Administrative Services

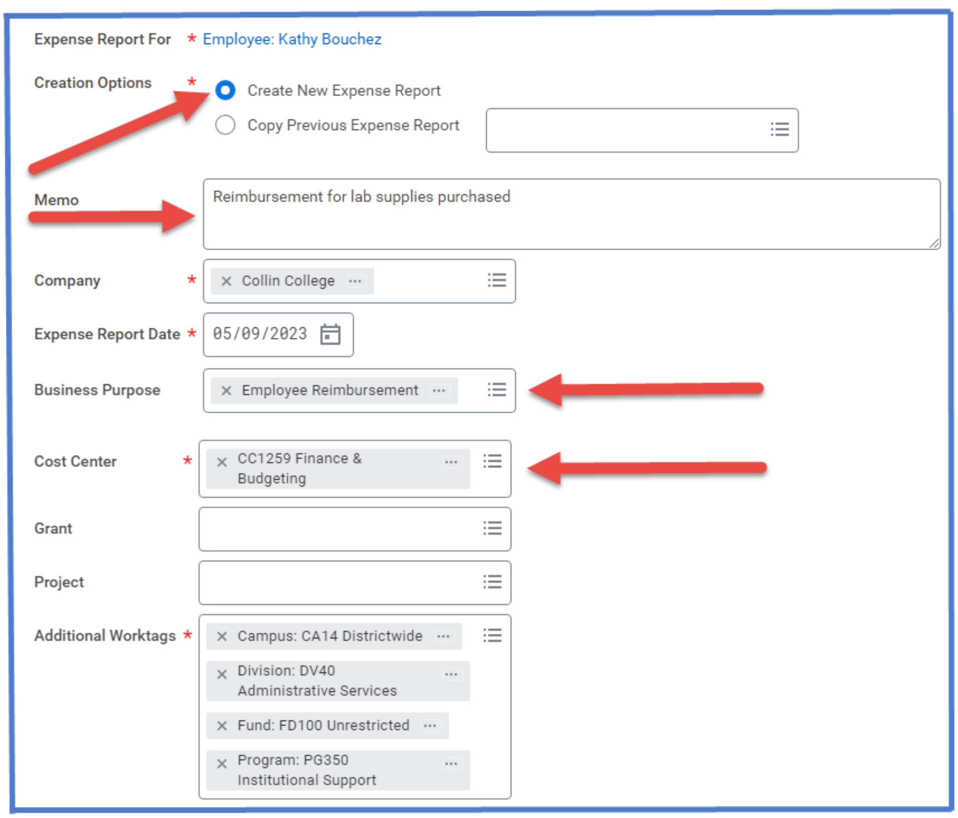
<u>EXPENSE REPORT</u>
Employee Reimbursement

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 **<u>Employee Reimbursement</u>** 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.

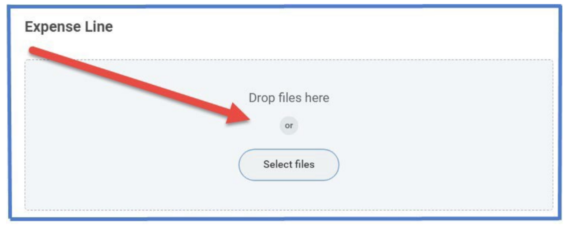


4. Click OK

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.

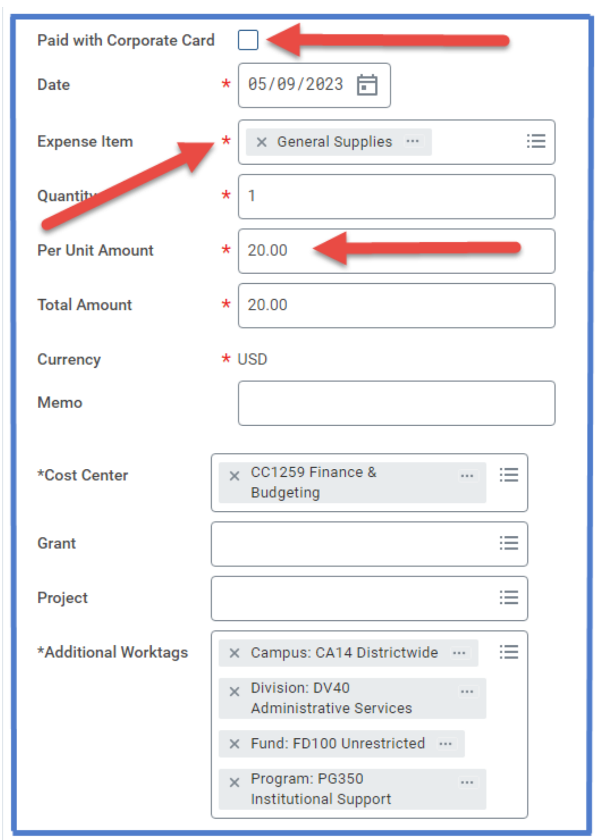
   NOTE -- If report has more than one expense line, a receipt will need to be attached to each line.



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.



8. Click submit

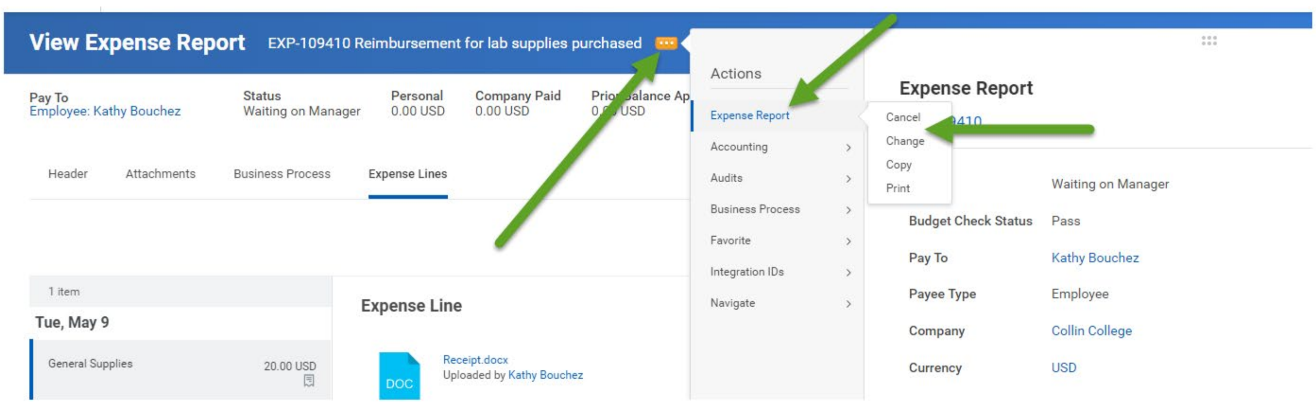
Note -- A notification box pops up showing the Expense Report has been submitted. Report will go through budget check and then on to approver.

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.



- 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.

Updated 8/15/23