JOB AID – Submit an Expense Report for PCard Transactions

This Job Aid will guide you in navigating the workday process for submitting an expense report for PCard transactions. Refer to the Business Services' Purchasing Card Policies and Procedures for detailed information on the PCard program.

Overview of Expense Reports for PCard Transactions

In Workday, an Expense Report replaces the previous US Bank review and approval process of PCard transactions. 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.
- PCard transactions are completed on a separate Expense Report than out-of-pocket expenses.

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. Copy this memo field so you can paste it into the memo field. If this memo field is left blank, you will not be able to submit your Expense Report.

- **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.

Step 7. Scroll to the bottom of the page and select the appropriate credit card transaction.

- You should select one transaction per Expense Report unless the transactions are part of the same trip. A few other reasons you may include transactions together:
  - A purchase was made and then returned and credited within a short period of time.
  - Multiple items purchased on one order were shipped out and charged at different times. Employees must provide the calculations if the individual transaction amounts are not reflected on the receipt/invoice.

Step 8. Click **OK**.

Step 9. **Select files** or drag and drop transaction documentation

- Required documentation can include itemized receipts, Special Expense forms, IT approval emails, etc.

Step 10. Fill in the following:

- **Expense Item**: Search "By Alphabetical Order"
  - Supplies & Materials (Not for Resale) is equivalent to ISRS object code 3000
  - The Expense Items titled Auxiliary should not be used
    - *Supplies & Materials (Not for Resale)* is equivalent to ISRS object code 3000
    - The Expense Items titled *Auxiliary* should not be used.
- **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*

Step 11. 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.
    - **Per Unit Amount**: Enter item amount.
    - **Memo**: Detailed description of the expense line.
    - **Program**: Include the first cost center you will be splitting
    - **Personal Expense**: Do not check this box.
    - Click **Add** to include additional line items.
    - Follow the same instructions from the top. The "Remaining Balance" will adjust as split the amount between cost centers. You should see $0 remaining at the end.
    - Click **Done**.

Step 14. Click **Submit** to send the Expense Report for approval.

Step 15. **Check Budget**

- Shortly after submitting an Expense Report, a task box item will appear to **Check Budget** for your Expense Report. This can be submitting without review.

Employees may check the status of their Expense Report by searching **My Expense Reports** in Workday. After submitting the Check Budget request, the Expense Report will be routed to a Business Services' Expense Partner, your manager, and finally to the cost center manager.