

How to Submit a Faculty Development Expense Report in Workday

Faculty Development Committee

Updated July 2019

Login to Workday and select the Expenses worklet.

 **Applications**
7 items



Personal
Information



Absence



Pay



Career

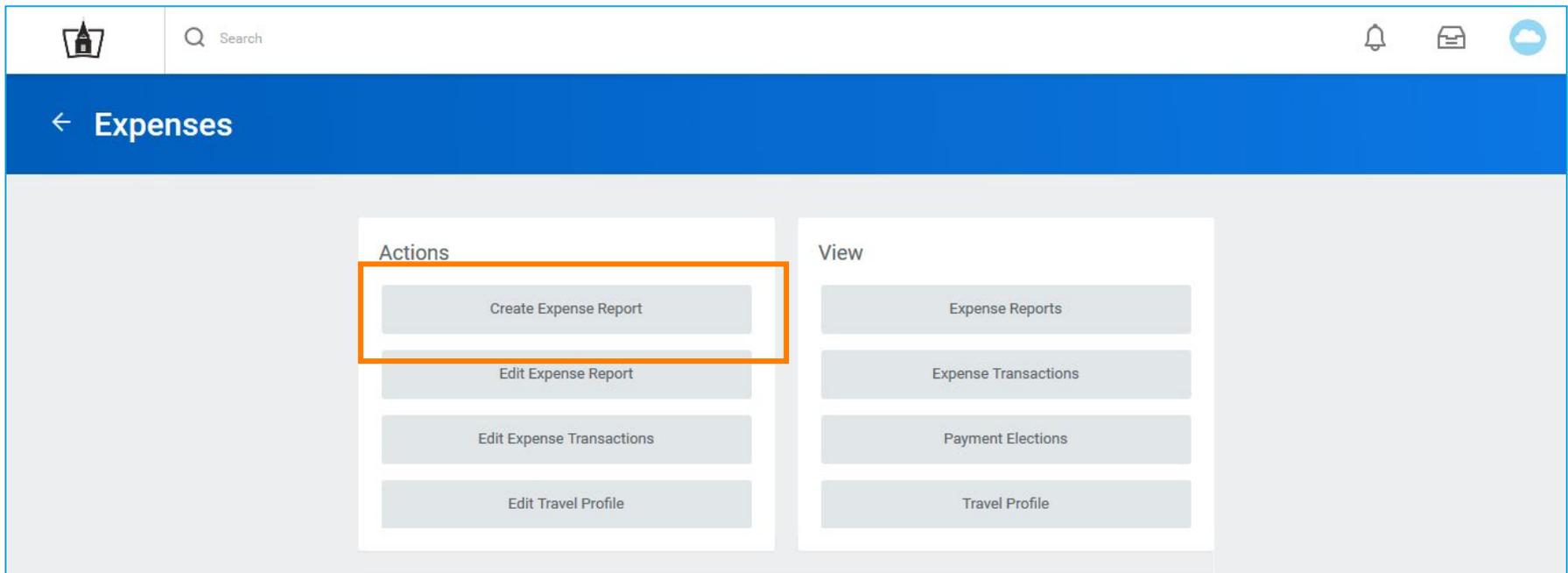


Expenses



Favorites

From Actions, select “Create Expense Report.”*



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

Expense Report Information

Expense Report For * Employee: Sarah Fedirka

Creation Options

Create New Expense Report

Copy Previous Expense Report

Memo

Modernist Studies Association Conference, Columbus, OH, 5/6-12/19

Company

*

Expense Report Date *

07/14/2019

Business Purpose

*

Fund

*

Cost Center

*

Region

*

Location

Additional Worktags

OK

Cancel

1. Create [New Expense Report](#).

2. Indicate Faculty Development purpose in [Memo](#).

3. Select [Business Purpose](#)—if Appropriate.

4. [Fund](#) = 10 Operating Fund

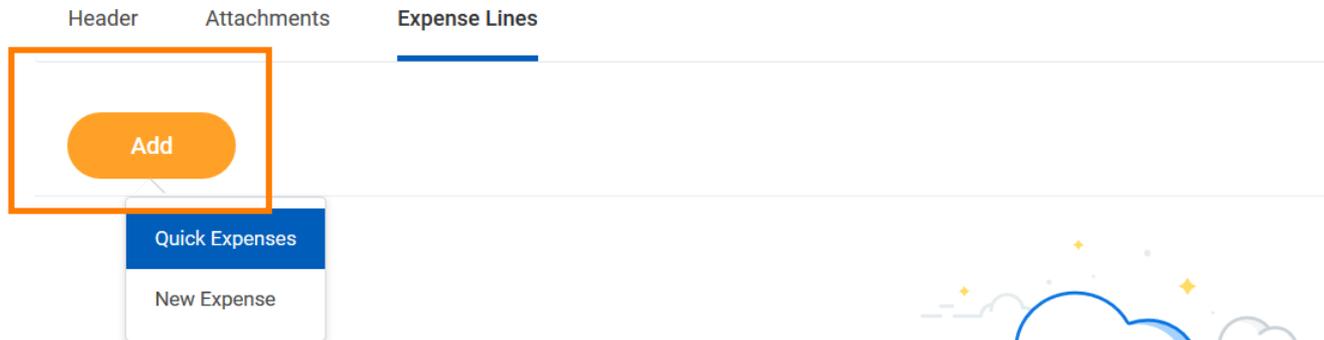
5. [Cost Center](#) = 4850 Faculty Development

6. [Region](#) = Where faculty development activity occurred

7. Select [OK](#).

Click Add to add individual expense items.

Pay To
Employee: Sarah Fedirka



Use [Quick Expenses](#) if you have uploaded receipts using the Workday app on your phone.

Use [New Expense](#) if you are uploading receipts from files on your computer.

Add individual Expense Item.

1. Identify Expense Item.

2. Enter item amount.

3. Make any clarifying notes in the Memo.

Expense Report Lines

Attachments

⊕ Add ⊕ Import Existing Record

08/09/2018

375.00

Airfare

Expense Report Line 

Date * 08 / 09 / 2018 

Expense Item * 

Quantity *

Per Unit Amount *

Total Amount *

Memo

*Fund 

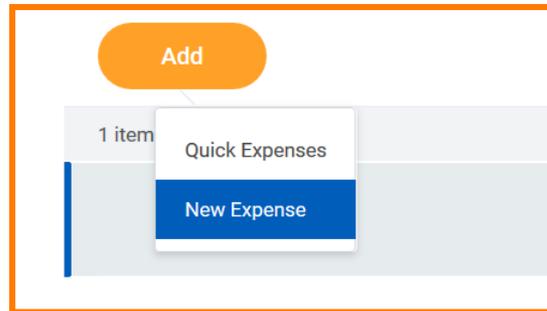
*Cost Center 

*Region 

Location 

Additional Worktags 

Each Expense Item must have its own Expense Line.



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

The new expense line appears above expense lines already entered.

Expense Line	
Linked Quick Expense	<input type="text"/>
Date	* 07 / 14 / 2019
Expense Item	* <input type="text" value="x Airfare"/>
Quantity	* <input type="text" value="1"/>
Per Unit Amount	* <input type="text" value="375.00"/>
Total Amount	* <input type="text" value="375.00"/>
Currency	* USD
Memo	<input type="text"/>
*Fund	<input type="text" value="x 10 Operating Fund"/>
*Cost Center	<input type="text" value="x 4850 Faculty Development"/>

If your college funds will also be applied, submit one combined expense report.

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

The screenshot shows the 'Expense Lines' tab of an expense report system. It features an 'Add' button, a list of items (currently empty), and a detailed view of an expense line. The expense line is for 'Airfare' on 'Sun, Jul 14' for '375.00 USD'. The 'Total Amount' is '586.00'. The 'Memo' field contains '\$586 from CAHSS Prof Dev Funds'. The '*Fund' field is '10 Operating Fund' and the '*Cost Center' field is '1141 Dean, College of Arts, Humanities, and Social Sciences'. The '*Region' field is 'United States'. Blue arrows point from the instructions to the 'Total Amount' and 'Memo' fields.

Header	Attachments	Expense Lines
<p>Add</p> <p>2 items Sort By: ↓</p> <p>Sun, Jul 14</p> <p>Airfare 375.00 USD</p>		
<h3>Expense Line</h3> <p>Linked Quick Expense</p> <p>Date * 07 / 14 / 2019</p> <p>Expense Item * Hotel</p> <p>Total Amount * 586.00</p> <p>Currency * USD</p> <p>Memo \$586 from CAHSS Prof Dev Funds</p> <p>*Fund X 10 Operating Fund</p> <p>*Cost Center X 1141 Dean, College of Arts, Humanities, and Social Sciences</p> <p>*Region X United States</p>		

Use Itemization to split an Expense Item between your Faculty Development award and your college professional development funds.

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

2. Under Itemization, Non-Recurring Charges, select Add.

Itemization

Remaining Amount to Itemize 375.00/375.00 USD

Non-Recurring Charges

Add

0 items

Add

2 items Sort By: ▾ ↓

Sun, Jul 14

Hotel	586.00 USD
\$586 from CAHSS Prof Dev Funds	
Airfare	375.00 USD

Splitting a single Expense Item between cost centers continued.

Date * 07 / 14 / 2019

Expense Item *

Quantity * 1

Per Unit Amount * 75.00

Total Amount * 75.00

*Fund

*Cost Center

*Region

Location

1. Indicate amount of expense from one cost center.

Add

2. Select Add to add additional cost center.

3. Indicate amount of expense from second cost center.

4. Remaining amount should equal zero.

Remaining 0.00/375.00 USD

Date * 07 / 14 / 2019

Expense Item *

Quantity * 1

Per Unit Amount * 300.00

Total Amount * 300.00

Memo

*Fund

*Cost Center

*Region

Location

Additional Worktags

Personal Expense

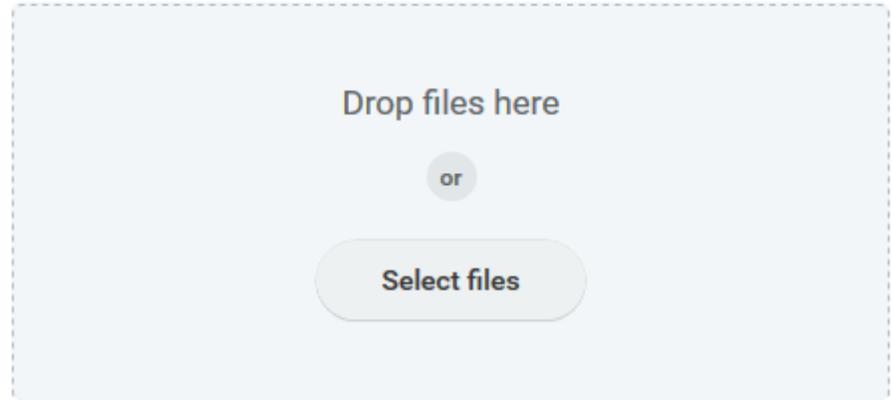
Done

5. Select Done

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

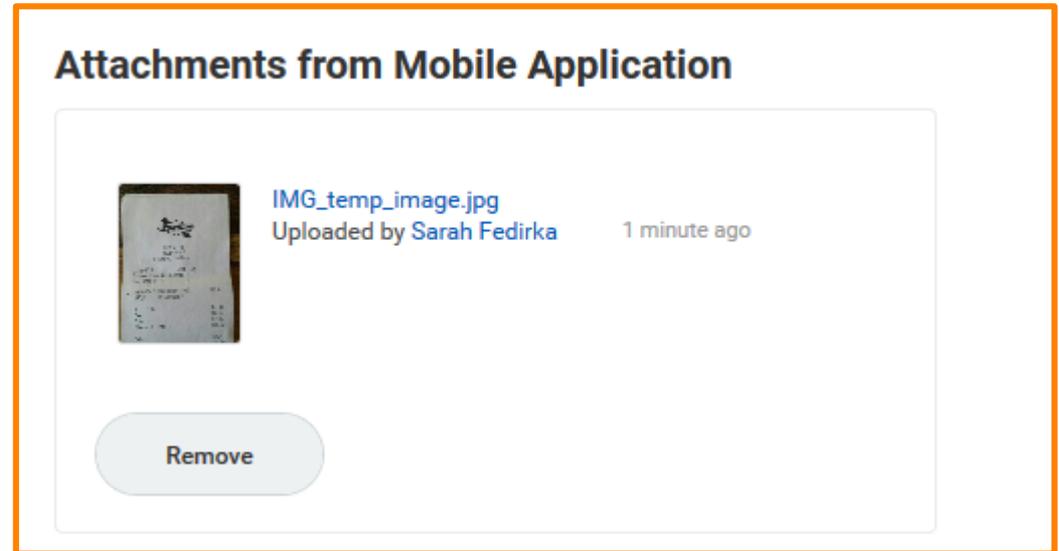


Attachments from File



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 using Quick Expense.



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.

+ Add		+ Import Existing Record	
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	100.00	Meals	

Submit your Completed Project Evaluation Form in Workday.

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

Header

Attachments

Expense Lines

Save the expense report to review any errors before you submit.

2. Select Edit.

Edit

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

Header

Attachments

Expense Lines

Attachments



Completed Project Evaluation Form Fedirka.doc

Comment

Upload

4. Save.

Save

Cancel

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

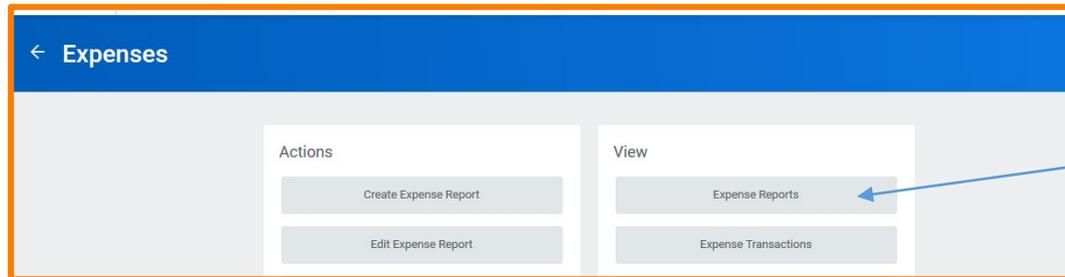
Submit Save for Later Cancel

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 the following columns: Expense Report Date, Expense Report Status, Memo, Total Amount, Reimbursement Amount, Worker Paid, Personal Amount, Currency, and Company. A blue arrow points to the 'Change Expens...' button in the table.

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 Expens...

Questions?

Contact the Faculty Development Committee
representative from your college or
Email facultydevelopment@Findlay.edu