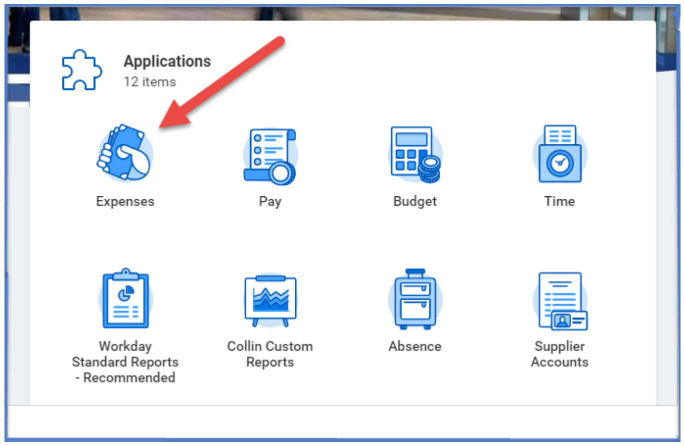
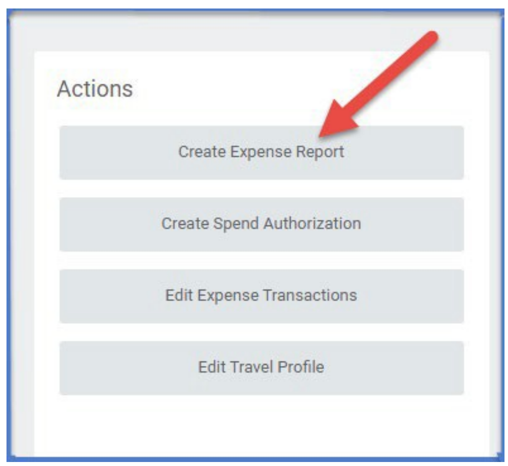
EXPENSE REPORT FOR TRAVEL

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

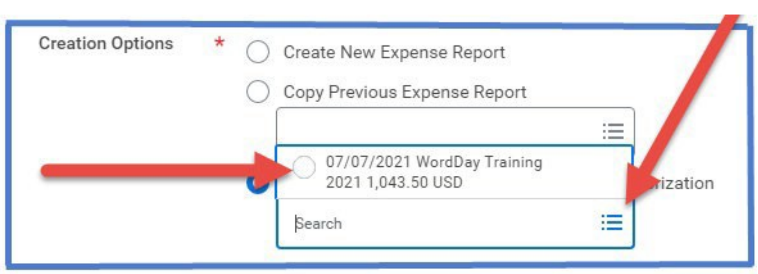
1. On the Home Screen - Click on the **Expenses** worklet.
   (If preferred, Create Expense Report can be typed into search bar.)



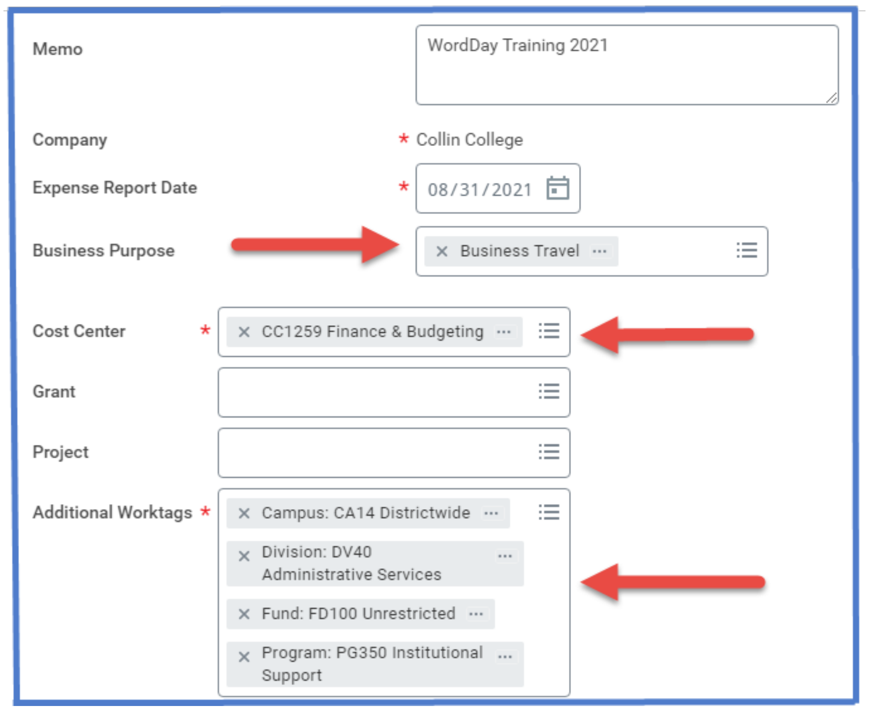
2. Under Actions – Choose Create Expense Report.
   (If using search bar, then Create Expense Report Task needs to be selected.)



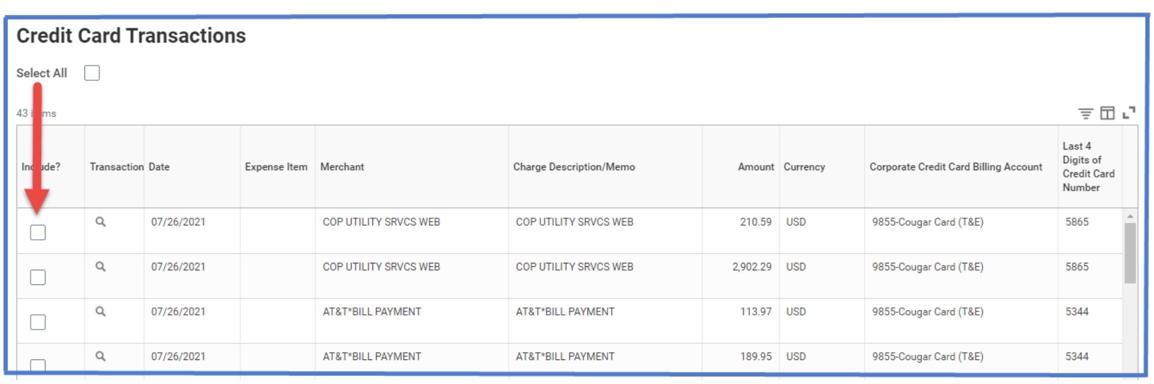
3. **Creation Options:**
   - Select Create New Expense Report from Spend Authorization.
   - Click on Menu.
   - Select Spend Authorization to be expensed.



4. The Following fields will auto-populate:
    - **Memo** -- Name of Conference and year
    - **Company** -- Collin College
    - **Expense Report Date** -- Current date
    - **Business Purpose** -- From Spend Authorization.
    - **Cost Center** -- From Spend Authorization.
      <u>Note</u>: 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 – CC1561.
    - **Additional Worktags** -- From Spend Authorization.



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



Credit Card Transactions

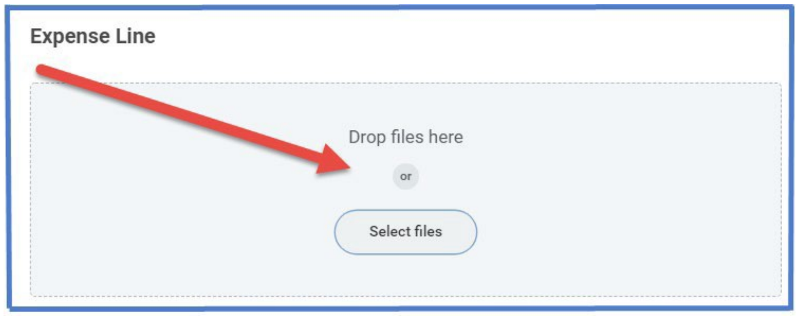
Select All

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

6. Click OK

7. Selected credit card items 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.

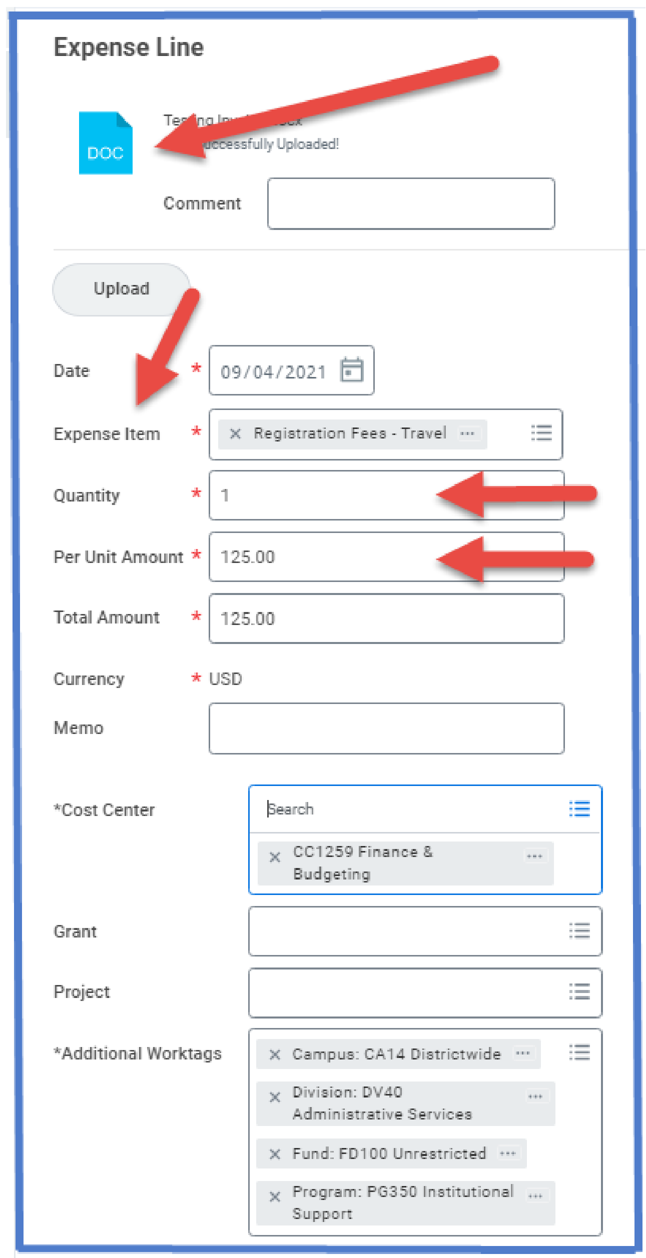


   - **Credit Card Transaction** -- Auto-populates
   - **Charge Description** -- Auto-populates
   - **Expense item** -- Type or choose appropriate Spend Category from drop down menu. (Examples: Registration, Airfare, Hotel, etc.)
   - **Cost Center** and **Additional Worktags** -- Will auto-populate. (Verify correct codes are listed.)

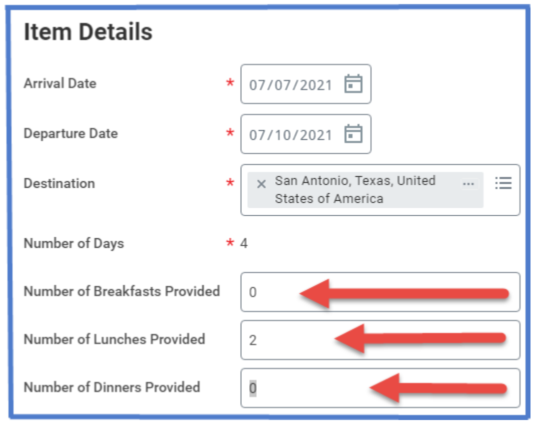
<u>**NOTE**</u> -- Meals purchased with a T-Card do not require receipts attached to the report if per diem is requested. When entering meal credit card charges to report, the Expense Item choice is <u>Meals Actual (NoPer Diem).</u> The box for <u>**Personal Expense**</u> will need to be checked in order for WD to deduct this amount from the Per Diem. This box is located on the expense line under Additional Worktags.

8. For travel expenses <u>NOT</u> charged to T-Card:
   - Click on **Add** at top of report.

- Select New Expense.
- **Attached** detailed receipt. (Per Diem does not require a receipt to be attached.)
- **Date** -- Enter date of receipt.
- **Expense Item** -- Type or choose appropriate Spend Category from drop down menu. (Examples: Registration, Airfare, Hotel, Per Diem, etc.)
- **Quantity** -- Enter quantity.
- **Per Unit Amount** -- Enter amount for one unit.
- **Total Amount** -- Auto-populates (Verify amount matches receipt amount.)
- **Memo** -- Add any pertinent information regarding receipt.
- **Cost Center** and **Additional Worktags** -- Will auto-populate. (Verify correct codes are listed.)



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



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

10. 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, click on Details and Process. Details of the report will be shown. Click on Process to see the status of the report.