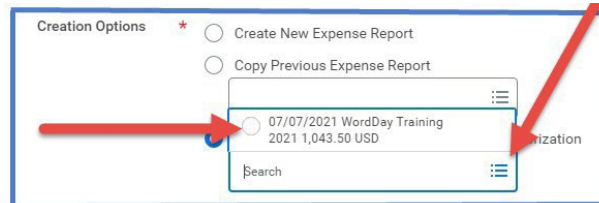
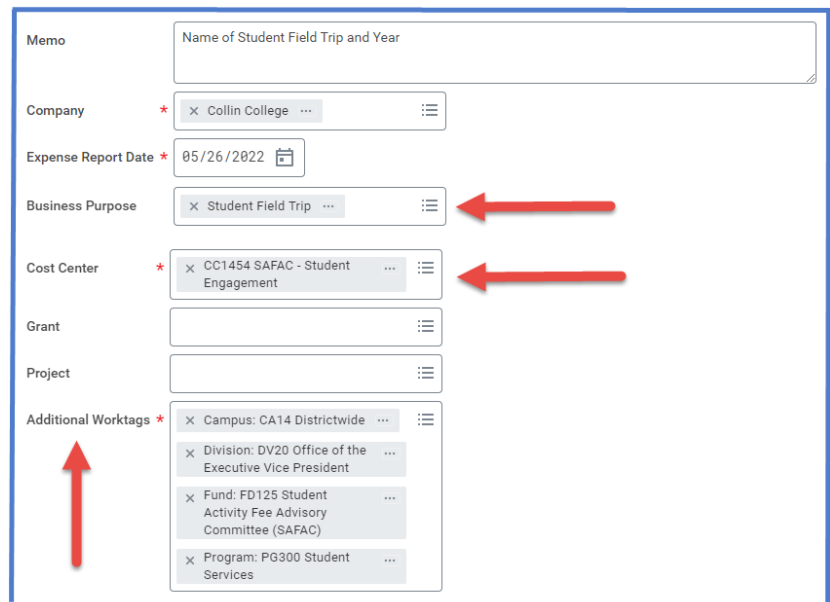


All travel reconciliation reports must be completed within 10 days of returning from travel unless all expenses have not feed into WorkDay. Do not submit report until all charges are available to add to report.

1. Type **Create Expense Report** into the search bar.
2. Select Create Expense Report Task.
3. Complete the following under **Expense Report Information:**
 - **Creation Options**
 - Select Create New Expense Report from Spend Authorization.
 - Click on Menu.
 - Select Spend Authorization to be expensed.



- **Memo** -- Name of Conference and year auto-populates.
 - **Company** -- Collin College auto-populates.
 - **Expense Report Date** -- Current date (DO NOT CHANGE).
 - **Business Purpose** -- Student Field Trip Travel.
 - **Cost Center** -- SAFAC #.
- Note:** Cost Center for Student Field Trip Travel will not auto-populate. Please verify the correct SAFAC Cost Center # is displayed.
- **Additional Worktags** -- Auto-populate from Cost Center entry. (Do not change).



4. Scroll Down to Credit Card Transactions and select all charges pertaining to travel being reconciled.

Credit Card Transactions

Select All ☐

43 items

| Include? | Transaction Date | Expense Item | Merchant | Charge Description/Memo | Amount | Currency | Corporate Credit Card Billing Account | Last 4 Digits of Credit Card Number |
|--------------------------|------------------|--------------|-----------------------|-------------------------|----------|----------|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> | Q 07/26/2021 | | COP UTILITY SRVCS WEB | COP UTILITY SRVCS WEB | 210.59 | USD | 9855-Cougar Card (T&E) | 5865 |
| <input type="checkbox"/> | Q 07/26/2021 | | COP UTILITY SRVCS WEB | COP UTILITY SRVCS WEB | 2,902.29 | USD | 9855-Cougar Card (T&E) | 5865 |
| <input type="checkbox"/> | Q 07/26/2021 | | AT&T*BILL PAYMENT | AT&T*BILL PAYMENT | 113.97 | USD | 9855-Cougar Card (T&E) | 5344 |
| <input type="checkbox"/> | Q 07/26/2021 | | AT&T*BILL PAYMENT | AT&T*BILL PAYMENT | 189.95 | USD | 9855-Cougar Card (T&E) | 5344 |

5. Click OK.
6. Selected credit card transactions will be moved over to report. For each of these expense items:
 - Click on expense line.
 - **Attach** detailed receipt matching charge amount - Under Expense Line is a gray box that states Drop files here or select files.

Expense Line

Drop files here

or

Select files

- **Credit Card Transaction** -- Auto-populates.
 - **Charge Description** -- Auto-populates.
 - **Expense item** -- Type or choose appropriate Spend Category from drop down menu. (Examples: Registration, Airfare, Hotel, etc.)
 - **Cost Center** and **Additional Worktags** -- Will auto-populate. (Verify correct codes are listed for Cost Center. Do not change Worktags.)
7. For travel expenses NOT charged to T-Card:
 - Click on **Add** at top of report.

Create Expense Report

Pay To: Employee: Kathy Bouchez Status: Draft

Header Attachments Expense

Add

- Select New Expense.
- **Attach** detailed receipt.
- **Uncheck the Corporate Paid Box.**
- **Date** -- Enter date of receipt.
- **Expense Item** -- Type or choose appropriate Spend Category from drop down menu. (Examples: Registration, Airfare, Hotel, Per Diem, etc.)
Mileage will be expensed as Mileage – Travel and two entries are made: one for the mileage TO the destination and one for mileage FROM the destination.
- **Quantity** -- Enter quantity.
- **Per Unit Amount** -- Enter amount for one unit.
- **Total Amount** -- Auto-populates (Verify amount matches receipt amount.)
- **Memo** -- Add details regarding expense and comment paid with personal credit card.
- **Cost Center** and **Additional Worktags** -- Will auto-populate. (Verify correct cost center is listed. Do not change the worktags.)

Expense Line



Receipt.docx
✓ Successfully Uploaded!

Comment

Upload

Paid with Corporate Card ☐

Expense Date * 09/11/2023

Expense Item *

× Registration Fees and/or Membership - Travel ...

Quantity * 1

Per Unit Amount * 300.00

Total Amount * 300.00

Currency * USD

Memo

*Cost Center

× CC1776 SAFAC - Field Day ...

Grant

Project

*Additional Worktags

× Campus: CA14 Districtwide ...
× Division: DV20 Office of the Executive Vice President ...
× Fund: FD125 Student Activity Fee Advisory Committee (SAFAC) ...
× Program: PG300 Student Services ...

NOTE -- Per Diem will not be added to expense report. It has already been dispersed through the Bursar before leaving on trip.

8. Add additional Expense lines if needed so all travel charges are on Expense Report.

- **IMPORTANT**: Each trip will have ONE report. Add ALL expenses incurred for trip to report. Sometimes it takes longer for credit card transactions to feed into WD. Please wait until all charges are added to report before submitting for approval.

9. Click submit

Note -- A notification box pops up showing the Expense Report has been submitted. Report will go through budget check and then on to approver.

To find the **Expense Report number** (Example – EXP-100029), click on View Details.

To determine the **status of the Expense Report**, enter the EXP number into the search bar and open the report. Click on Process History. This will show who needs to approve, who has approved, and any notes made regarding the report.

To Change or Cancel an Expense Report:

1. Open up report.
2. Click on the action items (box with three dots). This brings up a menu.
3. Hover over the words Spend Authorization. This brings up another menu.
4. Click on the word change or cancel depending on what needs to be done

