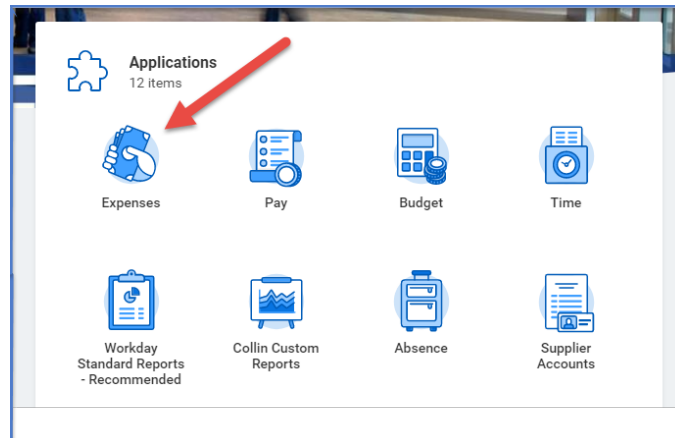


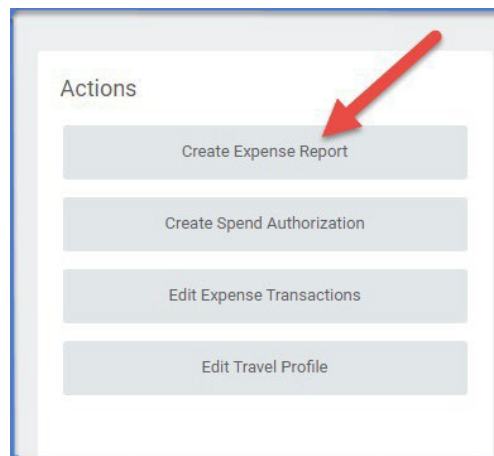
## EXPENSE REPORT FOR TRAVEL

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

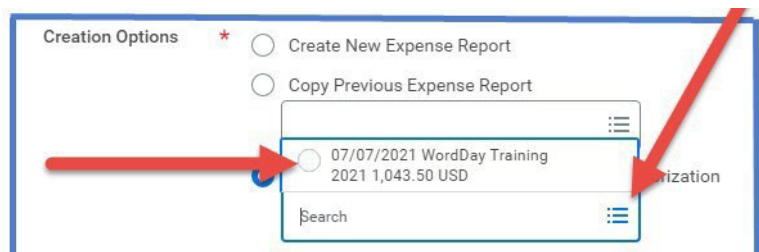
1. On the Home Screen - Click on the **Expenses** worklet.  
(If preferred, Create Expense Report can be typed into search bar.)



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.

**Note:** 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.

The screenshot shows a form with the following fields and values:

- Memo:** WordDay Training 2021
- Company:** \* Collin College
- Expense Report Date:** \* 08/31/2021
- Business Purpose:** X Business Travel ...
- Cost Center:** \* X CC1259 Finance & Budgeting ...
- Grant:** (empty)
- Project:** (empty)
- Additional Worktags:** \* X Campus: CA14 Districtwide ...  
X Division: DV40 Administrative Services ...  
X Fund: FD100 Unrestricted ...  
X Program: PG350 Institutional Support ...

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

The screenshot shows a table titled "Credit Card Transactions" with the following columns:

- Include? (checkbox)
- Transaction Date
- Expense Item
- Merchant
- Charge Description/Memo
- Amount
- Currency
- Corporate Credit Card Billing Account
- Last 4 Digits of Credit Card Number

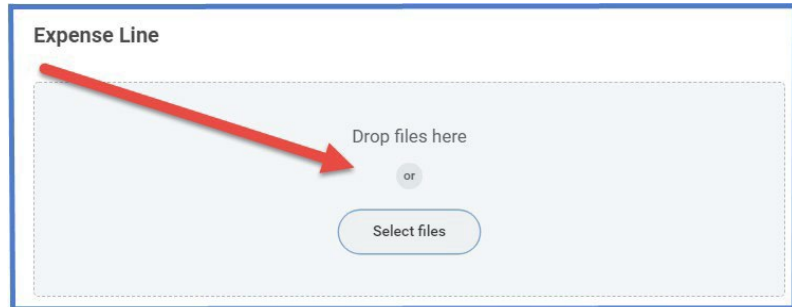
The table contains 43 items. The first four rows are visible:

Include?	Transaction Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	Last 4 Digits of Credit Card Number
<input type="checkbox"/>	07/26/2021	COP UTILITY SRVCS WEB	COP UTILITY SRVCS WEB	COP UTILITY SRVCS WEB	210.59	USD	9855-Cougar Card (T&E)	5865
<input type="checkbox"/>	07/26/2021	COP UTILITY SRVCS WEB	COP UTILITY SRVCS WEB	COP UTILITY SRVCS WEB	2,902.29	USD	9855-Cougar Card (T&E)	5865
<input type="checkbox"/>	07/26/2021	AT&T*BILL PAYMENT	AT&T*BILL PAYMENT	AT&T*BILL PAYMENT	113.97	USD	9855-Cougar Card (T&E)	5344
<input type="checkbox"/>	07/26/2021	AT&T*BILL PAYMENT	AT&T*BILL PAYMENT	AT&T*BILL PAYMENT	189.95	USD	9855-Cougar Card (T&E)	5344

6. Click OK

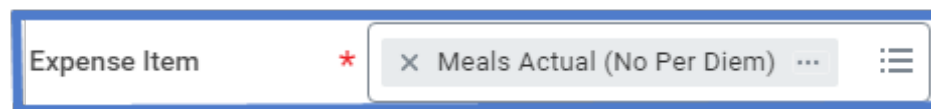
7. Selected credit card items will be moved over to report. For each of these expense items:

- 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.

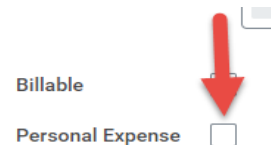


- **Credit Card Transaction** -- Auto-populates
- **Charge Description** -- Auto-populates
- **Expense item** -- Type or choose appropriate Spend Category from drop down menu. (Examples: Registration, Airfare, Hotel, etc.)
- **Cost Center** and **Additional Worktags** -- Will auto-populate. (Verify correct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

**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 Meals Actual (NoPer Diem).



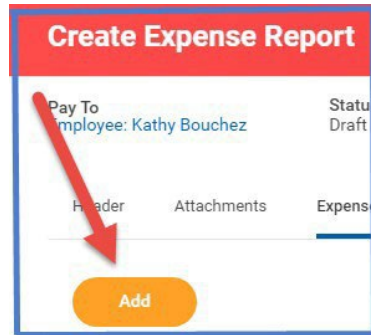
The box for **Personal Expense** will need to be checked in order for WD to deduct this amount from the Per Diem. This box is located on the expense line under Additional Worktags.



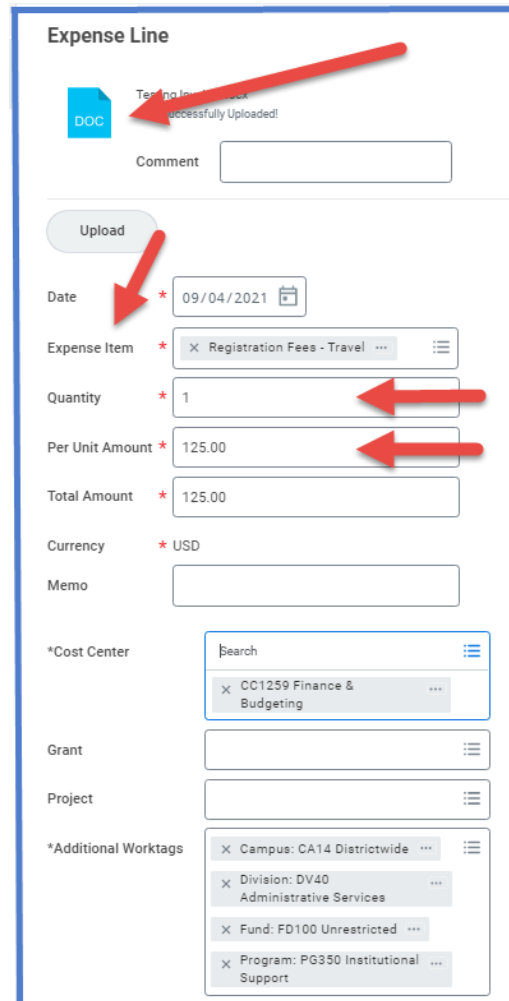
**An additional expense line needs to be added to the report for Per Diem so WorkDay can deduct the Meals Actual from the Per Diem amount.** The difference is what is reimbursed or owed.

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

- 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.)



**Expense Line**

DOC Testing for feedback successfully Uploaded!

Comment

Upload

Date \* 09/04/2021

Expense Item \*

Quantity \* 1

Per Unit Amount \* 125.00

Total Amount \* 125.00

Currency \* USD

Memo

\*Cost Center

Grant

Project

\*Additional Worktags

**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.

**Item Details**

Arrival Date \* 07/07/2021

Departure Date \* 07/10/2021

Destination \* San Antonio, Texas, United States of America

Number of Days \* 4

Number of Breakfasts Provided 0

Number of Lunches Provided 2

Number of Dinners Provided 0

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

10. Click submit

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

General Notes:

- 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.
- **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.