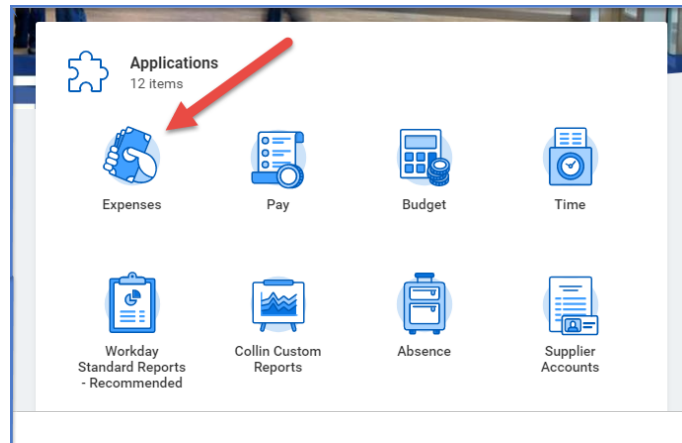


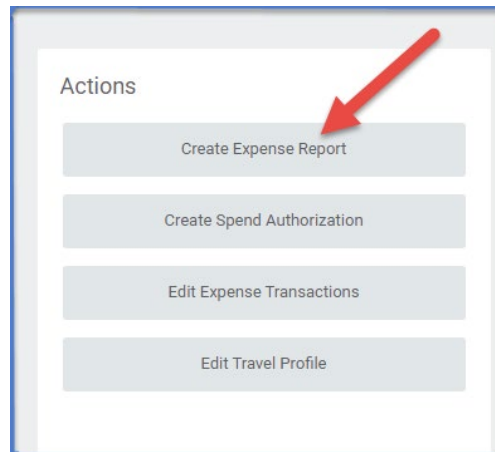
EMPLOYEE REIMBURSEMENT / LOCAL TRAVEL

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

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. 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** -- From drop down menu choose Employee Reimbursement / Local Travel.
 - **Cost Center** -- Type in assigned Cost Center or choose from drop down menu.
(If Cost Center auto-populates, then verify it is correct.)
 - **Additional Worktags** -- Will auto-populate based on your Cost Center.

Expense Report Information

Expense Report For * Employee: Kathy Bouchez

Creation Options * Create New Expense Report
 Copy Previous Expense Report

Memo Local Mileage Reimbursement

Company * x Collin College ...

Expense Report Date * 08/30/2021

Business Purpose x Employee Reimbursement/Local Travel ...

Cost Center * x CC1259 Finance & Budgeting ...

Grant

Project

Additional Worktags *
 Campus: CA14 Districtwide ...
 Division: DV40 Administrative Services
 Fund: FD100 Unrestricted ...
 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. (Mileage reimbursement will use the [Local Travel form](#))

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

Expense Line

Drop files here

or

Select files

7. Scroll down and complete the following:

- **Date** -- Current date auto-populates.
- **Expense Item** -- Type in reimbursement expense or select from the drop-down menu. (Examples: Mileage, Tuition, General Supplies, etc.)
- **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 and Additional Worktags** -- These carry over from entry on Header.

The screenshot shows a form for entering an expense report. The fields and their values are as follows:

- Date**: 08/28/2021 (with a calendar icon)
- Expense Item**: x General Supplies ... (with a red arrow pointing to the dropdown menu)
- Quantity**: 1
- Per Unit Amount**: 12.50 (with a red arrow pointing to the input field)
- Total Amount**: 12.50
- Currency**: * USD
- Memo**: (empty text box)
- *Cost Center**: x CC1259 Finance & Budgeting ...
- Grant**: (empty dropdown menu)
- Project**: (empty dropdown menu)
- *Additional Worktags**:
 - x Campus: CA14 Districtwide ...
 - x Division: DV40 Administrative Services ...
 - x Fund: FD100 Unrestricted ...
 - x 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), 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.