

JOB AID – Submit Expense Report for Out-of-Pocket Expenses

This Job Aid will guide you in navigating the workday process for submitting an expense report for (Out-of-Pocket) reimbursable expenses.

Refer to the Business Services' [Travel Management & Business Expenses](#) webpage for detailed information on travel and reimbursement policies and procedures.

Overview of Out-of Pocket Expense Reports

In Workday, an Expense Report replaces the previous business expense form. Here are some key points:

- You may submit an Expense Report with or without a Spend Authorization.
- A Spend Authorization is required for Out-of-State or International travel.
- Out-of-pocket expenses are completed on a separate Expense Report than Purchasing Card transactions.

Steps to Submit an Expense Report

Step 1. Type “**Create Expense Report**” in the Workday search bar.

Step 2. Select the appropriate Expense Report creation option.

- **Create New Expense Report:** Select this option for expenses that do not need to be tied to a Spend Authorization.
- **Create New Expense Report from Spend Authorization:** Select this option for travel-related expenses that need to be tied to an approved Spend Authorization. Remember, for the same trip:
 - Out-of-pocket expenses and Purchasing Card transactions must be submitted on separate Expense Reports, but both can be tied to the same Spend Authorization.

Step 3. Final Expense Report Checkbox

- If you are creating an Expense Report from a Spend Authorization, you will see a checkbox labeled **Final Expense Report for Spend Authorization**. Check this box only when submitting the last Expense Report related to that Spend Authorization. The final Expense Report may be for either Purchasing Card transactions or for out-of-pocket expenses.

Step 4. Enter a **Memo** by providing a full description of the expense, including the location.

- **Travel** Example: *Nashville/NCAA conference/June 6-10*
- **Non-travel** Examples: *PMA membership* or *Candy/Scavenger Hunt/Aug 23*

Step 5. Select a **Business Purpose**:

- Travel-related expenses: Select **In-State**, **International**, or **Out of State**.
- Non-travel expenses: Select **Other Expense**.
- **Note:** Do not use the **Special Expense** option at this time.

Step 6. Enter a **Worktag**.

- Worktags replace the ISRS cost centers and typically refer to a program, grant, or cost center.
 - To find your program, type **MOOR** followed by your former ISRS cost center #, then press enter.
 - **Additional Worktags** will auto-populate; DO NOT change or remove these.

JOB AID – Submit Expense Report for Out-of-Pocket Expenses

Step 7. Scroll to the bottom of the page and click **OK**.

Step 8. Go to the **Attachments** tab and click Edit.

- Attach required documentation (ie. conference agendas, International Travel Risks and Responsibilities, and/or the Travel Expense Reimbursement by Outside Source form)
- Click **Save**

Step 9. Click on the **Expense Line** section and click **Add**:

- Attach required documentation (ie. Itemized receipts, Special Expense forms)
- Fill in the required fields
 - **Expense Date:** Date expense was incurred.
 - **Expense Item:** Use “**By Expense Item Group – Employee Reimbursement (SEMA4) Earn Codes**” to show all of the options for out-of-pocket expenses.
 - **Quantity:** Number of items.
 - **Per Unit Amount:** Cost per item.
 - **Total Amount:** Will auto-populate.
 - **Currency:** Will auto-populate.
 - **Memo:** Detailed description of the expense line.
 - **Travel Example:** *Lodging/Nashville/NCAA Conference/June 6-10*
 - **Non-Travel Example:** *PMA Membership or Candy/Scavenger Hunt/Aug. 23*

Helpful Tips:

- For non-travel items, use: Supplies/Materials/Parts > \$100
- Only select, “without lodging” for meals on day trips, as it’s a taxable expense.
- For lodging, provide arrival/departure dates and miles traveled.
- Enter separate lines for each meal, specifying travel times and mileage for reimbursement eligibility.
- Personal vehicle mileage expenses will require detailed “leaving from and arriving to” information along with the miles traveled. If a state vehicle was available but not used, check the “Personal Vehicle” box to apply the reduced mileage rate. This will reduce the reimbursed mileage rate by 7 cents less than the IRS approved rate.
- Car Rental will require detailed “leaving from and arriving to” information along with the miles traveled.

Step 10. Itemization (if applicable)

- If splitting costs between two or more Worktags, click **Add** in the **Itemization** section.
 - Complete the required fields relevant to the itemization.
 - **Expense Date:** Will auto-populate.
 - **Expense Item:** Will auto-populate.
 - **Quantity:** Enter item quantity.
 - **Per Unit Amount:** Enter item amount.
 - Scroll down to enter your **Worktag** from the drop-down menu.
 - **Personal Expense:** Do not check this box.
 - Click **Add** if needed, to include additional line items.
 - Click **Done**.

JOB AID – Submit Expense Report for Out-of-Pocket Expenses

Step 11. Check **Receipt Included** if applicable.

Step 12. Click **+add** at top of the screen if you have more lines to enter.

Step 13. Click **Submit** to send the Expense Report for approval. Employees may check the status by searching for **My Expense Reports** in Workday. Expense Reports will be routed for review to Business Services, your manager, and finally to the cost center manager before being processed for reimbursement.