

**All travel reconciliation reports must be completed within 10 days of returning from travel.**

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.



Expense Report For \* Employee: Kathy Bouchez

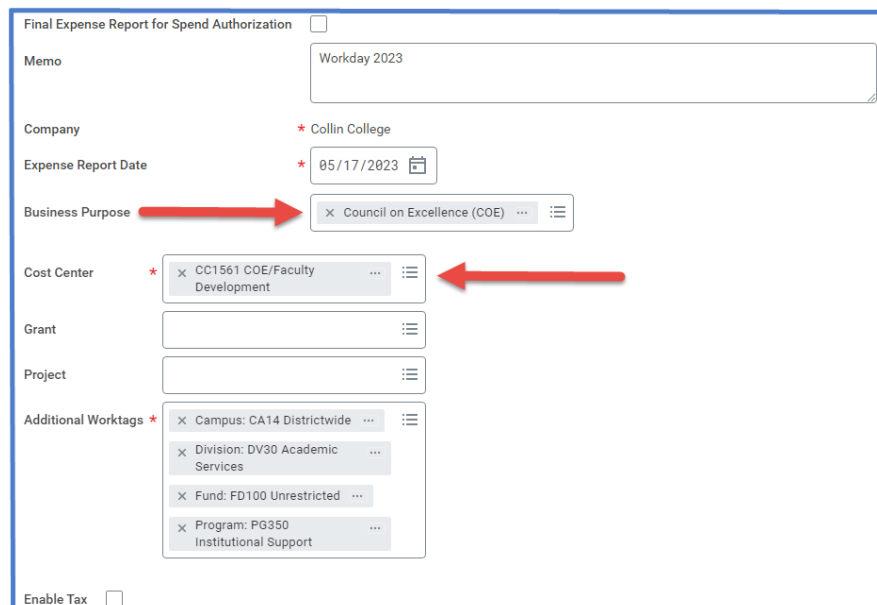
Creation Options \*

☐ Create New Expense Report

☐ Copy Previous Expense Report

☒ Create New Expense Report from Spend Authorization

- **Memo** -- Name of Conference and year auto-populates.
- **Company** -- Collin College auto-populates.
- **Expense Report Date** -- Current date (DO NOT CHANGE).
- **Business Purpose** -- Council on Excellence (COE).
- **Cost Center** -- CC1561 COE/Faculty Development.
- **Note:** Cost Center for COE will not auto-populate. If COE is selected as the Business Purpose, then COE must also be selected as the Cost Center.
- **Additional Worktags** -- Auto-populates from Spend Authorization.



Final Expense Report for Spend Authorization ☐

Memo: Workday 2023

Company: \* Collin College

Expense Report Date: \* 05/17/2023

Business Purpose: \* Council on Excellence (COE)

Cost Center: \* CC1561 COE/Faculty Development

Grant:

Project:

Additional Worktags \*

Campus: CA14 Districtwide

Division: DV30 Academic Services

Fund: FD100 Unrestricted

Program: PG350 Institutional Support

Enable Tax ☐

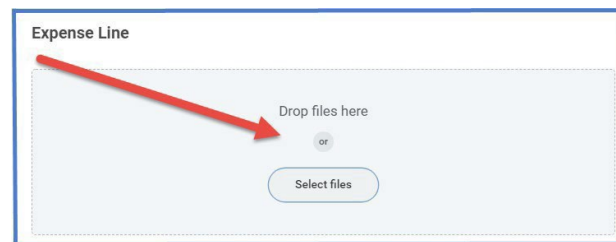
4. Scroll Down to Credit Card Transactions and select all charges pertaining to travel being reconciled.

Credit Card Transactions									
Select All <input type="checkbox"/>									
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



6. Selected credit card items will be moved into the 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.



- **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** -- **Must be COE – CC1561**.
- **Additional Worktags** -- Auto-populates from Cost Center.  
(DO NOT CHANGE)

**NOTE** -- Meals purchased with a T-Card do not need to have receipts attached to expense lines. When entering meal credit card charges to report, the Expense Item choice is Meals Actual (NoPer Diem).

Expense Item	*	X Meals Actual (No Per Diem) ...	⋮
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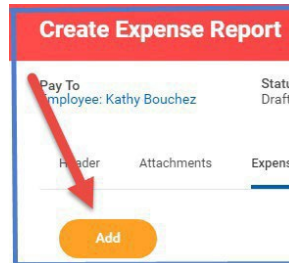
The box for **Personal Expense** will need to be checked in order for WD to deduct this amount from the Per Diem. This box is located on the expense line under Additional Worktags.

Billable	<input type="checkbox"/>
Personal Expense	<input type="checkbox"/>

**An additional expense line needs to be added to the report for Per Diem so WorkDay can deduct the Meals Actual from the Per Diem amount.** The difference is what is reimbursed or owed.

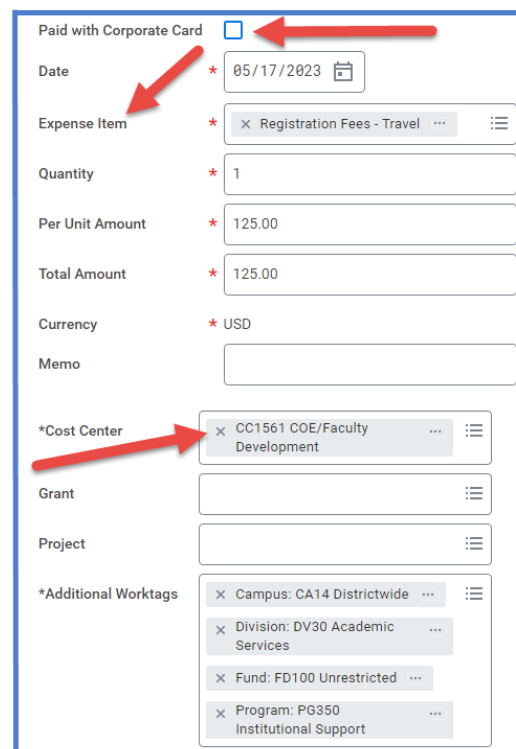
7. For travel expenses NOT charged to T-Card – such as Per Diem:

- Click on **Add** at top of report.



The screenshot shows the 'Create Expense Report' form. At the top, there's a red header with the title. Below it, there are fields for 'Pay To' (Employee: Kathy Bouchez) and 'Status' (Draft). There are also tabs for 'Header', 'Attachments', and 'Expense'. At the bottom, there is an orange 'Add' button. A red arrow points to this button.

- Select New Expense.
- Attach** detailed receipt. (Per Diem and Mileage do not require receipts to be attached.)
- Uncheck the Paid with Corporate 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 is expensed as Mileage – Travel.**
- Quantity** -- Enter quantity.
- Per Unit Amount** -- Enter amount of item.
- Total Amount** -- Auto-populates (Verify amount matches receipt amount.)
- Memo** -- Add any pertinent information regarding receipt.
- Cost Center** – **Must be COE – CC1561.**
- Additional Worktags** – Auto-populates from Cost Center.  
(DO NOT CHANGE)



The screenshot shows the expense report form with several fields filled out. Red arrows point to specific areas: the 'Paid with Corporate Card' checkbox (which is unchecked), the 'Date' field (05/17/2023), the 'Expense Item' dropdown (Registration Fees - Travel), the 'Cost Center' dropdown (CC1561 COE/Faculty Development), and the 'Additional Worktags' section (which includes Campus: CA14 Districtwide, Division: DV30 Academic Services, Fund: FD100 Unrestricted, and Program: PG350 Institutional Support).

**NOTE** -- When adding a line for Per Diem, enter any meals provided by the Conference under Item Details. WorkDay will automatically calculate the correct amount of Per Diem for reimbursement.

**Item Details**

Arrival Date \* 07/07/2021

Departure Date \* 07/10/2021

Destination \* x San Antonio, Texas, United States of America

Number of Days \* 4

Number of Breakfasts Provided 0

Number of Lunches Provided 2

Number of Dinners Provided 0

**NOTE** – When adding lines for mileage on Travel Report – the Expense Item to use is **Mileage – Travel**. There will be two entries: one for the mileage TO the destination and second for the mileage FROM the destination. Home campus address should be used in the mileage calculations.

Search Results (2)

☒ Mileage - Local Travel - Jan-Dec 2023

☐ Mileage - Travel - Jan-Dec 2023

mileage X

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** look at top of report on the blue bar.  
(Example – EXP-100029)

To determine the **status of the Expense Report**, enter the EXP number into the search bar and open up 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.

