





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

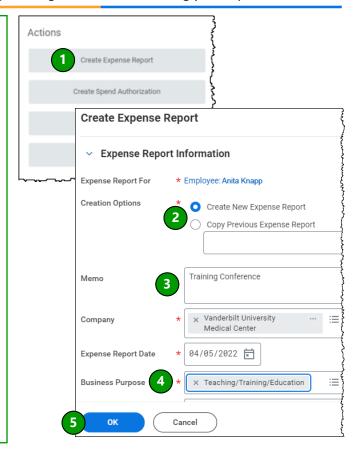
From the Expenses application:

- 1. Under Actions, choose Create Expense Report.
- 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**.
- 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.

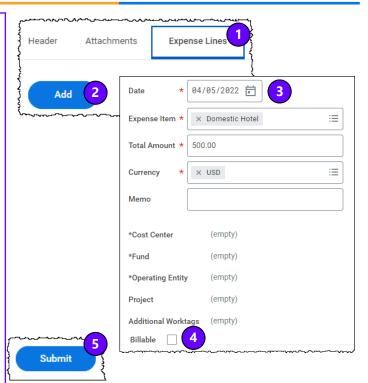
Note: If you have VUMC card charges to expense, scroll down and click **Include** before selecting **OK**. See page 3 of this document for more information.



ENTER EXPENSES

- From the Expense Report Header, select the Expense Lines tab.
- Select Add.
- 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.
- 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.









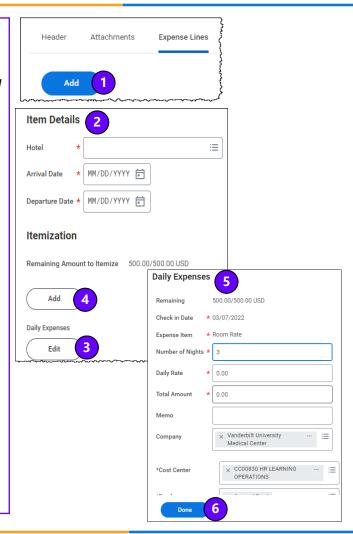
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ITEMIZE AND ALLOCATE YOUR EXPENSES

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.
- Select Add to allocate one expense to multiple cost centers.
- 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.

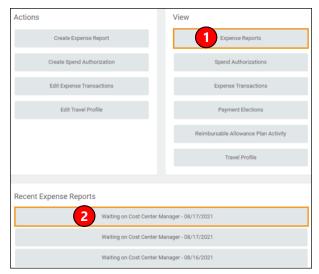


VIEW AN EXISTING REPORT

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:

- Under View, choose Expense Report. You have the option of filtering expense reports by status or date.
- 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.









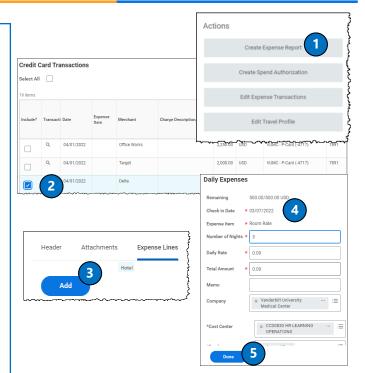
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APPLYING T&E CARD OR PCARD EXPENSES (only applicable to Card Holders)

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**.
- 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.



QUESTIONS?

Please email <u>BusinessEducation@vumc.org</u>.

