



EXPENSE REPORTS

Important to Know

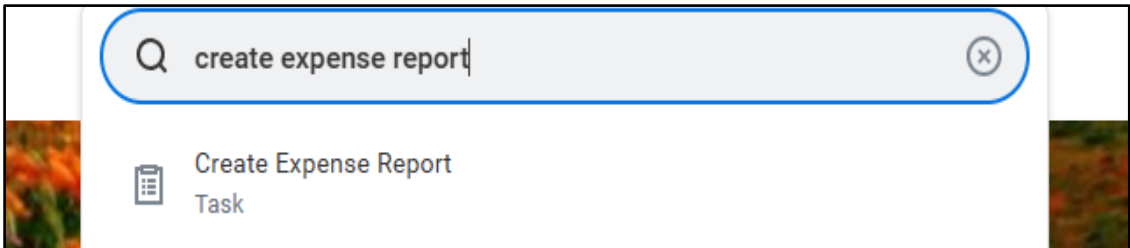
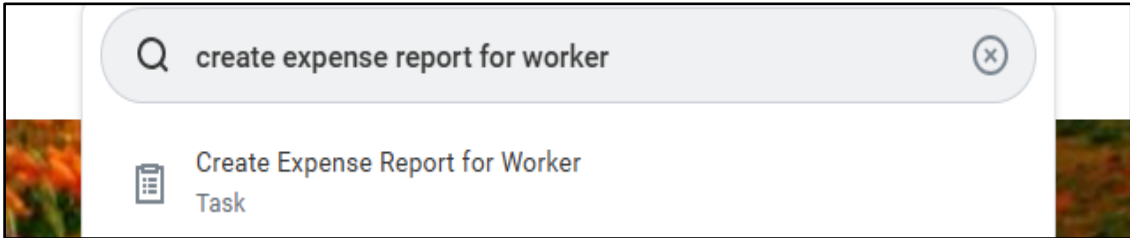
- If an expense report has not been submitted against a cash advanced within 21 days of travel, the cash advance will be withdrawn through the employee's bi-weekly payroll and a new expense report not tied to the original cash advance will need to be completed to be reimbursed.
- Be sure to complete all expense reports, or cancel them if you are unable to submit them in a timely manner. Saving a draft can lead to creating another expense report and will hold up funds between both drafts.
- Payment options for expense reports or spend authorizations with cash advances cannot be changed once the report has been submitted. Please ensure that:
 - For payments via warrant – Your address information is correct in Kern360.
 - For payment via direct deposit – Your banking information has been entered into Kern360 and confirmed correct.
- If the banking information is entered incorrectly, employees will need to contact their bank.



KERN COUNTY WORKDAY JOB AID Expenses: Create Expense Report



Description	This job aid explains how to create and submit an expense report for reimbursing business-related expenses. The information required is the same for creating an expense report for worker.
Before You Start	Set up your payment elections.

1a	Navigate to the search bar and enter Create Expense Report. Select the task, Create Expense Report if entering for self.  Select the task, Create Expense Report for Worker if creating an expense report for another person. (Not everyone has access to create expense reports for others.)  The rest of the process remains the same whether you are creating an expense report for yourself or someone else.
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KERN COUNTY WORKDAY JOB AID Expenses: Create Expense Report



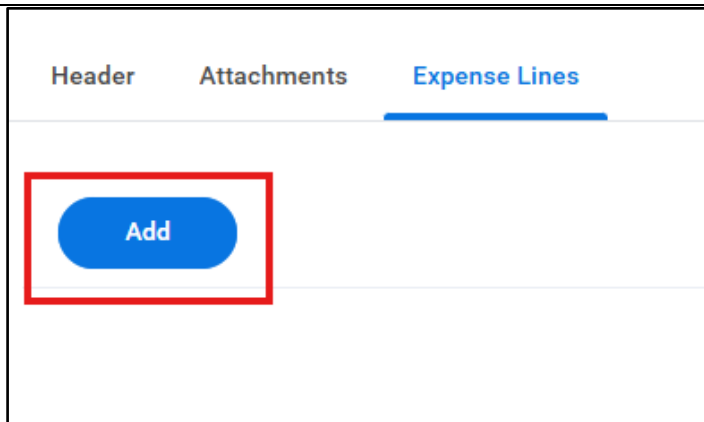
2	In their respective fields, please enter the following information: • Memo – Optional, include any relevant information as required by your department • Company – Required, should default to Kern County • Expense Report Date – Required, enter the date you are submitting your expense report • Business Purpose – Required, choose the option that best aligns with your expense report • Project Task – Optional, include only if your expense report should be tied to a specific project • Grant – Optional, include only if your expense report should be tied to a specific grant • Cost Center – Required, should default to the Cost Center that is tied to your worker profile ○ If incorrect or you are billing a different Cost Center for your expense report, remove and enter a new Cost Center. • Additional Worktags – Required, should default Activity and Fund based on the selected Cost Center, do not change
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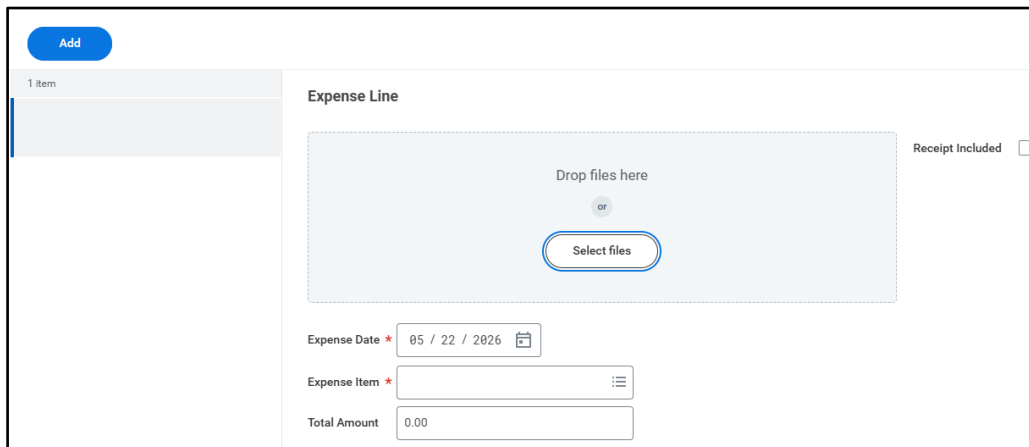
KERN COUNTY WORKDAY JOB AID Expenses: Create Expense Report



	Create Expense Report Expense Report Information Expense Report For * Employee: Joseph Rosales Creation Options * ☒ Create New Expense Report ☐ Copy Previous Expense Report ☐ Create New Expense Report from Spend Authorization Memo Company * × Kern County ... Expense Report Date * 05 / 22 / 2026 Business Purpose Project Task Grant Cost Center * × 1134CC Auditor-Controller ... Additional Worktags * × Activity: 1010AC General Government - Finance ... × Fund: 1000FD General Fund ... OK Cancel
3	In the Expense Lines tab, select Add to create a new expense line.



In the **Expense Line** field, choose the appropriate item for your expense type.



4

In their respective fields, please enter the following information:

- **Expense Line**

- **Expense Date** – Required, enter the date the expense occurred
- **Expense Item** – Required, select the relevant option.
- **Total Amount** – Required, enter the total amount of the expense item.
- **Memo** – Optional, enter any relevant information you or your department believe should be included
- **Project Task** – Optional, if your travel was part of and should be tied to a project, enter the relevant project task
- **Grant** – Optional, if your travel is being reimbursed by grant funds and should be expensed against the grant, enter the relevant grant
- **Cost Center** – Required, will auto-populate from the header and can be changed per line item if your expense should go to a specific cost center other than your own



KERN COUNTY WORKDAY JOB AID Expenses: Create Expense Report



- **Additional Worktags** – Required, will auto-populate based on what's chosen in the “Cost Center” field

Expense Line

 12.31.25 \$8346.13 INV 508252188 digital materials.pdf
Uploaded by Joseph Rosales

Comment

Upload

Expense Date * 05 / 22 / 2026 

Expense Item * Per Diem Multi-Day

Quantity * 1

Total Amount 193.50

Currency * USD

Memo

Project Task (empty)

Grant (empty)

*Cost Center (empty)

*Additional Worktags (empty)

Instructions

Please use "Standard" for any destinations outside the available list.

Item Details

Arrival Date * 05/01/2026

Arrival Time 08:00 AM

Departure Date * 05/03/2026

Departure Time 08:00 AM

Destination *  Los Angeles, California, United States of America 

Travel Journal

Total Amount 193.50 USD

View Details

Fri, May 1, 2026

- A new line should be added for each expense item related to the reimbursement. For example, mileage and hotel expense will be on the same expense report, but in different expense lines.



KERN COUNTY WORKDAY JOB AID Expenses: Create Expense Report



	4 items Sort By: ▾ Fri, May 22 Hotel 300.00 USD Mileage 94.25 USD Per Diem Multi-Day 193.50 USD Expense Line PDF 12.31.25 89346.13 INV 508252188 digital materials.pdf Uploaded by Joseph Rossales Comment Upload Expense Date * 05 / 22 / 2026 Expense Item * Per Diem Multi-Day Quantity * 1 Total Amount 193.50 Currency * USD Memo Project Task (empty) Grant (empty) *Cost Center (empty) *Additional Worktags (empty)
5	An attachment is required to support your expense reimbursement claim, please attach this in the Attachment section on each expense line. Add 4 items Sort By: ▾ Fri, May 22 Hotel 300.00 USD Mileage 94.25 USD Per Diem Multi-Day 193.50 USD Expense Line Drop files here or Select files Receipt Included ☐ Expense Date * 05 / 22 / 2026 Expense Item * Total Amount 0.00 Currency * USD Memo Project Task Grant *Cost Center 1134CC Auditor-Controller Once desired information is entered and looks correct, select Submit.

What Happens Next

06/01/2026

Version 0.2 - JR



KERN COUNTY WORKDAY JOB AID **Expenses: Create Expense Report**



- Your expense report routes for review and approval by your department before heading to the Auditor's office for final approval before payment.
 - Additional approvals may be required based on the optional worktags added on the expense report.
- To view the process and approvals, navigate to the Process tab on the transaction.
- Once the expense report is approved, the employee is reimbursed according to the payment elections.

Related Reports

- Find Expense Reports
- Update License & Banking Information
- Create Spend Authorization