Create Expense Reports

The Create Expense Reports tip sheet is for all employees.

After an expense has occurred, create an expense report to be reimbursed. If you did not create a spend authorization, you will need to create one before creating the expense report.

The reimbursement may not be approved until the spend authorization is completed.

Business Process

Initiation: This process can be initiated by contingent workers as self and employees as self.

Business Process Approvals

Budget Check: For all schools, the budget approval step is automated. If the budget fails, the budget manager will be the first one notified in the approval process. They will determine whether to proceed with an override or deny the request.

Credit Card Transactions: For all schools, expense reports with at least one credit card transaction, initiated by or on behalf of a Credit Card Administrator, must be approved by a top-level manager.

Expense Report Payee: Requires approval by a manager unless the business purpose is travel, in which case the manager approved the estimated cost of the expense through the spend authorization business process.

Taggable Program/Program of Study Transaction: Approval required by Program Manager or Program of Study Manager (unless initiated by these individuals).

Company is SFCC and Business Purpose is NMSBDC/PTAC: Travel must be approved by a Cost Center Financial Analyst (unless initiated by these individuals).

Taggable Cost Center Transactions: Approval required by the Cost Center Manager (unless initiated by these individuals).

Extended Amount is greater than or Equal to $1,000 and the Business Purpose is not travel. For all schools, the Business Asset Accountant must be approved (unless initiated by these individuals). This is only applicable with transactions with Trackable Spend Categories and is not travel.

For CCC, CNM, and SFCC: Approval required by the Expense Partner (unless initiated by these individuals).

For NNMC: Approval required by the Expense Analyst and Expense Operations Lead (unless initiated by these individuals).

SFCC, CCC and LCC: Approval required by the Finance Executive.

Taggable Gift/Grant/Project/Cost Center Transaction: Approval required by Gift, Grants, or Project Manager (unless initiated by these individuals) if the Gift, Grant, Project, or Cost Center Worktag is changed.

Create an Expense Report

1. Beginning on the Workday home page, locate **Your Top Apps.** Select **View All Apps > Expenses**.

> **NOTE:** To add an app, select **Add Apps,** search for the app by typing its name, and select the plus sign.

2. Select **Create Expense Report**.
   OR
   In the Workday Search bar, type "**Create Expense Report**" and select the report.
3. On the **Create Expense Report** page, you can select **Instructions** to review your institution's travel policy.
4. Under **Creation Options**, select **Create New from Spend Authorization**. If there is not a spend authorization in place, you can **Create New** or **Copy from Previous**.
5. Enter the following details:
   - **Memo:** Enter details about this expense report.
   - **Position:** This field will allow you to choose which job position to create the Expense Report with if you hold more than one position.
   - **Expense Report Date:** Leave as default date.
   - **Business Purpose:** Select appropriate option from the drop-down menu.
   - **Company on Expense Line:** Verify defaulted information is accurate.
   - **Entity:** Select your college.
   - **Cost Center:** This field will default, leave as default.

> **NOTE:** If expense is being covered by a grant or project, enter the name in **Grant** or **Project** field. You must verify the chosen project is from your institution. The Cost Center and Additional Worktags will auto populate.

   - **Additional Worktags:** This information will default, leave as default. If a default is not populated, please refer to finance department for guidance.

6. **Credit Card Transactions** will appear at the bottom of the screen if there are credit card transactions, for P-Card holders, that have not been reconciled. Select the appropriate transaction to reconcile.
7. **Quick Expenses** will appear at the bottom of the screen if there are Quick Expenses created through the mobile App. Select the appropriate transaction to reconcile.
8. Select **OK**.
9. Now the expense report is created, select **Add** to start adding expense items.

10. Each line item requires an attachment. Select files and upload itemized payment receipts.
11. Fill out the required information, as indicated by the asterisks.
12. For each **Expense Item**, start by typing a few words like “dinner” or “hotel” and select enter; the correct item should default. If you need help finding the item, use the drop-down filters of **Spend Categories** or **Expense Item Groups** to search.
13. Select the **Attachments** tab to include a copy of the approved spend authorization and/or other supporting documentation (aside from receipts) for the expense report.
14. Go back to the **Expense Lines** tab, select **Add** to continue adding expense items.
15. Once complete, select **Submit**.

NOTE: You can always select **Save for Later** if you need to revisit the report at a later time.

16. Your expense report will then route through the appropriate approval queue based on the cost center and additional worktags.

Mobile Quick Expenses

With Workday, you can take care of expenses on-the-go. Create Expense Reports or create Expense Items.

1. From the Workday Mobile app, select the **Expenses** app.
2. Under **Available Expenses**, select **Enter Quick Expense** to take a photo/choose a photo/import attachment from mobile and create the quick expense to use on a future expense report.
3. The above Quick Expense(s) can be added to an existing Expense Report. Click on Available Expenses, select the checkbox next to your expense or expenses you want to add, select **Add to Report**, and choose the existing report to link.
4. You can also create a new expense report from the Available Expenses above. Select the checkbox next to your expense or expenses you want to include, select **Add to Report**, and select the plus sign in the top right corner.

College Specific Considerations

CCC	TravelPolicy.pdf (clovis.edu)
CNM	IS-2512 Travel — CNM
NNMC	Business Office | Northern New Mexico College (nnmc.edu)
SFCC	Travel Policy - SFCC
LCC	LCC Travel Policy
SJC	SJC Travel Protocol