Create an Expense Report for Personal Reimbursement

1. Open the **Expenses Hub** app in the Personal section of the **Workday Menu**.
2. In the **Tasks** section, select the **Create Expense Report** button.
3. In the **Creation Options** section, select **Create New Expense Report from Spend Authorization** and choose the applicable Spend Authorization from the drop-down menu.
4. In the **Memo** field, enter a summary of the expense(s) to be reimbursed.
5. The **Expense Report Date** is today's date.
6. In the **Business Purpose** drop-down menu, select **Reimbursement - Non-Travel**.
7. Your default **Worktags** are automatically populated.
8. Select **OK** to begin adding expense lines.
9. Use the ⊕**Add** button in the upper left to start the first expense line.
10. Use **Select Files** or drag-and-drop to **attach your receipt** for this line.
11. Enter the **Expense Date** (the transaction date), **Expense Item** (type of goods), **Quantity**, **Unit Cost**, and **Total**. The **Memo** is optional.
12. To add another line, use the ⊕**Add** button. Repeat steps 10-12 for each line.
    - Do not use the Submit button at the bottom until you're ready to submit the entire report.
13. You must add lines and attach receipts for all the purchases that correspond with this Spend Authorization. One Spend Authorization = one Expense Report.
    - Note this is different from purchase orders, where only one invoice may be attached.
14. When all line items are added and receipts attached, select **Submit** to send the Expense Report for approval. You can also **Save for Later** or **Cancel** if needed.

Troubleshooting

If the Expenses Hub app is not in the Personal section of your Workday Menu:

Use the ⊕ Add button at the bottom of the menu and search for "expenses hub". This app shows you all your Spend Authorizations, Expense Reports, P-Card Transactions, and travel info.

If you don't know which Expense Item to choose for a certain purchase:

The list is extensive and searchable. If you can't find anything that fits, consult your Cost Center Manager; if necessary, contact Accounts Payable.

If you don't have the original receipt:

First, contact the supplier for a replacement receipt. If this is not possible, contact Accounts Payable for instructions. Expense Reports must include unaltered original receipts.

If your Expense Report has not been approved after several days:
Check your notifications for any alerts that something needs to be changed or added. Remind approvers to approve the Expense Report so Accounts Payable can send payment. (Approvers will also receive alerts in their Workday notifications.)

Notes

- Scans and photos of paper receipts must be clear, legible, and include the entire receipt. Blurry, smeared, low-res, partial, and/or otherwise illegible images are not acceptable.
    - If you used the Workday app to take a photo, you can select it when choosing a file to attach.
- Payment is made via the same method as your paycheck. Direct deposits usually take 48 hours from final processing. Checks are mailed to the address on file in HR.
- If you didn't spend the entire amount allotted in your Spend Authorization, the remaining funds will return to the budget once the Expense Report is paid.
- If you overspent the Spend Authorization, you will be required to provide justification.
- **To edit a draft Expense Report**: open the Expenses Hub app, find the report in your list, and use the Edit button to make changes and submit (or cancel).

IMPORTANT

You must have an approved Spend Authorization BEFORE making any purchase. Spend Authorizations are just that: authorization to spend college money. Approval by conversation, email, text, Teams, etc. is not sufficient; only an approved Spend Authorization is acceptable. **The college is not obligated to reimburse anyone for something they did not get proper permission to buy.**

Need more help?

Contact Accounts Payable or Purchasing. (Purchasing cannot access your Spend Authorizations or Expense Reports, but they can help you create new ones.)