VUMC BUSINESS EDUCATION

Expense Reports—Include PCard or T&E Card Transactions

While creating an expense report in Workday, VUMC cardholders can also include payment card transactions in their expense report. Follow the steps below to include PCard or T&E Card Transactions in an Expense Report.

From the Workday Homepage:

1. Select the **Workday Menu** Icon.

2. Select the **Expenses** App.

Note: If you do not see the Expenses App in your menu, select **+ Add Apps** at the bottom of the menu and search for the app.

3. Select **Create Expense Report**.

Note: You can also enter Create Expense Report in the search bar to find this task.

4. Enter all **required (*)** information for the expense report header.

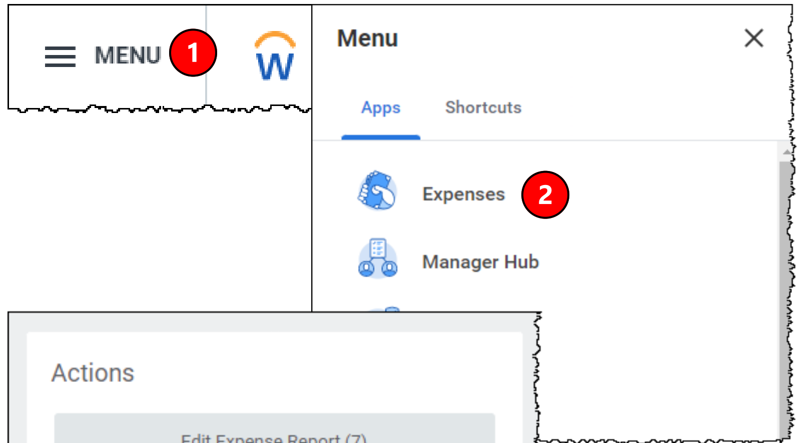
Note: If further instructions are needed, see WDSC-606-Q1 Create Expense Reports.

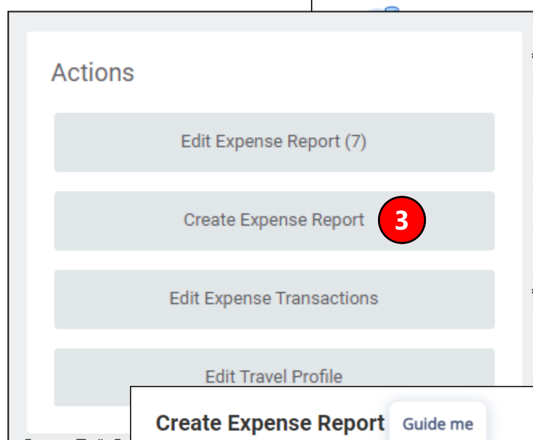
5. Scroll down on the expense report page to view the **Credit Card Transactions**.

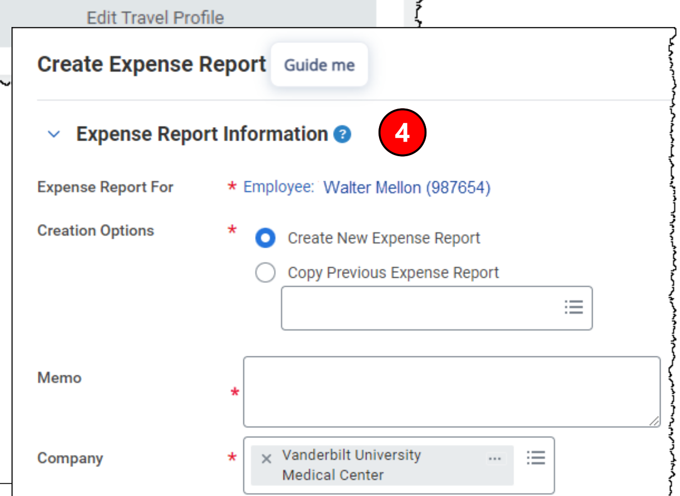
6. Under **Include**, select the **check box** to add any PCard or T&E Card transactions to this expense report.

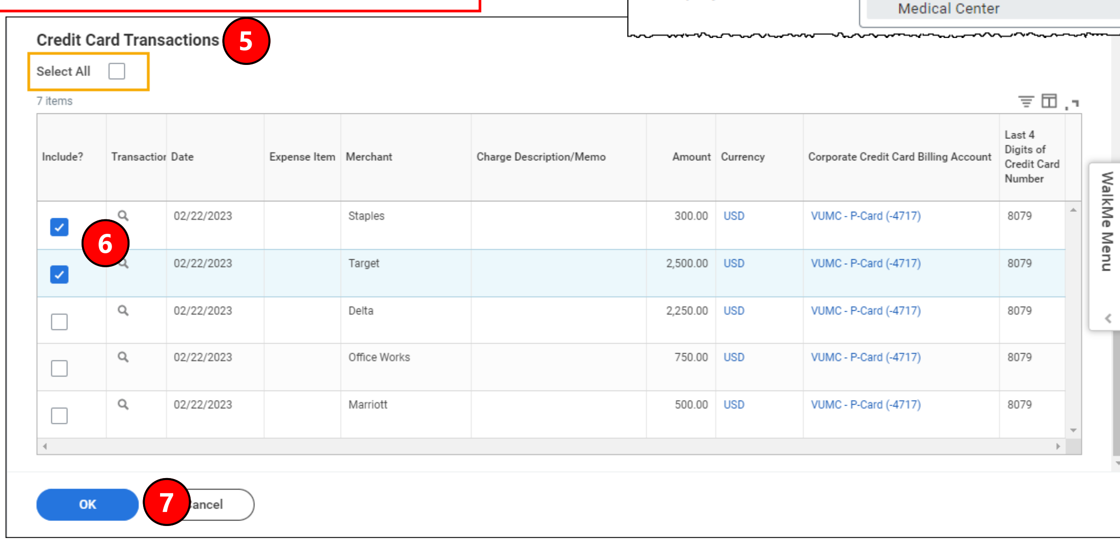
Note: You can choose **Select All** to add all of the listed credit card transactions to the expense report.

7. Select **OK** to continue.









Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	Last 4 Digits of Credit Card Number
☑		02/22/2023		Staples		300.00	USD	VUMC - P-Card (-4717)	8079
☑		02/22/2023		Target		2,500.00	USD	VUMC - P-Card (-4717)	8079
☐		02/22/2023		Delta		2,250.00	USD	VUMC - P-Card (-4717)	8079
☐		02/22/2023		Office Works		750.00	USD	VUMC - P-Card (-4717)	8079
☐		02/22/2023		Marriott		500.00	USD	VUMC - P-Card (-4717)	8079

Expense Reports—Include PCard and T&E Card Transactions

From the Create Expense Report Submission Page:

1. On the Submission page, you will see a summary of the Expense Report at the top of the page. Under **Reimbursement**, you should see **0.00 USD** if you are only including PCard/T&E Card transactions.

2. Select the **Expense Lines** tab.

3. Select the first **credit card transaction** to enter the **expense details**.

Note: The transactions will default with an error until the required details are entered for the incurred expense.

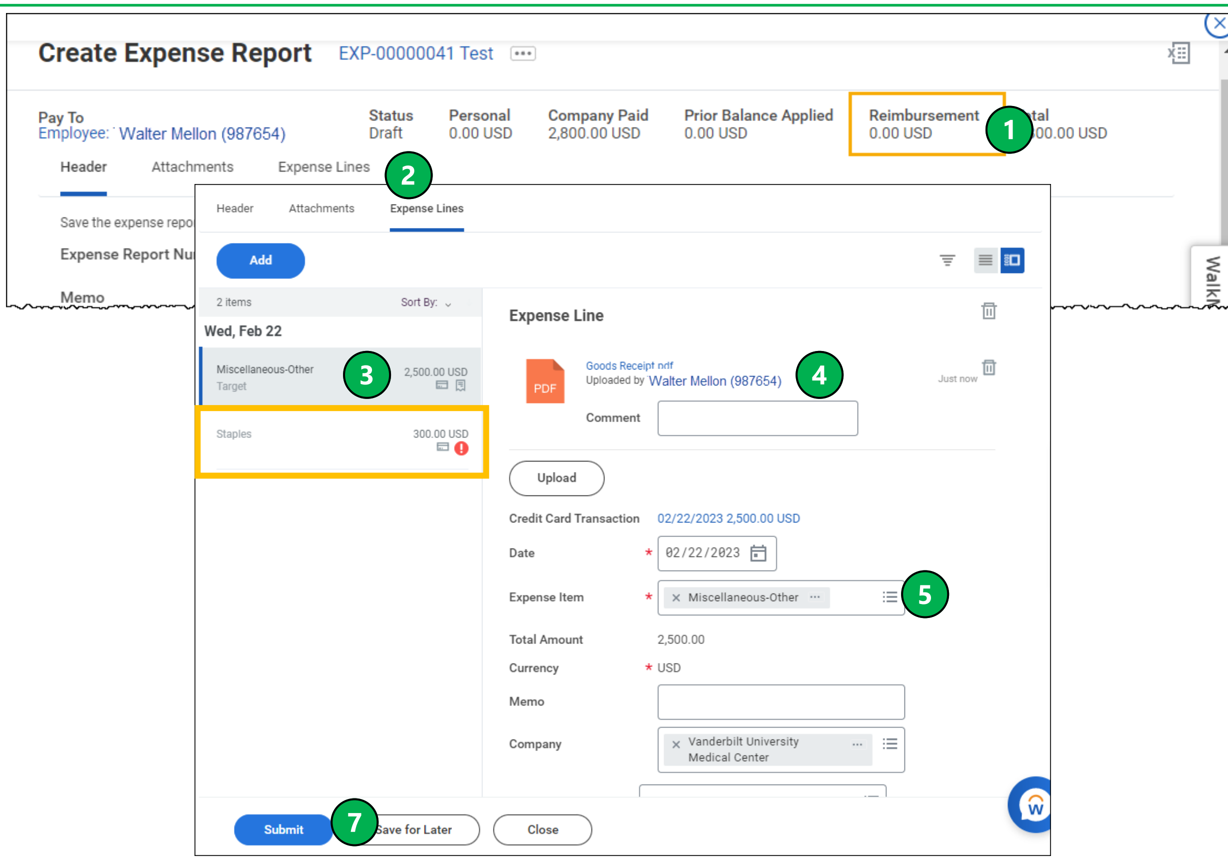
4. Upload a **receipt** if the expense is higher than $75. You can add additional documents by selecting **Upload**.

5. Next to **Expense Item**, select the **appropriate option** for the expense. If you choose **Personal Expense**, you must also check the **Personal Expense checkbox** at the bottom of your expense report. Choosing Personal Expense as the Expense Items, it indicates that you are personally paying for this item. You will need to reimburse VUMC for this amount.

Note: If multiple credit card transactions were included, select the next **credit card transaction** on the left and repeat steps 4 and 5.

6. Once all transactions have been entered correctly, review your expense report and ensure the **Reimbursement** amount at the top is **$0.00**. (See **Step 1** above)

7. Select **Submit**. After submission the expense report will be sent to your Manager for approval. Additional approvals will be required based on cost centers and/or worktags entered.



QUESTIONS?
Please email BusinessEducation@vumc.org.