



Create an Expense Report

Expense Reports can be created to receive reimbursement of business–related costs, such as airfare or hotel expenses. 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. Ensure the appropriate **Business Purpose**, **Cost Center**, **Fund**, and **Operating Entity** are selected.

Note: If you have expenses for cost centers that are within different Companies (i.e. VHS and VUMC), please create a separate expense report for each company's expenses.

5. Select **OK**.

Note: If you have VUMC card charges to expense, scroll down and click **Include** before selecting **OK**. See page 3 of this document for more information.

ENTER EXPENSES

1. From the Expense Report Header, select the **Expense Lines** tab.
2. Select **Add**.
3. Complete all **required fields** (marked with an asterisk). See the Itemization and Allocation section on page 2 for details on how to allocate your expense to multiple cost centers.
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**. To add additional expenses, repeat steps 2-4 above.

Note: An itemized receipt is required for all expenses of \$75 or more.



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ITEMIZE AND ALLOCATE YOUR EXPENSES

Item Details and Itemization fields display based on the expense type. These fields will need to be completed before submitting, if applicable.

From the **Expense Lines** tab within the expense report:

1. Select **Add**. Fields display based on expense type.
2. Under **Item Details**, enter the necessary information based on the expense type you are itemizing (i.e. hotel, flight, etc.).
3. Under **Itemization**, select **Edit** to add itemize expenses.
4. Select **Add** to allocate one expense to multiple cost centers.
5. To itemize Hotel charges, enter the necessary **Daily Expenses** based on the expense type you are itemizing. Your itemized expenses **must equal the total** of your **Expense Report Line**.
6. Select **Done**.

The screenshot shows the 'Expense Lines' tab of an expense report. It has three main sections: 'Item Details', 'Itemization', and 'Daily Expenses'. Callout 1 points to the 'Add' button at the top. Callout 2 points to the 'Item Details' section, which includes fields for 'Hotel', 'Arrival Date', and 'Departure Date'. Callout 3 points to the 'Edit' button in the 'Daily Expenses' section. Callout 4 points to the 'Add' button in the 'Itemization' section. Callout 5 points to the 'Daily Expenses' section, which includes fields for 'Remaining', 'Check in Date', 'Expense Item', 'Number of Nights', 'Daily Rate', 'Total Amount', 'Memo', 'Company', and '*Cost Center'. Callout 6 points to the 'Done' button at the bottom right.

VIEW AN EXISTING REPORT

There are several different applications to view your expense reports, including entering "My Expense Reports" in the search. Below is how to view your expense reports using the Expenses App in the Workday Menu:

1. Under **View**, choose **Expense Report**. You have the option of filtering expense reports by status or date.
2. You can select the **date** of the expense report you want to view in the **Recent Expense Reports** section.

Note: In-progress expense reports display with the role needed for the next action, increasing visibility in the expense report approval process.

The screenshot shows the 'Actions' and 'View' menus of the Expenses App. Callout 1 points to the 'Expense Reports' option in the 'View' menu. Callout 2 points to a report entry in the 'Recent Expense Reports' section, which shows 'Waiting on Cost Center Manager - 08/17/2021'.



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APPLYING T&E CARD OR PCARD EXPENSES (only applicable to Card Holders)

From the Expenses application:

1. Under **Actions**, choose **Create Expense Report**.
2. Scroll down to **Credit Card Transactions**, and check **the box** next to the applicable card/transaction.
3. Under the **Expense Lines** tab, select **Add**.
4. Enter the necessary **Daily Expenses** based on the expense type you are itemizing. Your itemized expenses **must equal the total** of your **Expense Report Line**.
5. Select **Done**.

Note: Additional details on adding payment cards to your expense report are available in the quick reference guide: [WDSC-606-Q3: PCard and T&E Card Expenses](#).

The screenshot shows the Workday Expenses application interface. It includes the following elements:

- Actions Panel:** Located at the top right, it contains buttons for "Create Expense Report" (1), "Create Spend Authorization", "Edit Expense Transactions", and "Edit Travel Profile".
- Credit Card Transactions Table:** A table with columns for "Include?", "Transacti Date", "Expense Item", "Merchant", and "Charge Description". It lists transactions from Office Works and Target. The "Delta" transaction is selected with a checkmark (2).
- Expense Lines Tab:** A tab labeled "Expense Lines" with an "Add" button (3).
- Daily Expenses Form:** A form for entering details for the selected transaction. It includes fields for "Remaining" (500.00/500.00 USD), "Check in Date" (03/07/2022), "Expense Item" (Room Rate), "Number of Nights" (3), "Daily Rate" (0.00), and "Total Amount" (0.00). It also has dropdown menus for "Company" (Vanderbilt University Medical Center) and "Cost Center" (CC00830 HR LEARNING OPERATIONS). A "Done" button (5) is at the bottom.

QUESTIONS?

Please email BusinessEducation@vumc.org.