



Create an Expense Report : Mileage

Expense Reports are created for business related mileage reimbursement. Follow the steps below to create an expense report, including creating a header and entering your expenses.

CREATE AN EXPENSE REPORT HEADER

From the Expenses application:

1. Under **Actions**, choose **Create Expense Report**.
 2. Select either **Create New Expense Report** or **Copy Previous Expense Report**. Your selection determines what information displays and what worktags populate in the new expense report.
 3. Type the **title** of your report in the **Memo field**.
 4. The **Company** field populates with your default company. If you have expenses for multiple companies, you will need to create separate expense reports for each company's (see list on page 3) expenses.
 5. Ensure the appropriate **Business Purpose**, **Cost Center**, **Fund**, and **Operating Entity** are selected.
- Note:** The Cost Center/Operating Entity/Company to be selected is associated with the expense and not (necessarily) associated with the cost center of your payroll.
6. Select **OK**.

ENTER MILEAGE EXPENSE

1. From the Expense Report Header, select the **Expense Lines** tab.
2. Select **Add**.
3. Enter the **Date** of the mileage in the Date field.
4. Enter **Personal Car Mileage** in the Expense Item field.

Once the Personal Car Mileage expense item is entered, the amount field will not longer be available for editing and the Google Maps Distance Calculator will open on the right side of the page.



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ENTER MILEAGE DETAILS

Enter trip details in the Google Maps Distance Calculator fields under **Item Details**.

1. Enter the starting address in **Origin Address**.
2. Enter the **Destination Address**.
3. The **Estimated Distance of Driving Route** based on Google Maps information built into Workday will calculate.
4. If necessary, update the **Trip Distance Including Diversions** to include all stops and actual route taken.
5. Check the **Round Trip** check box if your trip returned to the same Origin Address. Note that this will double the mileage in the **Trip Distance Including Diversions** box.
6. The **Distance to Expense** will display the total mileage based on distance and updates (see step 4) that will be used in the calculation for reimbursement.
7. Check the appropriate **Mileage Type** based on the business purpose of the travel. Note that **IRS** should be used unless the travel falls into one of the other specific purposes.

Item Details

Origin Address	*	x 2525 West End Ave, Nashville, TN, USA	1
Destination Address	*	x Vanderbilt Wilson County Hospital, West Baddour Parkway, Lebanon, TN, USA	2
Unit of Measure for Distance		Miles	
Estimated Distance of Driving Route	*	32.3	3
Trip Distance Including Diversions	*	54	4
Round Trip		<input type="checkbox"/>	5
Distance to Expense	*	54	6
IRS		<input checked="" type="checkbox"/>	
Home Health		<input type="checkbox"/>	7
Hospital to Home		<input type="checkbox"/>	
State		<input type="checkbox"/>	

REVIEW AND SUBMIT

1. The Expense Lines for **Rate Used** and **Total Amount** calculate based on Item Details entered.
2. Enter details regarding distance updates added to the trip's Item Details in the **Memo** field.
3. Enter the **Date** of the mileage in the Date field.
4. Update any worktags as necessary. (Grant, Project, etc.)
4. If using a grant, the **Billable** box should be checked so that the Post-Award team can be notified to bill the sponsor.
5. Select **Submit**.

Note for Home Health: Enter total mileage for the period in the **Trip Distance Including Diversions** (see step 5 in Item Details) and attach mileage log using **Attach Receipt** at the top of the page.

Quantity	*	1	
Rates Used		0.67	1
Total Amount		36.18	
Currency	?	USD	
Memo			2
Company		x Vanderbilt University Medical Center	
Additional Worktags		<ul style="list-style-type: none"> x CARTS: CTZZZ Other - Non-AE Center - Non-AE Center x Function Code: FC23023 Institutional Support - General Administration x Service Line: SL999 Service Line Not Applicable 	3
Billable		<input type="checkbox"/>	4
			5 Submit