Overview

This job aid will show you how to create an "out of pocket" expense report, Meals over Limit Hard stop through the Workday Expense Module.

Content

Navigate by copy/paste using the "TEST" URL below:


Login to Workday Environment

1. Enter User Name
2. Enter Password
   Note: Should be Novell user ID and password

Navigate to Expense Module

3. Select the Expense Icon from the Workday Home Screen.
Create Out of Pocket Expense Report

4. Select Create Expense Report

5. Select Radial to Create New Expense Report
6. Memo should represent business purpose for Expense Report
7. Select Expense Report Date

Create Expense Report

Expense Report Information

- Expense Report For: Employee [Employee]
- Creation Options:  
  - Create New Expense Report
  - Copy Previous Expense Report
- Memo: Type in Business Purpose

- Company: MLTHC Trinity Health Corporation [Company will default]
- Expense Report Date: 01/16/2020 [Expense Report Date]
- Cost Center: 90011, 76600 SCM-Finance and Management [Cost Center will default]
- Additional Worktags

Note: Company and Cost Center will default according to your existing HR profile in Workday.

8. Select Ok
9. Select "Expense Lines" – to create out of pocket expense lines for the expense report

Note: You may edit your header information if required. (i.e. Expense Report Date, Memo)

10. Select Add

11. Select Transaction Date (Date the expense was incurred)
12. Select Expense Item

   a. Click in the Search box
   b. Select “By Spend Category”

   c. Scroll through Spend Category

   d. Select Appropriate Category
   e. Click on radial button

   ![Expense Line](image)

   ![Expense Category](image)

   Note: Spend Categories are mapped to respective GL expense accounts.

   Note: Instructions will populate on the right side of your screen; once Expense Item is selected.

---

**Instructions**

Meals - Individual while Traveling (to be used when submitting a meal expense reimbursement for self only). Note all meals in the same day are subject to the meal limits provided in the attached (insert link). Tips to wait staff should not exceed 15 - 20% of meal and are included in the daily meal limit calculation. For out of pocket, and your total meals in one day exceed the daily maximum, you must reduce your request by the overage amount. If you have used a corporate card, please click here for a job aid......to add an additional line item meals overage that is recorded as a negative....
13. Enter Total Amount of Transaction – Over Travel City Limit. High cost cities $66 per day. All other cities $56.

14. Memo – enter transaction description/notes (Optional)

15. Cost Center will default per your HR profile in Workday (see helper instructions)

You may be prompted to provide additional information based on the Expense Item Category you select. Those fields will appear on the right side of your screen. Some are optional and some are required. Required are designated with a red asterisk (*).

16. Enter Attributes as requested
17. Attach Receipts – You can either drag and drop or select files from your browser. *(See helper text (receipt requirements))

18. Hit the Submit icon.
19. Error message will appear in two areas.

**Error Resolution**

You may experience error on your expense lines if you do not complete all the requirements to submit. The errors will appear in one of the following ways:

1. Top of your screen:

2. One line(s) that have errors listed to the left of your screen:

   **Wed, Jan 29**
   
   Meals - Individual While Traveling  
   Black Rock  
   70.00 USD

3. 

You may click on the error and the system will instruction you on issues to correct/complete.
4. Make the correction to the amount as the error instructs.

Submit Expense Report

Final step is to submit your expense report to your manager for review and approval.

1. Select Submit

Note: You can save your expense report for later and return to complete it at a later date/time. If you opt to close the expense report, you will lose all your work.