



University of Findlay

# How to Submit a Faculty Development Expense Report in Workday

Faculty Development Committee

August 2018

# Login to Workday and select the Expenses worklet.

## Faculty & Staff Intranet



### Applications

7 items



Personal  
Information



Absence



Pay



Career



Expenses



Favorites



Blackboard



MyFindlay



Canvas



Email



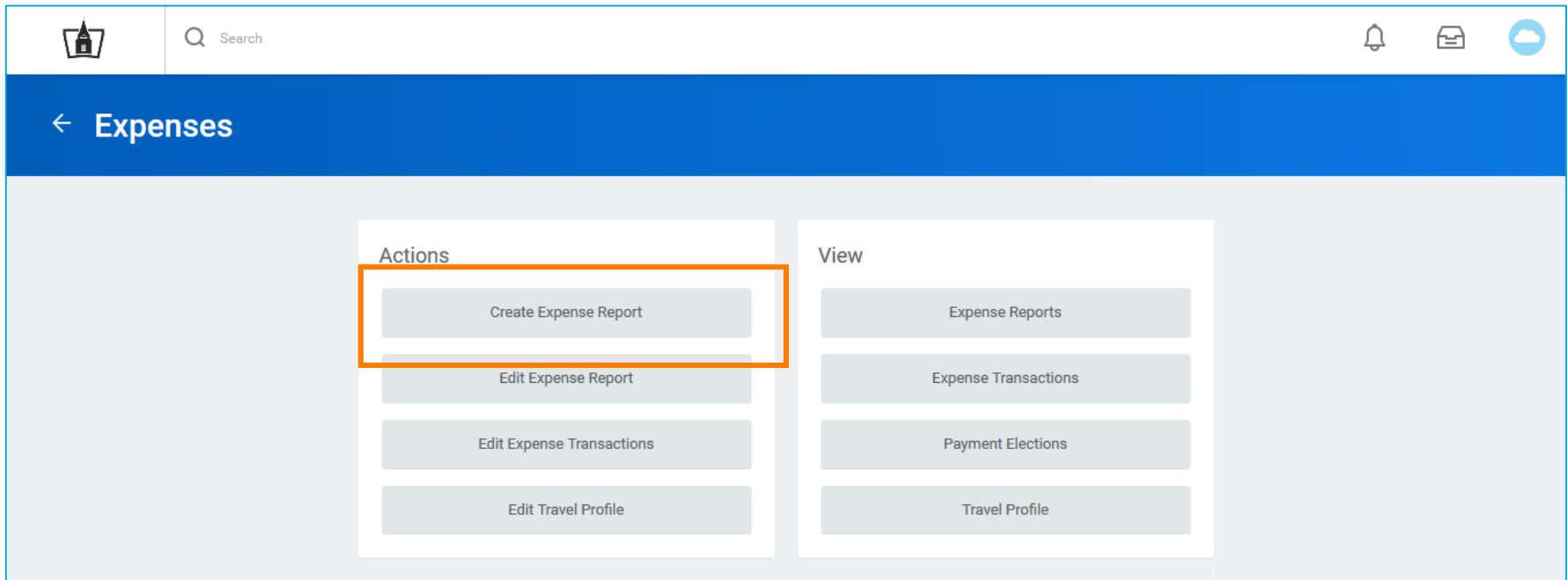
Workday



Shafer Library



# From Actions, select “Create Expense Report.”\*



\* **NOTE:** the example in this PowerPoint is for travel and conference expenses.

Use this task to enter an expense report into the system. Please determine if you would like to create a new exper

### ✓ Expense Report Information

Expense Report For \* Employee: Sarah Fedirka

Creation Options



Create New Expense Report



Copy Previous Expense Report

Company



× The University of Findlay



Expense Report Date \*

08 / 09 / 2018



Fund



× 10 Operating Fund



Cost Center



× 4850 Faculty Development



Region



× United States



Location

Additional Worktags

1. Create **New Expense Report**.

2. **Fund** = 10 Operating Fund

3. **Cost Center** = 4850 Faculty Development

4. **Region** = Where faculty development activity occurred

5. Select **OK**.

OK

Cancel

## ✓ Expense Report Information

Company \* The University of Findlay

Expense Report Date \* 08 / 09 / 2018 

Business Purpose

× Business Travel



1. For Business Purpose, select **Business Travel**.

Reimbursement  
Payment Type defaults  
to Direct Deposit

## ✓ Expense Report Reference Information

Reimbursement Payment Type \* × Direct Deposit



Memo

Modernist Studies Association Conference, Columbus, OH,  
11/08-12/17

2. Identify faculty development activity in the **memo**.

# Enter Individual Expense Items.

1. Identify Expense Item.

2. Enter item amount.

3. Make any clarifying notes in the Memo.

Expense Report Lines      Attachments

⊕ Add    ⊕ Import Existing Record

Date	Amount
08/09/2018	375.00
Airfare	

Expense Report Line

Date \* 08 / 09 / 2018

Expense Item \*

Quantity \*

Per Unit Amount \*

Total Amount \*

Memo

\*Fund

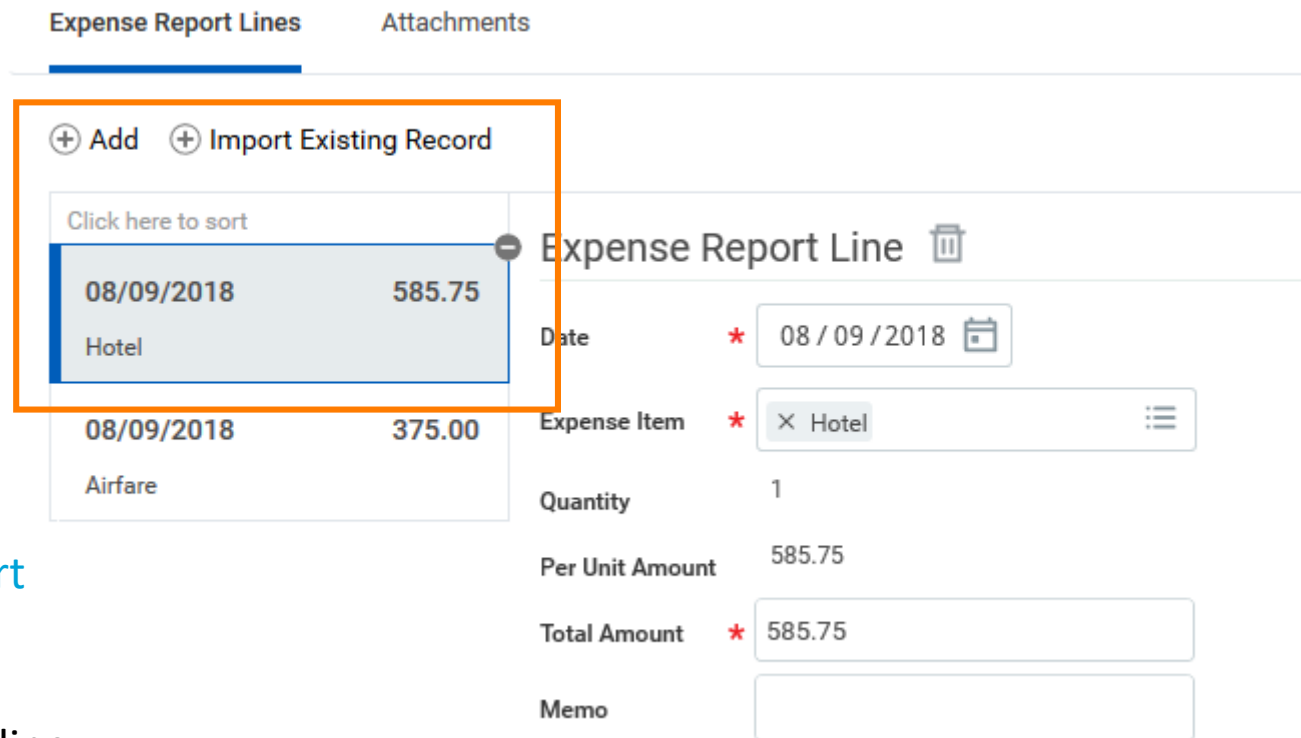
\*Cost Center

\*Region

Location

Additional Worktags

# Each Expense Item must have its own Expense Report Line.



Expense Report Lines Attachments

[+ Add](#) [+ Import Existing Record](#)

Click here to sort

08/09/2018	585.75	Expense Report Line
Hotel		Date * 08 / 09 / 2018
08/09/2018	375.00	Expense Item *  Hotel
Airfare		Quantity 1
		Per Unit Amount 585.75
		Total Amount * 585.75
		Memo

1. Select **Add** to add an additional **Expense Report Line**.

The new expense report line appears above lines already entered.







# If you are also using your college funds

1. Add the Expense Report Line to be paid with your college funds.
2. Indicate in the Memo that this expense is to be paid with your college Faculty Development funds.
3. Change the Cost Center to your college.

+ Add + Import Existing Record

Click here to sort	
08/01/2018	424.35
Airfare	
08/01/2018	50.00
Mileage Current Year	

Expense Report Line 	
Date *	08 / 01 / 2018 
Expense Item *	× Airfare 
Quantity *	1
Per Unit Amount *	424.35
Total Amount *	424.35
Memo	Pay from \$750 COLA FAC DEV funds
*Fund	× 10 Operating Fund 
*Cost Center	× 1141 College of Liberal Arts 
*Region	× United States 



# To split one Expense Item between your Faculty Development award and your college funds






1. Select the item to be split between the two cost centers.

2. Select Itemize.


Expense Report Line 


 Itemize

Click here to sort

08/01/2018	424.35	Airfare	
08/01/2018	685.65	Hotel	
08/01/2018	190.00	Professional Memberships	
08/01/2018	75.00	Meals	
08/01/2018	25.00	Personal Expense Item	

# To split a single Expense Item between Cost Centers continued


Date \* 08/01/2018  Memo


Expense Item \*   Personal ☐


Quantity 1

Per Unit Amount 90.00


Total Amount \* 90.00


\*Fund  

\*Cost Center  

\*Region  

Indicate amount of expense that comes from each cost center and select done.


Date \* 08/01/2018  Memo


Expense Item \*   Personal ☐


Quantity 1


Per Unit Amount 100.00


Total Amount \* 100.00

\*Fund  

\*Cost Center  

\*Region  

Location  

Additional Worktags  

# Each Expense Item must have a receipt attached.

- Receipts must correspond to the Expense Item.
- Receipt files can be PDFs or JPGs.
- Click “Upload” to add additional receipts to a single Expense Item. (Meals, for example, could be one expense item with multiple receipts)



## Attachments from File

Drop files here

or

Select files

## Attachments from File

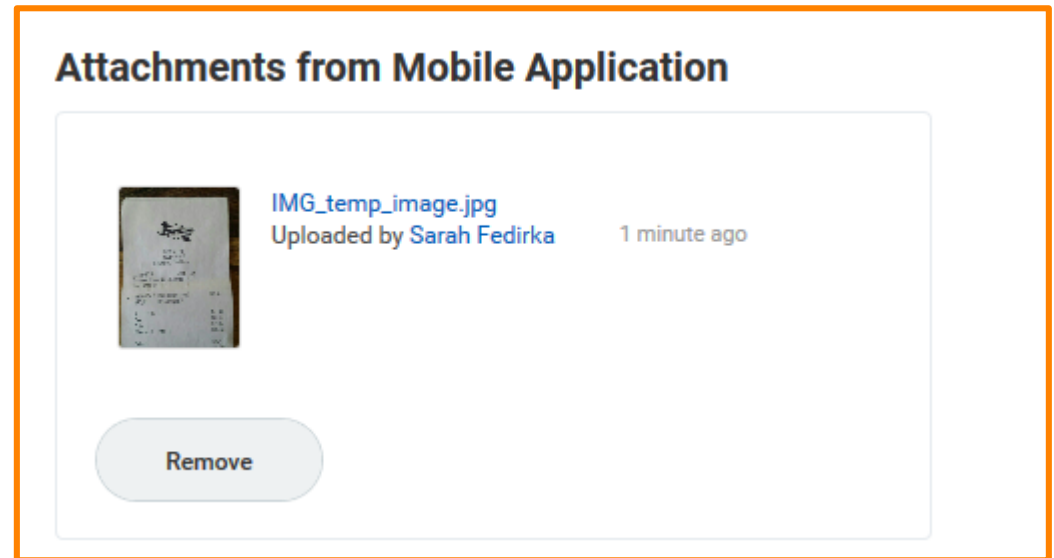
 Hotel bill.pdf 

Comment

Upload

# Using the Workday Mobile App to Add Receipts


- If using the Workday Mobile Application, a picture of a receipt can be taken with your phone.
- The image can then be added to your expense report.





# If you have a receipt that combines personal and business expenses

**Personal expenses** (spouse meals, alcohol) **must be subtracted** from the Expense Item total before entering it.

If you try to use “Personal Expense Item” or try to itemize using the “Personal” box, you will get the following error.

Expense Report Line 

Date \* 08 / 01 / 2018 


Expense Item \*  


Quantity \* 1


Per Unit Amount \* 0.00

Total Amount \* 0.00

Memo

\*Fund  

\*Cost Center  

\*Region  

Location

## Error

### 1. Page Error

- Personal Expense Expense Item Is Only Allowed for Credit Card Transactions

## Alert

### 1. Page Alert

Your expense report contains errors. Save your work and fix these errors before you resubmit your expense report.


## Memo

Spouse meal

## Personal




## \*Fund



## \*Cost Center



## \*Region



## Location



## Additional Worktags



# Expense report total MUST NOT exceed your Faculty Development award amount.

Personal	Cash Advance Applied	Reimbursement	Total
0.00 USD	0.00 USD	1,400.00 USD	1,400.00 USD

You may have to adjust an expense item to be less than its receipt total to make the math work.

The exception would be if your expense report contains multiple cost centers. In which case, make sure what is billed to 4850 Faculty Development does not exceed your award amount.

<

# Submit your Completed Project Evaluation Form in Workday.

Expense Report Lines

**Attachments**

Attachments

Drop files here

or

Select files

1. While in the Expense Report Information screen, click Attachments.

2. Drag and Drop your Completed Project Evaluation Form or Select the file from your computer.

Expense Report Lines

**Attachments**

Attachments

Completed Project Evaluation Form Fedirka.doc

DOC

Comment

Upload

# When Expense Items have been added and you have attached your Completed Project Evaluation Form, submit.

Memo

\*Fund

\*Cost Center

\*Region

Location

Additional Worktags

Country

**Attachments from File**

Drop files here

or

Select files

**Attachments from Mobile Application**

Add

Receipt Included ☐

Submit Save for Later Cancel



# Once your expense report has been submitted, you are able to track its progress.

## Process History



**Sarah Fedirka**

– Due 08/08/2018

Expense Report Event– Step Completed



Approval by SGA/Club President or SGA/Club Treasurer– Not Required



Approval by SGA/Club Advisor or SGA/Club Senior Advisor– Not Required



Approval by Manager– Withdrawn



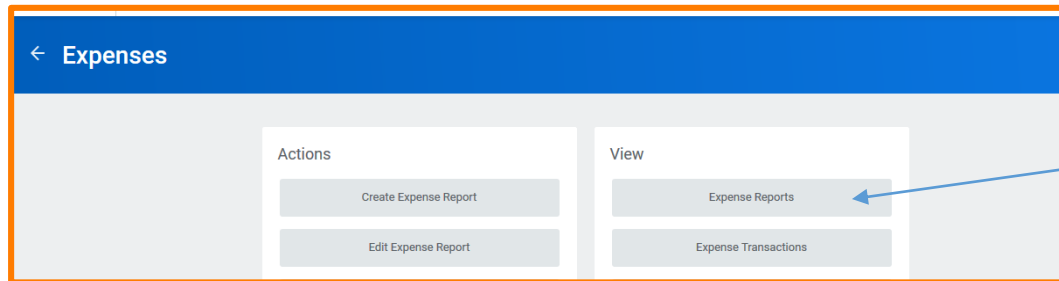
**Sarah Fedirka**

– Due 08/08/2018

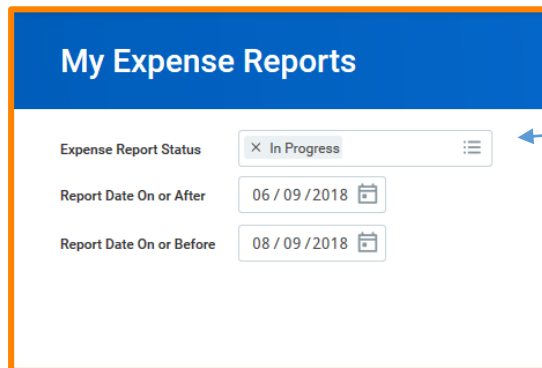
Expense Report Event– Awaiting Action



# To make changes to an expense report that has been submitted



1. View Expense Reports.



2. From My Expense Reports, select Expense Report Status = In Progress.

3. Select Change Expense Report.

The screenshot shows the 'My Expense Reports' table with 2 items. The table has columns: Expense Report Date, Expense Report Status, Memo, Total Amount, Reimbursement Amount, Worker Paid, Personal Amount, Currency, and Company. A blue arrow points from the 'Change Expense Report' button in the table to the third step of the instructions.

Expense Report Date	Expense Report Status	Memo	Total Amount	Reimbursement Amount	Worker Paid	Personal Amount	Currency	Company	
002 08/07/2018	In Progress		13.15	13.15		0.00	USD	The University of Findlay	Change Expense Report



University of Findlay

# Questions?

Contact the Faculty Development Committee  
representative from your college or  
Email [facultydevelopment@Findlay.edu](mailto:facultydevelopment@Findlay.edu)