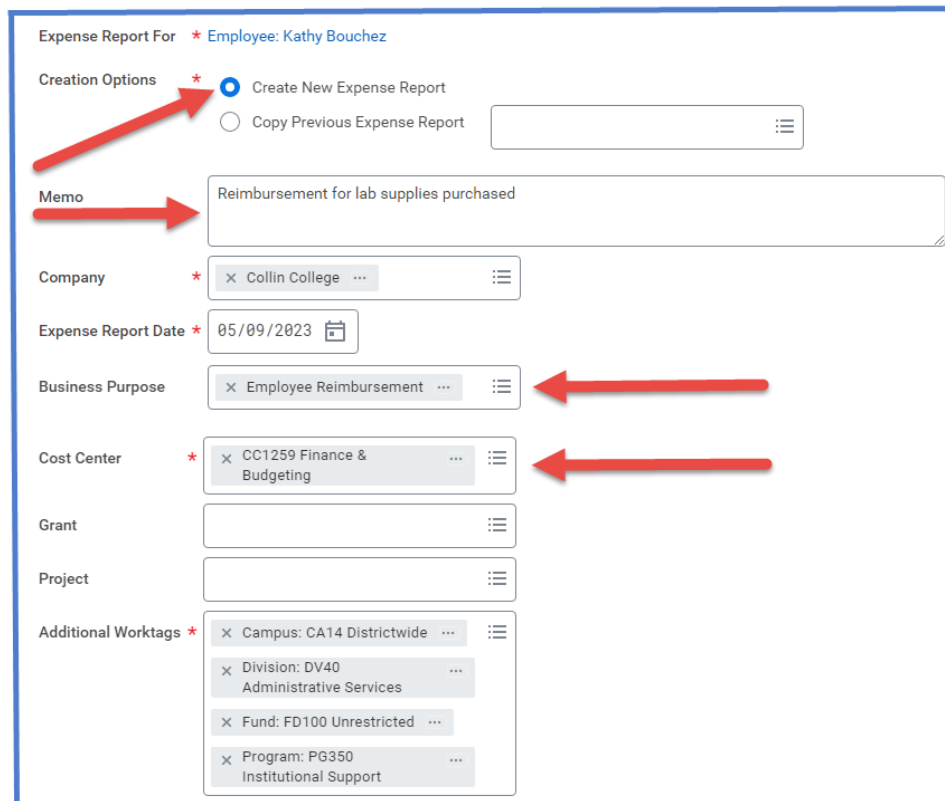


All Employee Reimbursements are entered in WorkDay using a Non-Travel Expense Report.

1. Type **Create Expense Report** into the search bar.
2. Click on the Create Expense Report task.
3. Complete the following:
 - **Creation Options** -- Select Create New Expense Report.
 - **Memo** -- Add description of reimbursement
 - **Company** -- Collin College auto-populates.
 - **Expense Report Date** -- Current date auto-populates.
 - **Business Purpose** -- Type **Employee Reimbursement** or choose from the drop-down menu.
 - **Cost Center** -- Assigned Cost Center auto-populates -- verify correct coding.
 - **Additional Worktags** -- Will auto-populate based on your Cost Center.
DO NOT CHANGE.



Expense Report For * Employee: Kathy Bouchez

Creation Options * ☒ Create New Expense Report
☐ Copy Previous Expense Report

Memo Reimbursement for lab supplies purchased

Company * x Collin College ...

Expense Report Date * 05/09/2023

Business Purpose x Employee Reimbursement ...

Cost Center * x CC1259 Finance & Budgeting ...

Grant

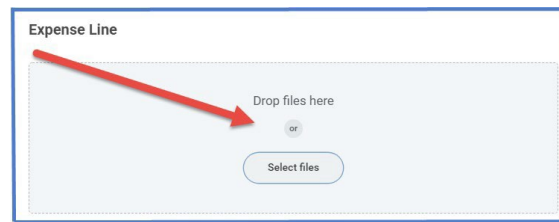
Project

Additional Worktags * x Campus: CA14 Districtwide ...
 x Division: DV40 Administrative Services ...
 x Fund: FD100 Unrestricted ...
 x Program: PG350 Institutional Support ...

4. Click OK
5. Click Add

6. Attach receipt and documents pertaining to reimbursement -- Under Expense Line is a gray box that states Drop files here or select files.

NOTE -- If report has more than one expense line, a receipt will need to be attached to each line.



7. Complete the following for each Expense line:

- Uncheck box – Paid with Corporate Card.
- **Date** -- Current date auto-populates.
- **Expense Item** -- Type in reimbursement expense or select from the drop-down menu. (Example: General Supplies)
- **Quantity** -- 1 auto-populates.
- **Total Amount** -- Enter total amount of reimbursement item.

NOTE -- A separate line will need to be added for each item to be reimbursed.

- **Memo** -- Add any pertinent information.
- **Cost Center** -- Auto-populates – verify correct coding.
- **Additional Worktags** – Auto-populate based on the cost center.
DO NOT CHANGE.

A screenshot of a web form for an 'Expense Line'. The form contains several fields with red arrows pointing to them: 'Paid with Corporate Card' (checkbox), 'Date' (calendar icon), 'Expense Item' (dropdown menu), 'Quantity' (text input), 'Per Unit Amount' (text input), 'Total Amount' (text input), 'Currency' (text input), 'Memo' (text input), '*Cost Center' (dropdown menu), 'Grant' (text input), 'Project' (text input), and '*Additional Worktags' (dropdown menu). The form is titled 'Expense Line' at the top. The 'Expense Item' dropdown is set to 'General Supplies'. The 'Per Unit Amount' is set to '20.00'. The 'Total Amount' is set to '20.00'. The 'Currency' is set to 'USD'. The '*Cost Center' is set to 'CC1259 Finance & Budgeting'. The '*Additional Worktags' dropdown is open, showing several options: 'Campus: CA14 Districtwide', 'Division: DV40 Administrative Services', 'Fund: FD100 Unrestricted', and 'Program: PG350 Institutional Support'.

8. 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), can be found on the blue bar located at the top of the screen.

To determine the **status of the Expense Report**, enter the EXP number into the search bar and open up the report. Click on the Process History. This shows who needs to approve, who has approved, and any notes the approver wrote 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 Expense Report. This brings up another menu.
4. Click on the word change or cancel depending on what needs to be done.

The screenshot displays the 'View Expense Report' page for report number EXP-109410, titled 'Reimbursement for lab supplies purchased'. The report is currently 'Waiting on Manager'. The interface includes a header with report details, a table of expense lines (showing 'General Supplies' for 20.00 USD), and a sidebar with navigation options. A green arrow points to the three-dot menu icon in the top right corner of the report header. Another green arrow points to the 'Expense Report' option in the 'Actions' dropdown menu. A third green arrow points to the 'Change' option in the 'Expense Report' sub-menu.

Pay To	Status	Personal	Company Paid	Prorated Balance Ap
Employee: Kathy Bouchez	Waiting on Manager	0.00 USD	0.00 USD	0.00 USD

Header	Attachments	Business Process	Expense Lines
1 item			
Tue, May 9			
General Supplies	20.00 USD	Receipt.docx Uploaded by Kathy Bouchez	

Expense Report

- Cancel
- Change
- Copy
- Print

Expense Report Details:

- Budget Check Status: Pass
- Pay To: Kathy Bouchez
- Payee Type: Employee
- Company: Collin College
- Currency: USD

- If making changes to the report – make changes then click the orange submit button. Report will go back through approvals.
- If canceling the report – make sure to hit the orange OK button or the report will not be canceled.