of company is Kern County. Expense Report Date – Enter date you are reporting the expense(s). Business Purpose – select reason for travel from the following list: ○ Audit ○ Client Visit ○ Conference ○ Internal Meeting ○ Outside US Travel ○ Relocation

Expenses: Create Expense Report

	○ Supplier Meeting ○ Training Project Task – select the Project Task if necessary. Grant – select the Grant if necessary. Cost Center – select the Cost Center. This item has a default entry, and can be changed as necessary. Additional Worktags – Fund will default in based of Cost Center selection, select other Worktags as needed. Select OK.
6	Under the Header tab, review the expense report header details before submitting. To make changes, click Edit .
7	Under the Expense Lines tab, select the Add icon to add a row. For the Expense Line section, attach receipt and select checkbox for Receipt Included. Receipts are Required. Enter the following into the fields for the expense item line. Some selections will also have additional Item Details fields that will need to be populated: • Expense Item – select the expense item from dropdown menu for what the spend is for such as airfare, car rental, hotel, supplies, etc. • Total Amount – populates based on quantity and per unit amount. • Memo – enter a description and reason for the expense. • Project Task – select the Project Task if necessary. • Grant – select the Grant if necessary. • • Cost Center – select the Cost Center. • Additional Worktags – Fund will default in based of Cost Center selection, select other Worktags as needed.
8	Add attachments. Click Select files>find and click on the file you want to attach>click open>Successfully Uploaded! message displays. To add more than one attachment: Click Upload>find and click on the new file you want to attach>click open>Successfully Uploaded! message displays. To remove an attachment altogether, click the Trash Can icon.
9	To add additional expenses, repeat step 8. Once all expenses are added, select Submit .

Expenses: Create Expense Report

10	The Expense Report displays. Under Resolve Any Errors Before You Continue , review the draft expense report. Make updates if needed.
11	Select Submit .

What Happens Next?

- Your expense report routes for review and approval. The approvals vary depending on the details of the expense report.
- To view the process and approvals, navigate to the Process History tab in the task.
- Once approved, the reimbursement occurs.
- Once the expense report is approved, the employee is reimbursed according to the payment elections.

Related Reports

- My Expense Report
- My Spend Authorizations

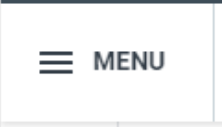
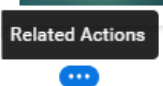
Related Job Aids

- Add and Maintain Payment Elections
- Create Spend Authorization

Expense Report Statuses

Draft	Expense report created but not submitted.
In Progress	Expense report created and submitted but not fully approved or denied.
Approved	Expense report fully approved.
Canceled	Worker canceled a Draft or In Progress expense report OR Approver cancels or denies the expense report.

Edit Expense Report

1	Navigate to and select the Menu icon. 
2	From the Applications , select Expenses Hub . Use Add Apps to search for and add the hub to the menu.
3	From the Expenses Hub , navigate to My Expense Reports . Under the Needs Attention section, Expenses available to edit. Locate the Expense Report to edit.
4	Select the Related Actions button of the Expense Report to edit. Under Actions , select Expense Report > Edit . 
5	Make changes to selected expenses report.
6	Select Submit .

What Happens Next?

- Your expense report will route for review and approval back through the business process. The approvals vary depending on the details of the expense report.
- To view the process and approvals, navigate to the Process History tab in the task.
- Once approved, the reimbursement occurs.
- Once the expense report is approved, the employee is reimbursed according to the payment elections.

Related Reports

- My Expense Report
- My Spend Authorizations

Related Job Aids

- Add and Maintain Payment Elections
- Create Spend Authorization