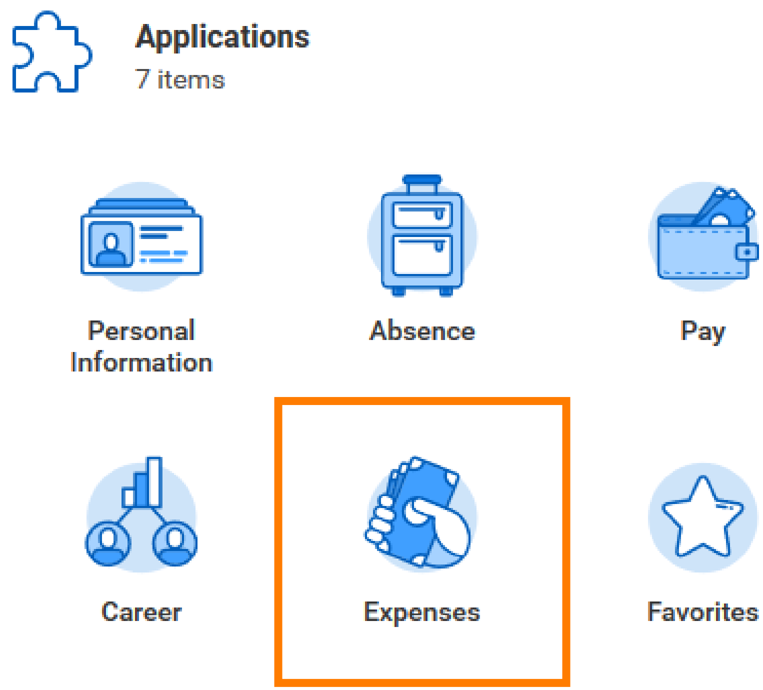
University of Findlay

How to Submit a Faculty Development Expense Report in Workday

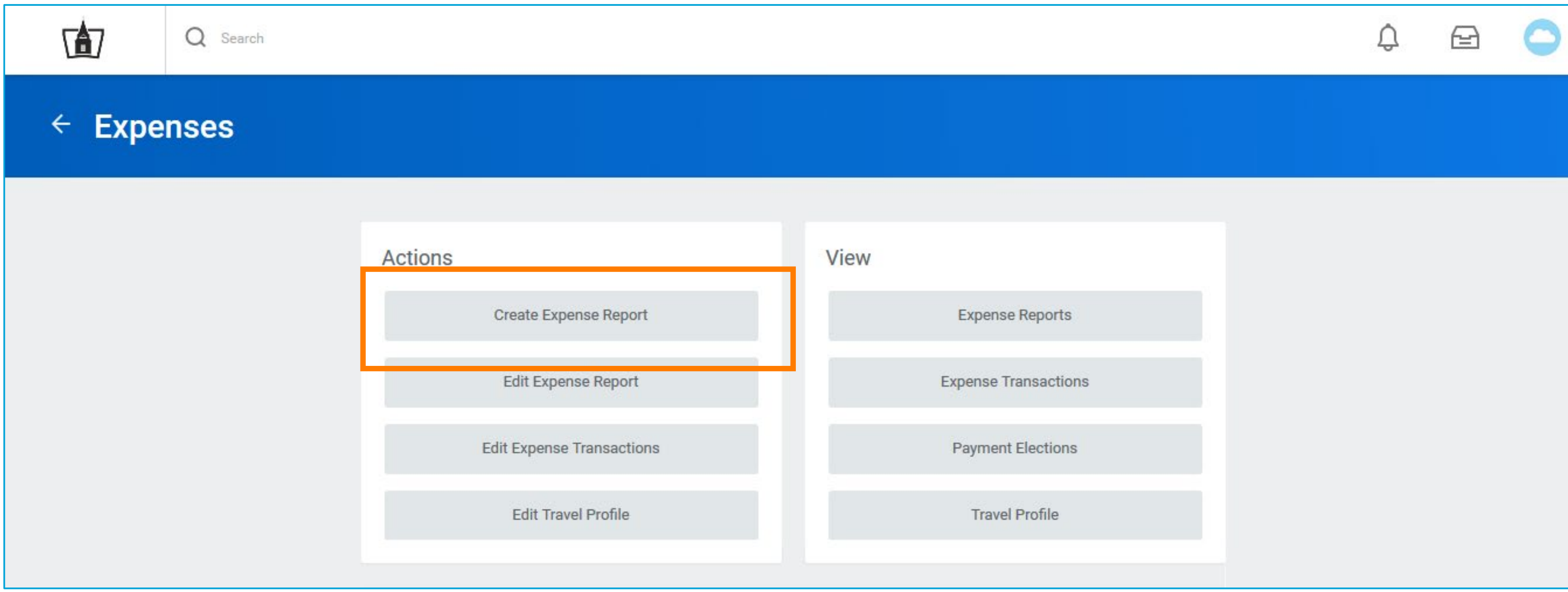
Faculty Development Committee

Updated July 2019

Login to Workday and select the Expenses worklet.



From Actions, select “Create Expense Report.”*



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

1. Create New Expense Report.

2. Indicate Faculty Development purpose in Memo.

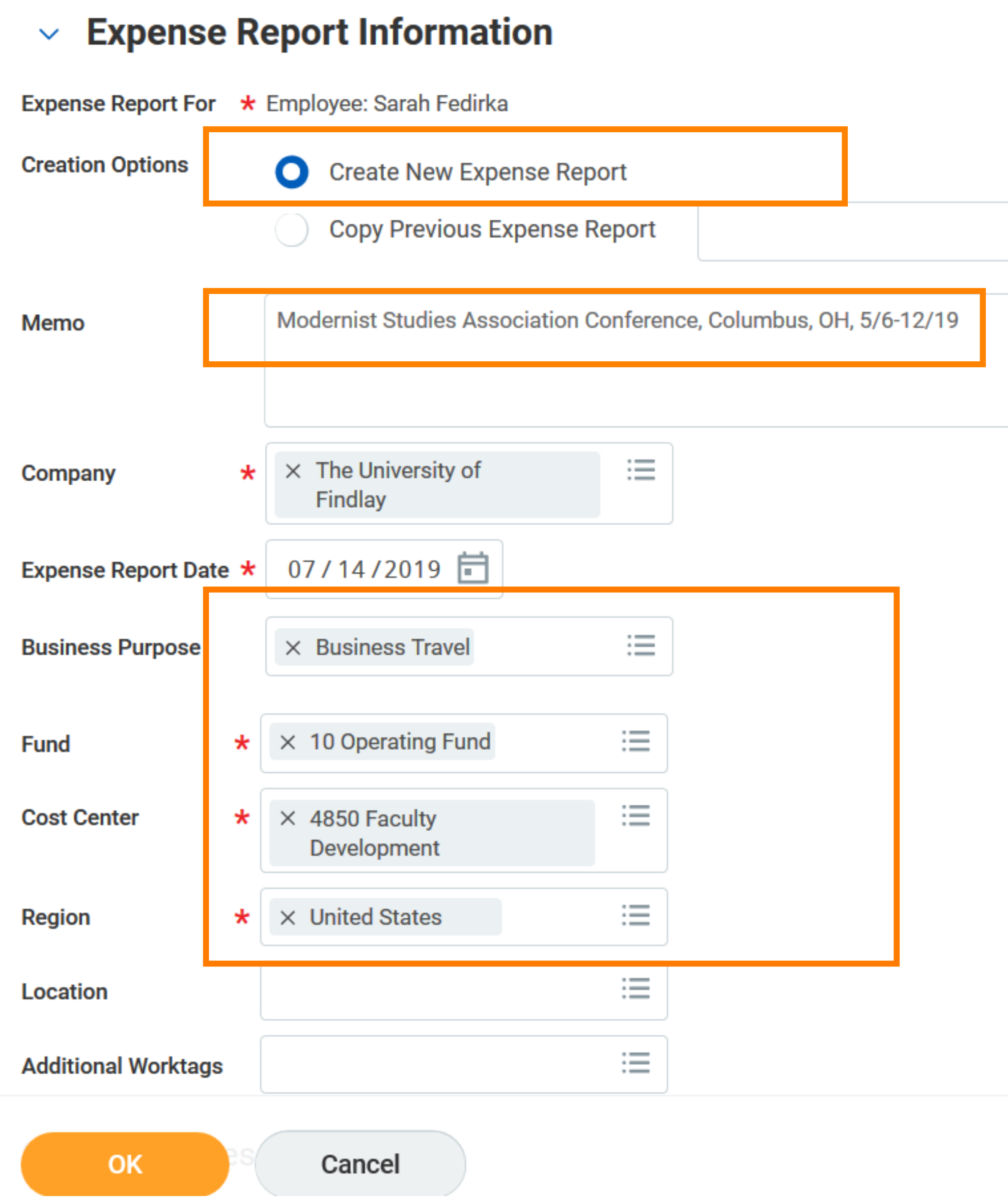
3. Select Business Purpose—if Appropriate.

4. Fund = 10 Operating Fund

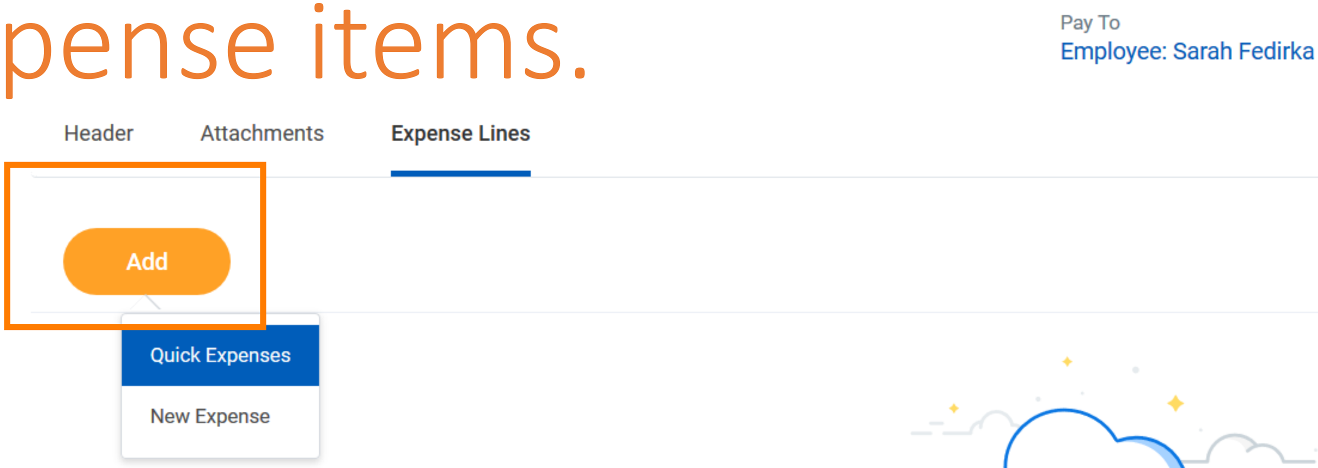
5. Cost Center = 4850 Faculty Development

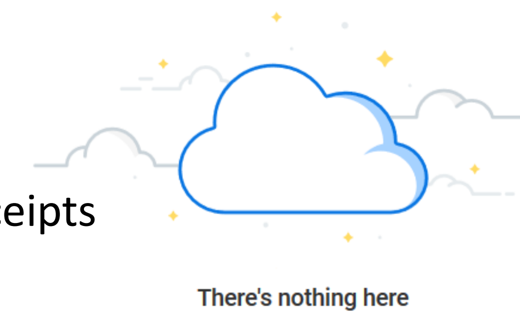
6. Region = Where faculty development activity occurred

7. Select OK.



Click Add to add individual expense items.

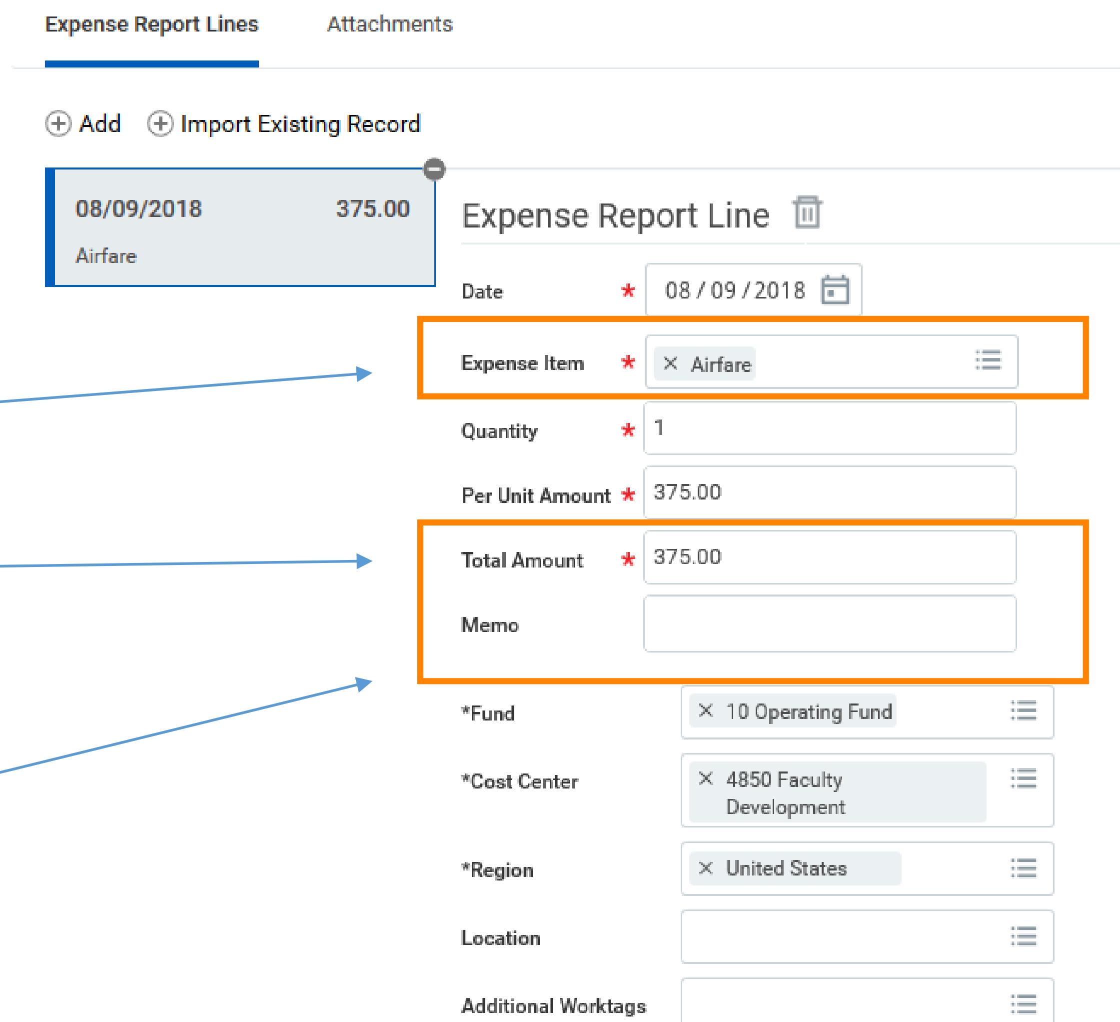




Use Quick Expenses if you have uploaded receipts using the Workday app on your phone.

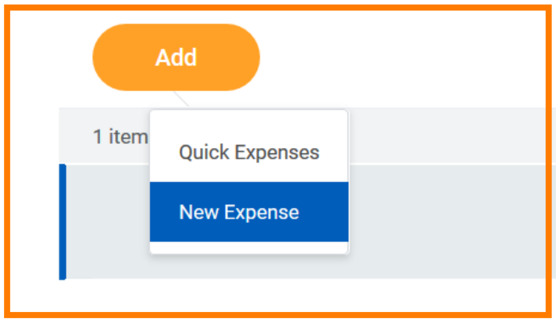
Use New Expense if you are uploading receipts from files on your computer.

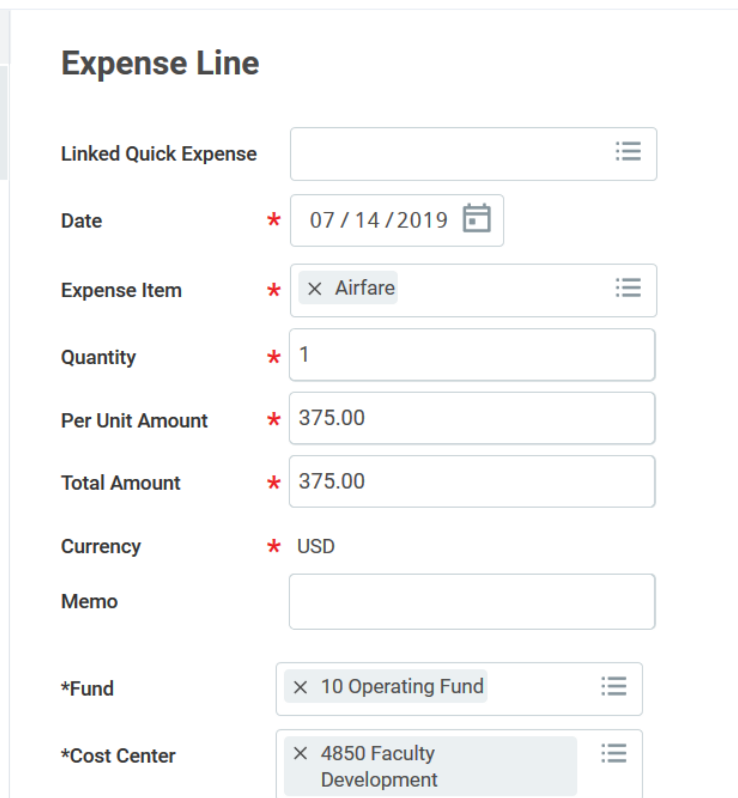
Add individual Expense Item.



1. Identify Expense Item.
2. Enter item amount.
3. Make any clarifying notes in the Memo.

Each Expense Item must have its own Expense Line.



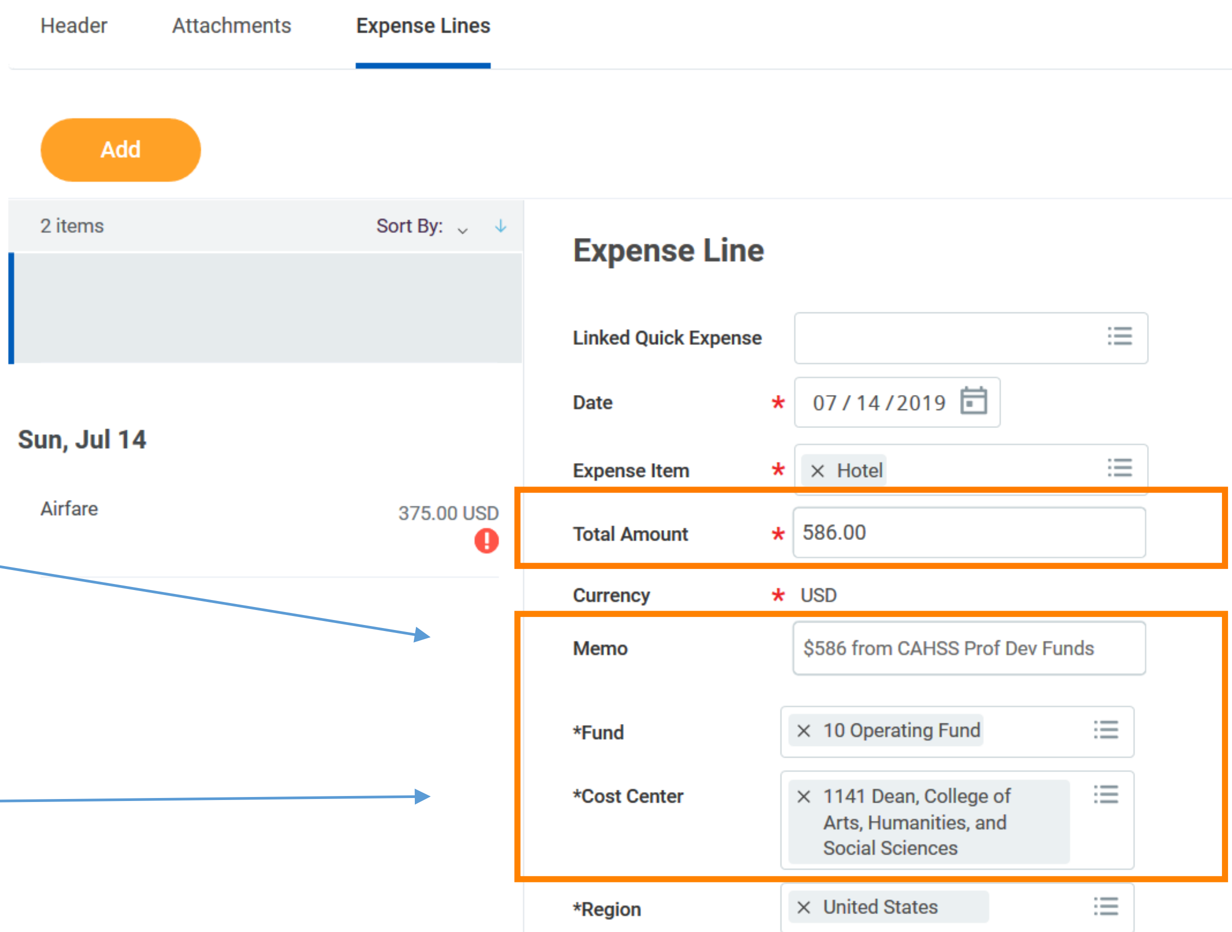


1. Select Add to add an additional Expense Line.

The new expense line appears above expense lines already entered.

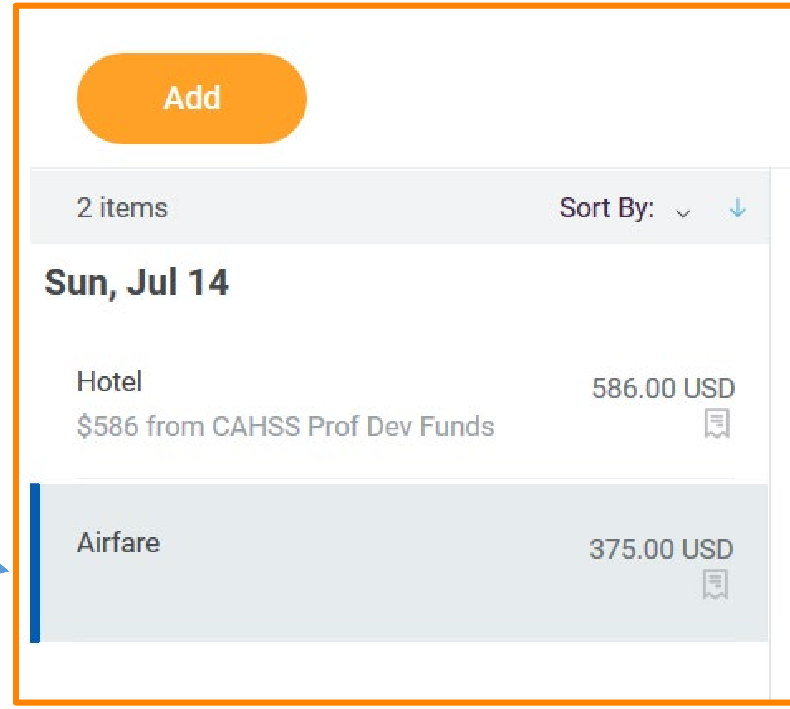
If your college funds will also be applied, submit one combined expense report.

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.

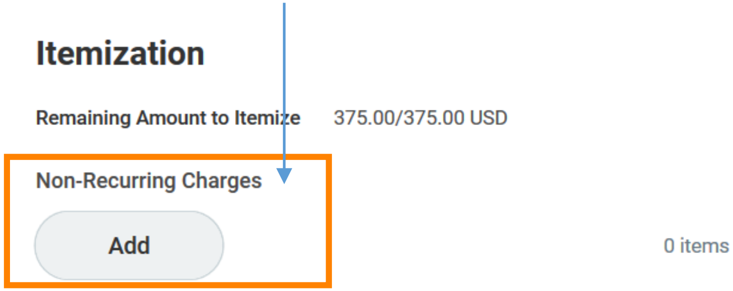


Use Itemization to split an Expense Item between your Faculty Development award and your college professional development funds.

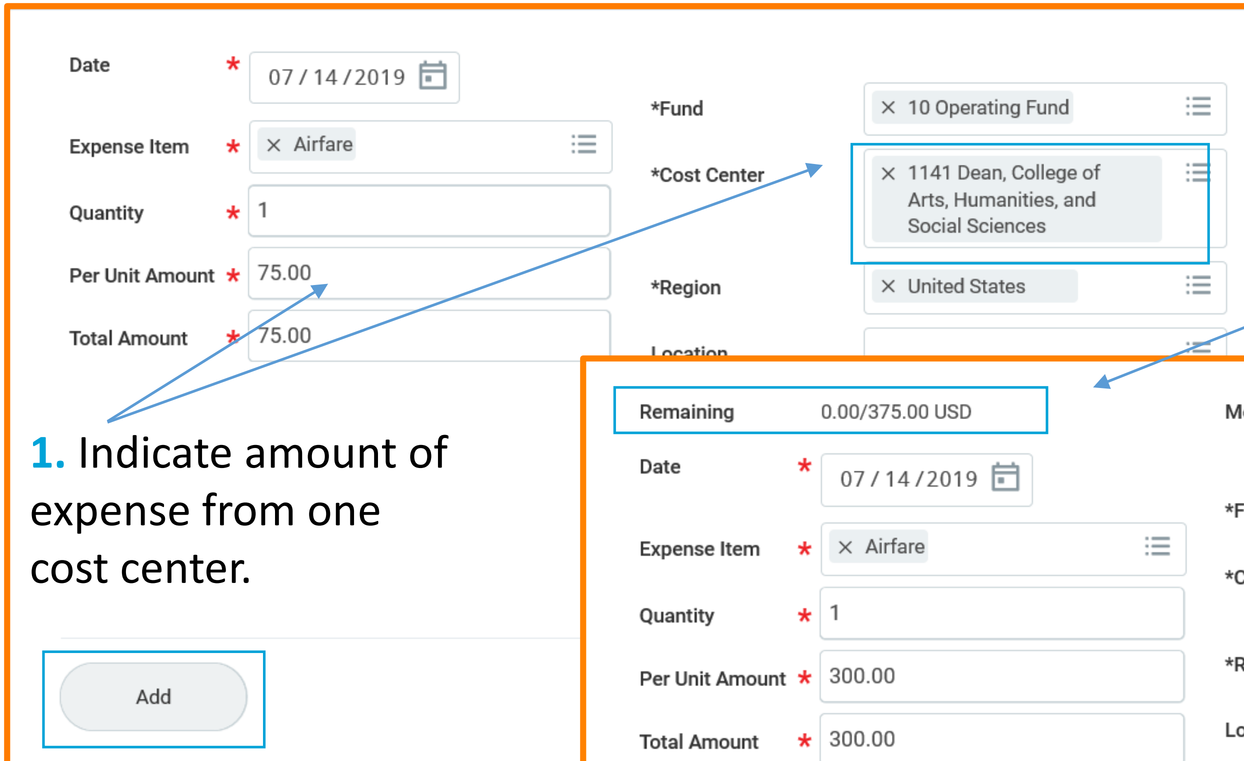
1. Select the item to be split between the two cost centers.



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



Splitting a single Expense Item between cost centers continued.

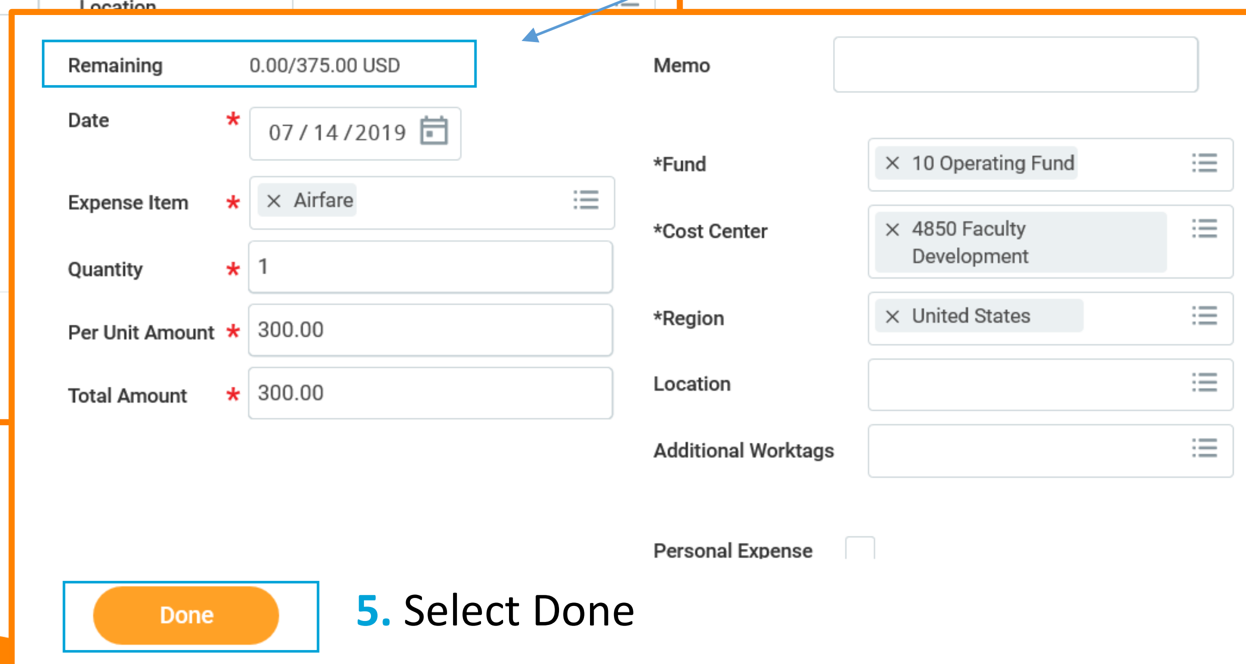


1. Indicate amount of expense from one cost center.

2. Select Add to add additional cost center.

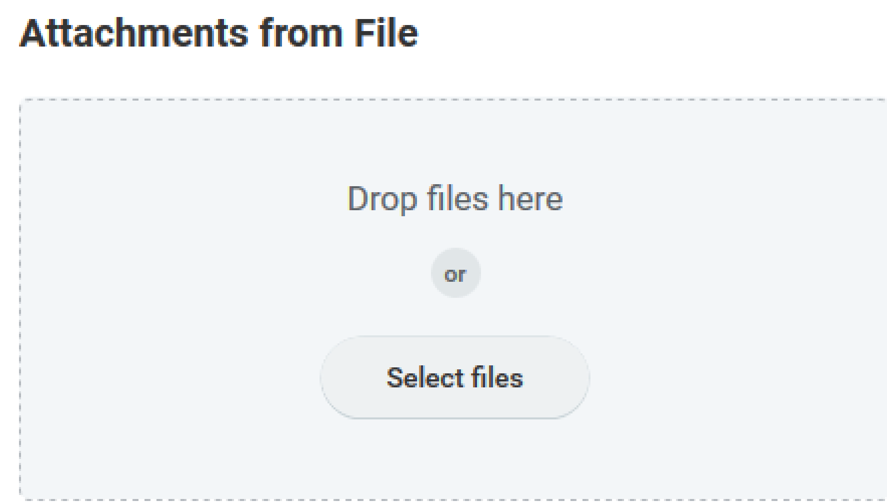
3. Indicate amount of expense from second cost center.

4. Remaining amount should equal zero.

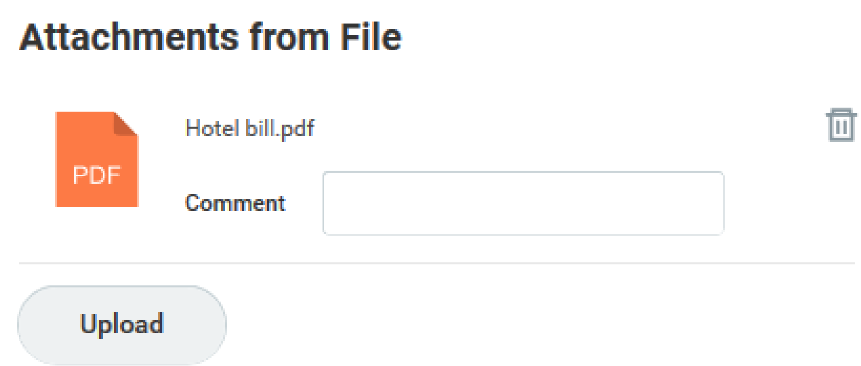


5. Select Done

Each Expense Item must have a receipt attached.



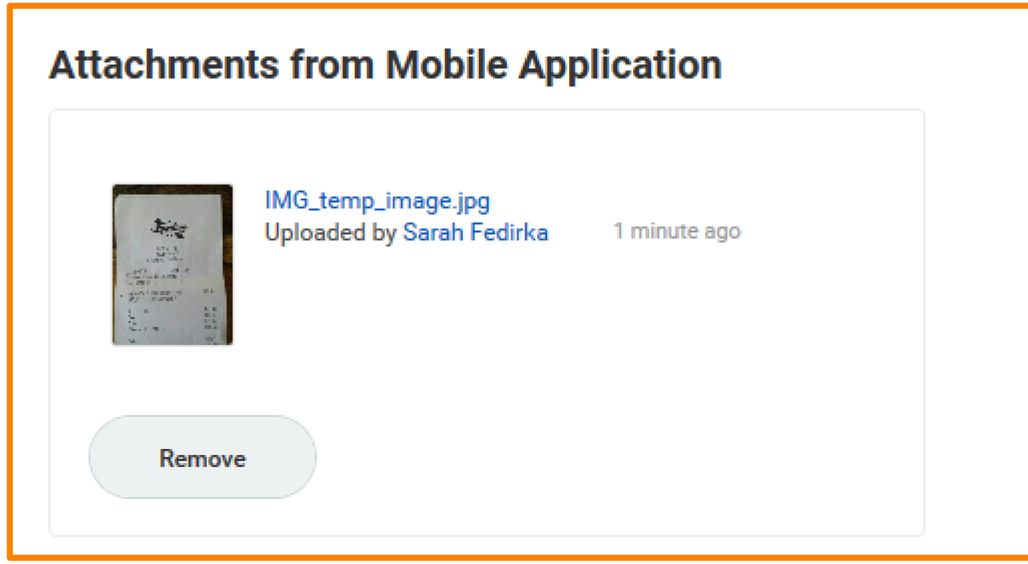
- Receipts must correspond to the Expense Item.
- Receipt files can be PDFs or JPGs.
- Click “Upload” to add additional receipts to a single Expense Item. (Meals, for example, could be one expense item with multiple receipts)



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.

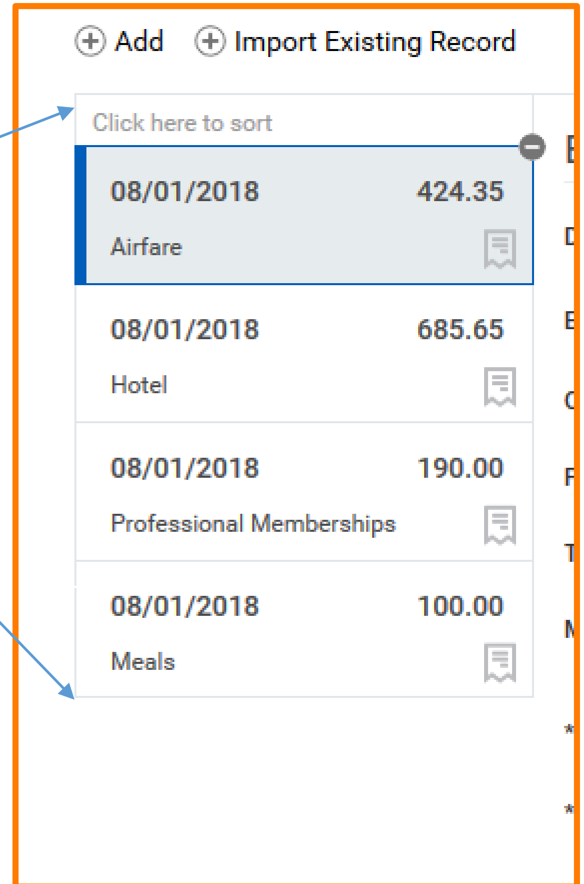
- The image can then be added to your expense report using Quick Expense.



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

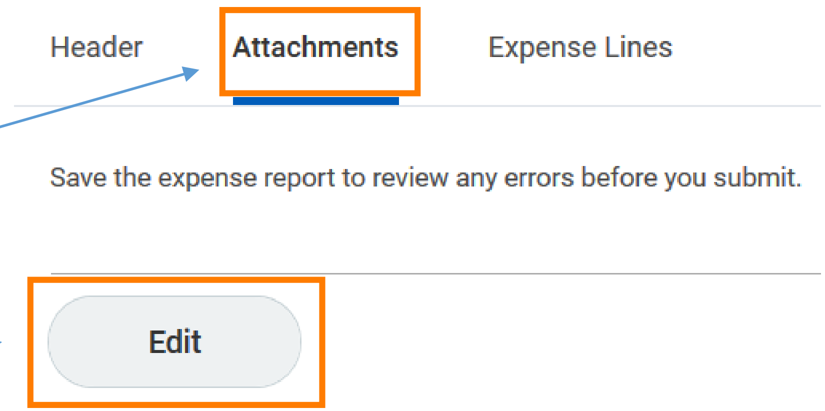
You may have to adjust an expense item to be less than its receipt total to make the math work.



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.

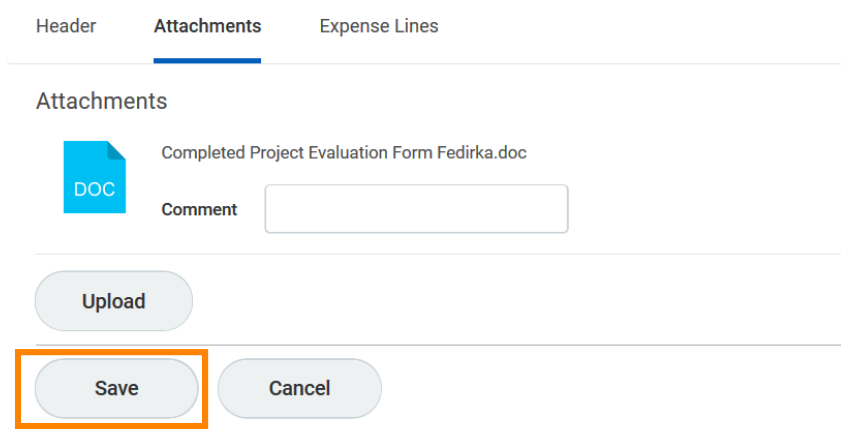
Submit your Completed Project Evaluation Form in Workday.

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



2. Select Edit.

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

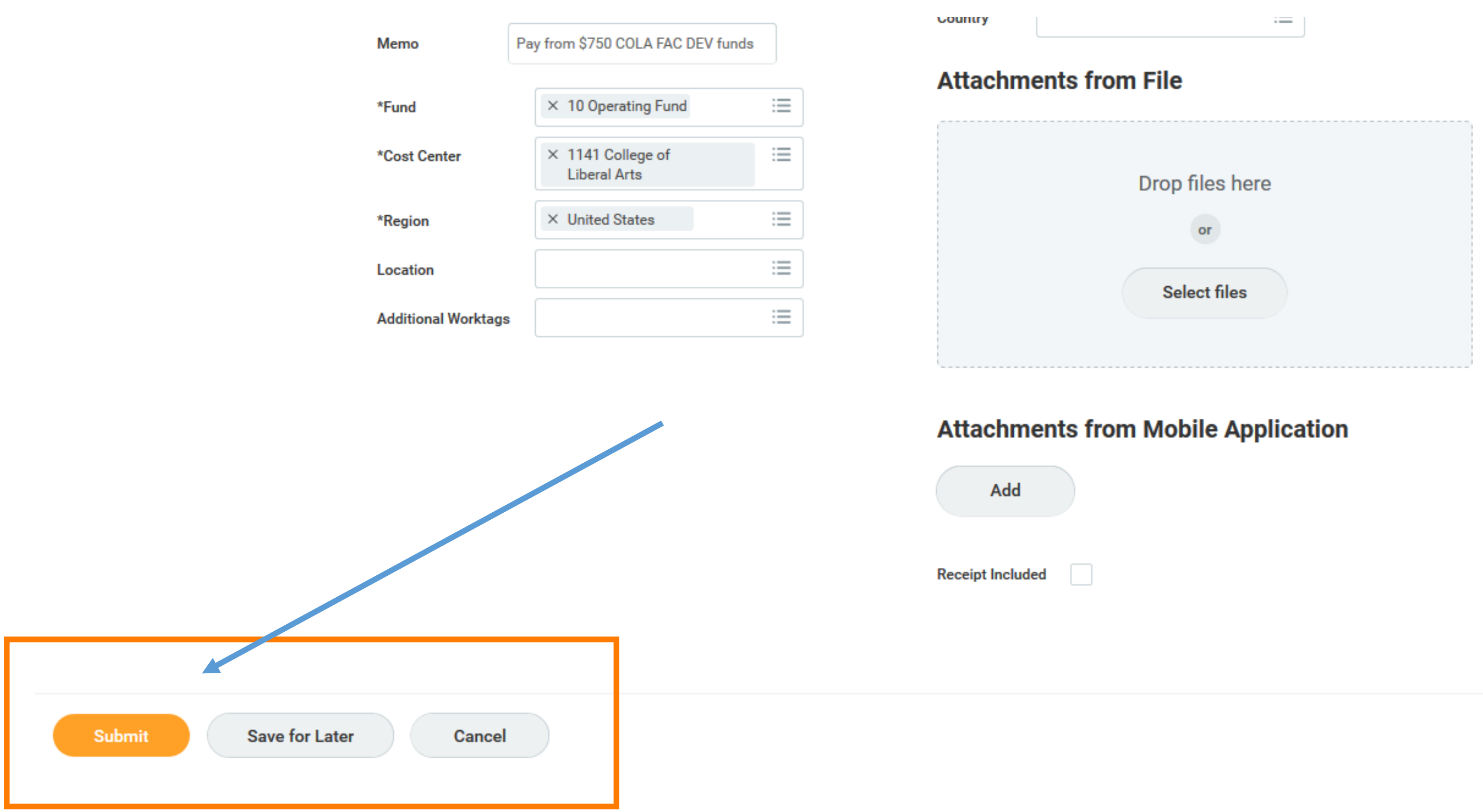


4. Save.

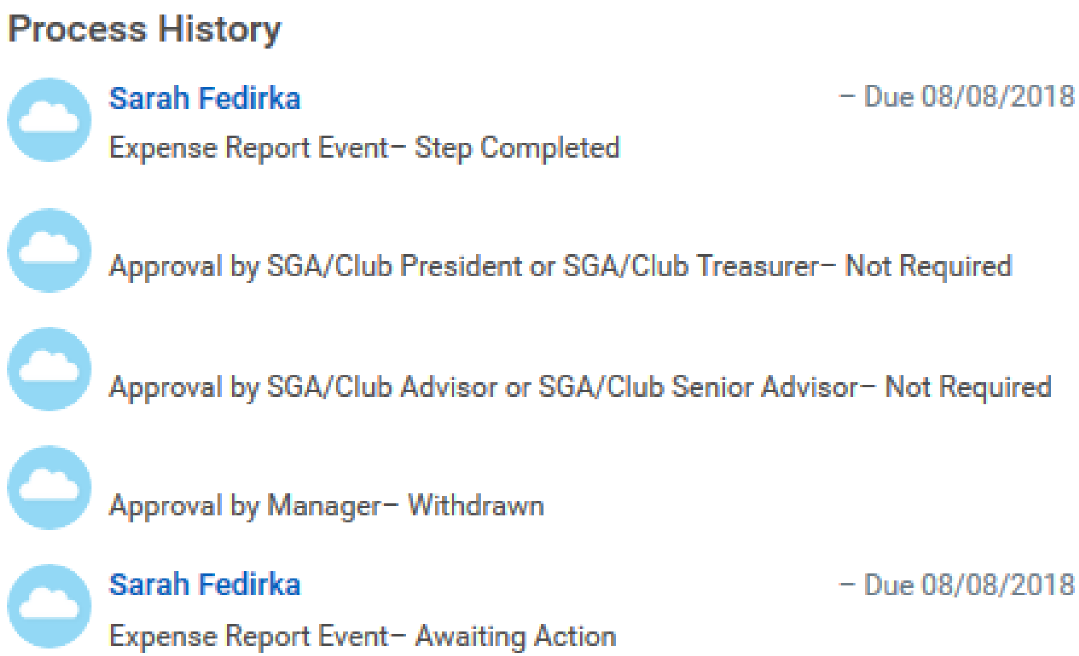
University of Findlay

WWW.FINDLAY.EDU

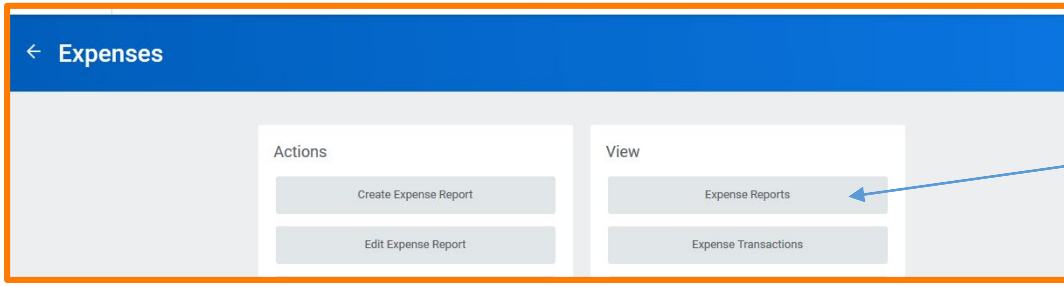
When Expense Items have been added and you have attached your Completed Project Evaluation Form, submit.

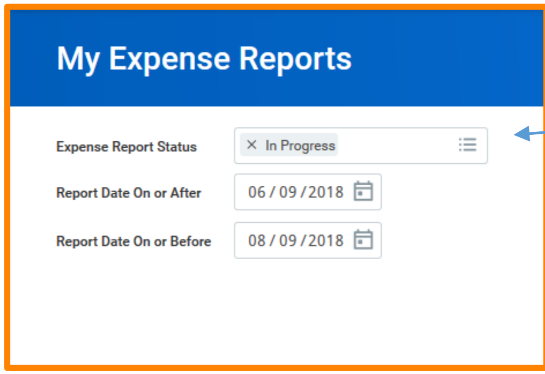


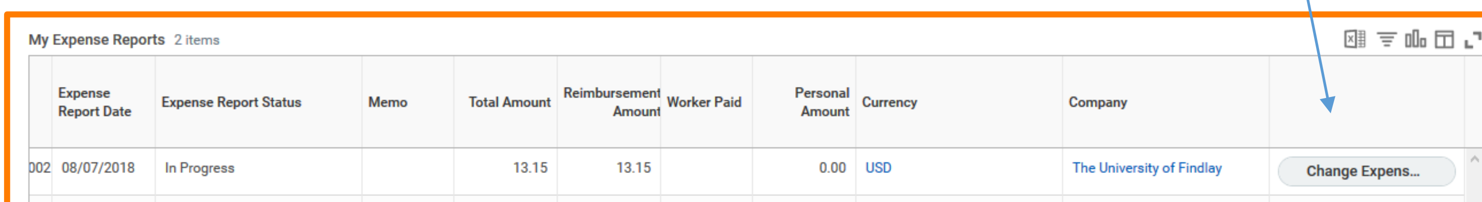
Once your expense report has been submitted, you are able to track its progress.



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.

University of Findlay

Questions?

Contact the Faculty Development Committee representative from your college or

Email facultydevelopment@Findlay.edu