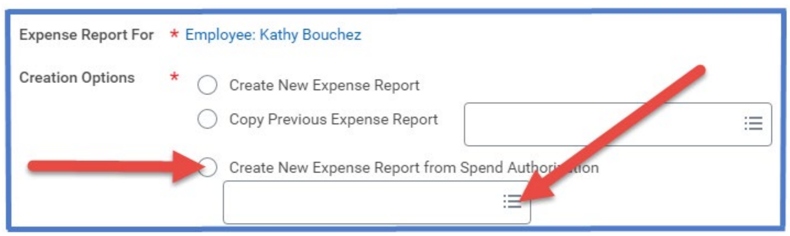
Administrative Services

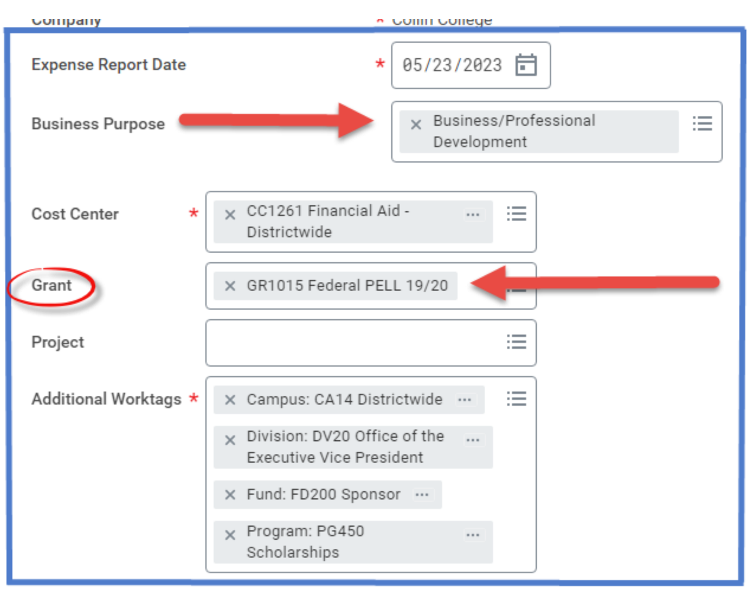
EXPENSE REPORT
Grants

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

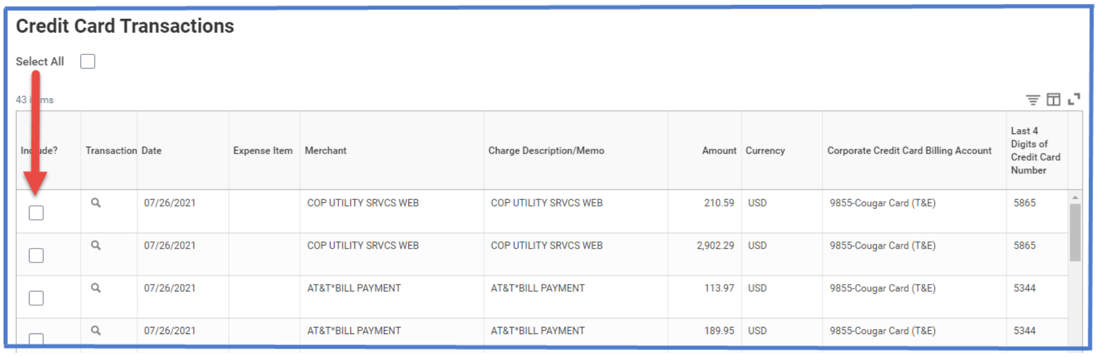
1. Type **Create Expense Report** into the search bar.
2. Select Create Expense Report Task.
3. Complete the following under **Expense Report Information:**
    - **Creation Options:**
        - ➢ Select Create New Expense Report from Spend Authorization.
        - ➢ Click on Menu.
        - ➢ Select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



- **Memo** -- Name of Conference and year auto-populates.
- **Company** -- Collin College auto-populates.
- **Expense Report Date** -- Current date (DO NOT CHANGE).
- **Business Purpose** – Business/Professional Development.
- **Cost Center** – CC9000 Grant Dummy Cost Center auto-populates. This is not a valid cost center – report cannot be submitted with this cost center. Once Grant is entered cost center will change.
- **Additional Worktags** – Auto-populates from Cost Center. DO NOT CHANGE.



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



Credit Card Transactions

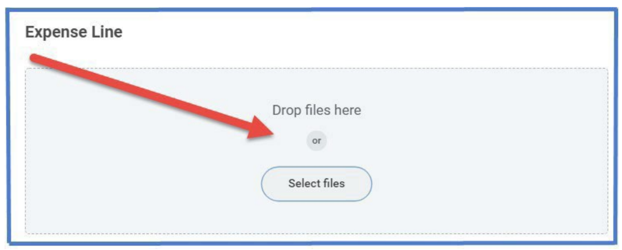
Select All

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
		07/26/2021		COP UTILITY SRVCS WEB	COP UTILITY SRVCS WEB	210.59	USD	9855-Cougar Card (T&E)	5865
		07/26/2021		COP UTILITY SRVCS WEB	COP UTILITY SRVCS WEB	2,902.29	USD	9855-Cougar Card (T&E)	5865
		07/26/2021		AT&T*BILL PAYMENT	AT&T*BILL PAYMENT	113.97	USD	9855-Cougar Card (T&E)	5344
		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 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.)
   - **Grant** -- Enter appropriate Grant Number (GR#) and enter.
   - **Additional Worktags** -- Will auto-populate.
     DO NOT CHANGE.

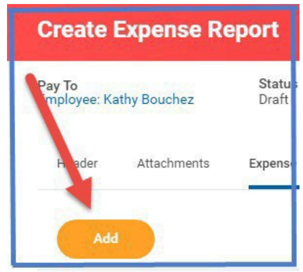
NOTE -- Meals purchased with a T-Card do not need to have receipts attached to expense lines. When entering meal credit card charges to report, the Expense Item choice is <u>Meals Actual (NoPer Diem).</u>

The box for <u>**Personal Expense**</u> 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.

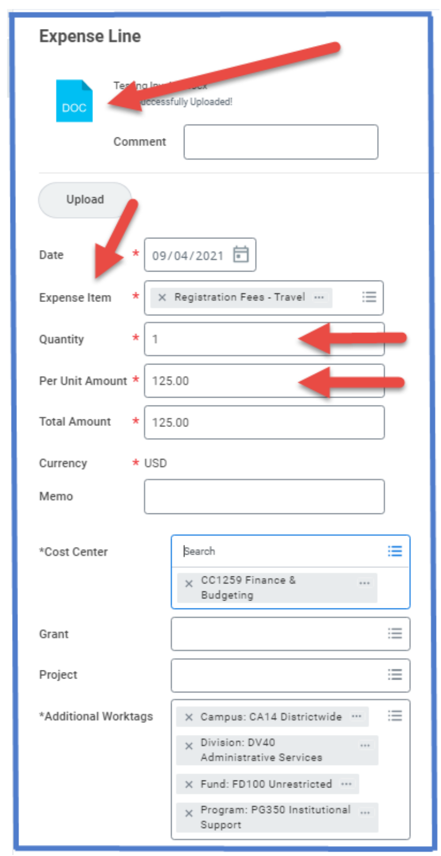
An additional expense line needs to be added to the report for Per Diem so WorkDay can deduct the Meals Actual from the Per Diem amount. The difference is what is reimbursed or owed.

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

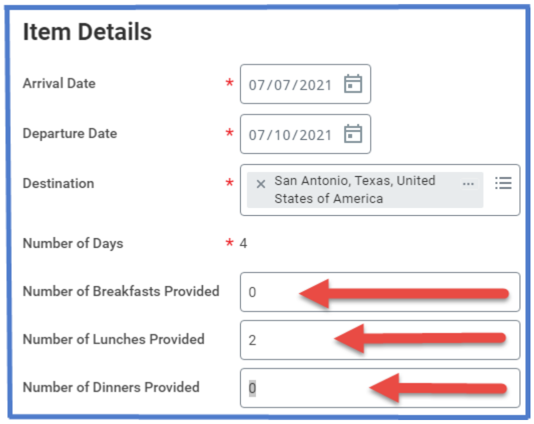
- Click on **Add** at top of report.



- Select New Expense.
- **Attach** detailed receipt. (Per Diem does not require a receipt 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 will be 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.
- **Grant** -- Verify correct Grant Number (GR#) is listed.
- **Additional Worktags** – Auto-populates based off Grant.



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.



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.