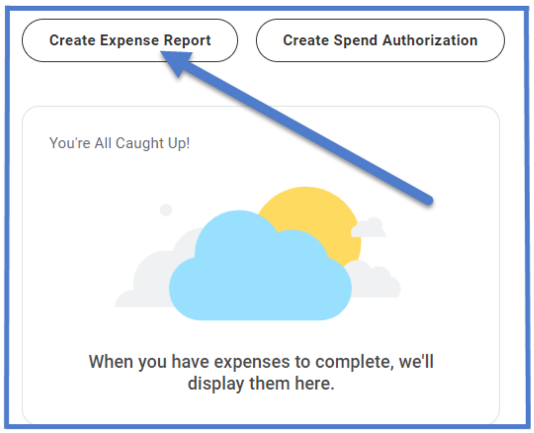
EXPENSE REPORT FOR TRAVEL - GRANTS

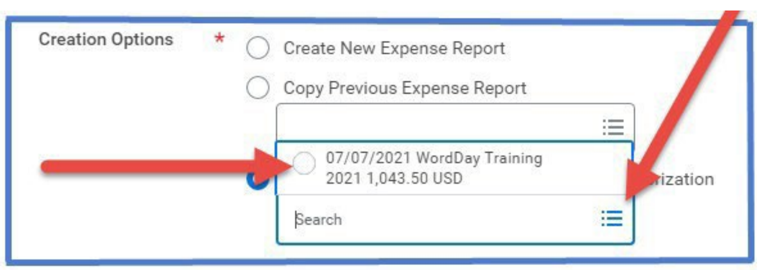
All travel reconciliation reports must be completed within 10 days of returning from travel.

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

2. Choose Create Expense Report.



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** – Add appropriate grant.

   Note: The Cost Center - CC9000 Grant Dummy Cost Center - auto-populates, this is NOT a valid grant and must be changed.)

   - **Additional Worktags** -- From Spend Authorization

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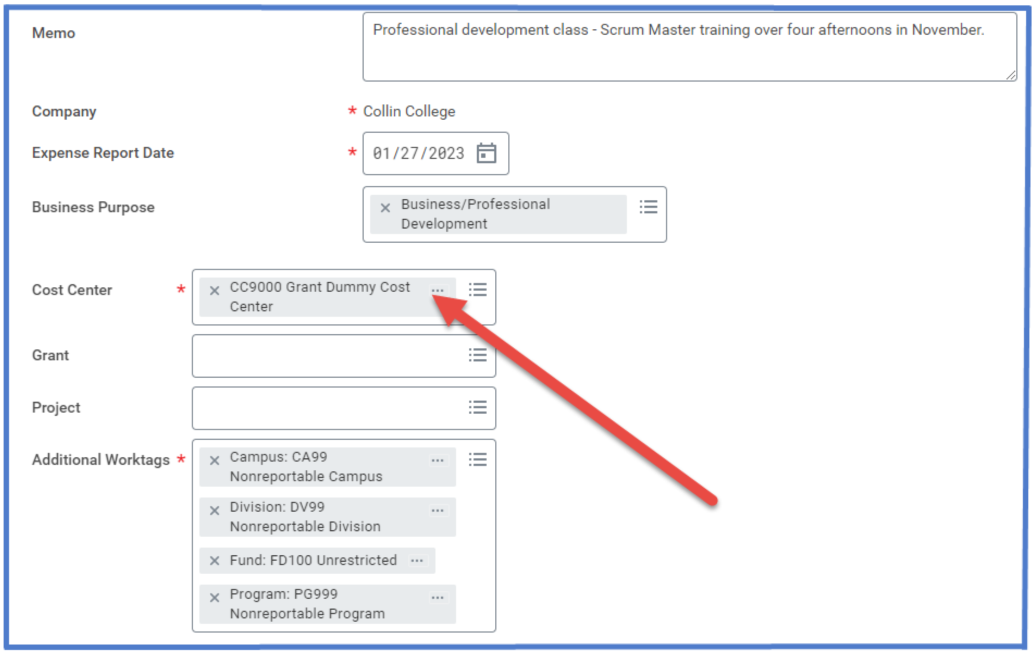
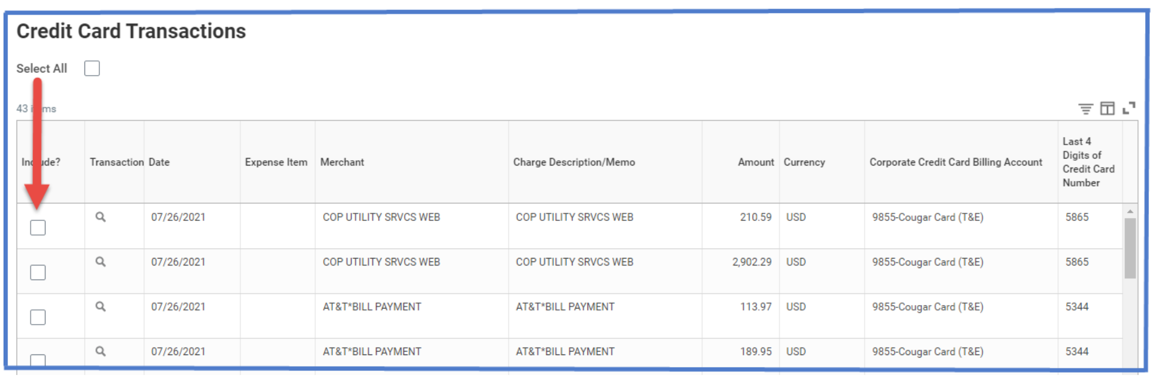
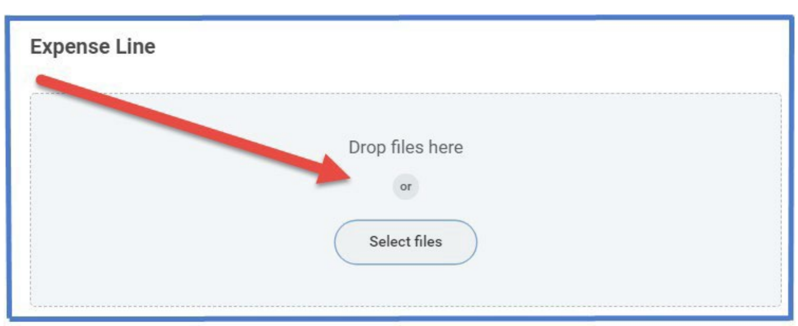


5. Scroll Down to Credit Card Transactions and select all charges pertaining to travel being reconciled.



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.

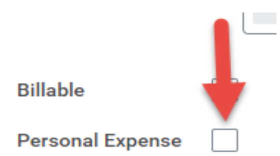


- **Credit Card Transaction** -- Auto-populates
- **Charge Description** -- Auto-populates
- **Expense item** -- Type or choose appropriate Spend Category from drop down menu. (Examples: Registration, Airfare, Hotel, etc.)
- **Cost Center** -- The Cost Center - CC9000 Grant Dummy Cost Center - auto-populates, this is NOT a valid grant and must be changed.)
- **Additional Worktags** -- Will auto-populate. (Verifycorrect 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.

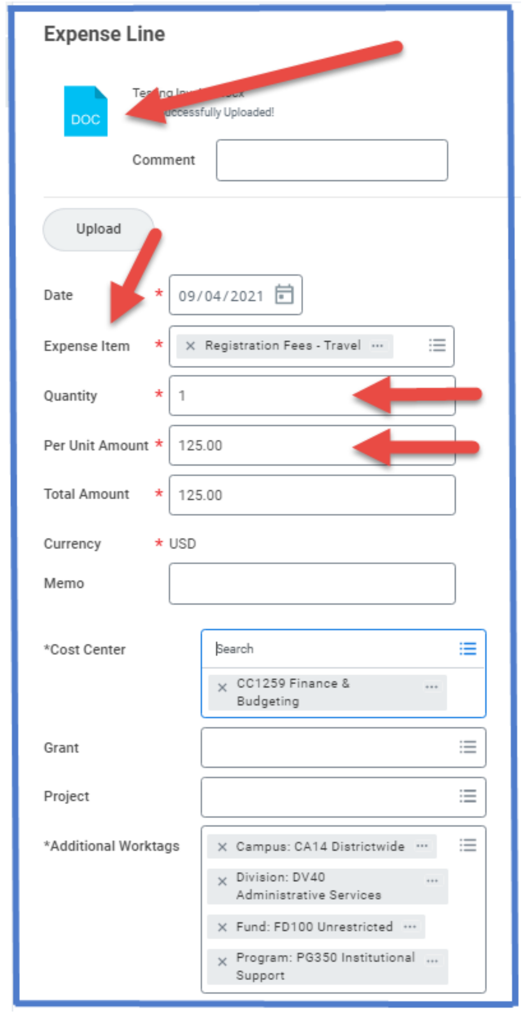
An additional expense line needs to be added to the report for Per Diem so WorkDay can deduct the Meals Actual from the Per Diem amount. The difference is what is reimbursed or owed.



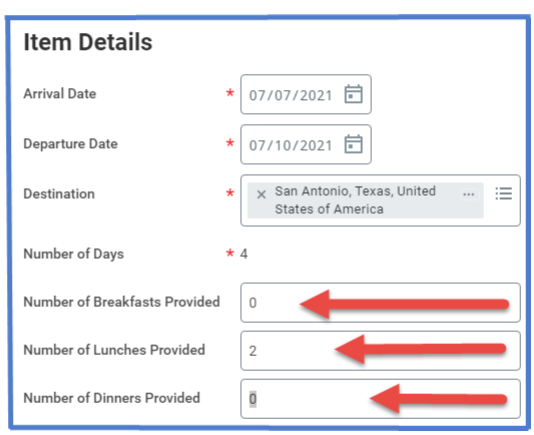
8. For travel expenses NOT charged to T-Card – such as Per Diem:
   - Click on **Add** at top of report.

   - 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** -- The Cost Center - CC9000 Grant Dummy Cost Center - auto-populates, this is NOT a valid grant and must be changed.)
- **Additional Worktags** -- Will auto-populate. (Verifycorrect codes are listed.)



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.



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.