

## Creating An Expense Report

Expense Report Overview	Due Dates
<p>The Expense Report must be completed to report expenses incurred before and during a business trip. All itemized receipts must be attached when the report is submitted, whether purchased with your Vassar credit card or personal funds for out-of-pocket expenses.</p> <p>Employees can submit a Spend Authorization request in Workday to get prior approval for college travel expenses or entertainment. To close out the spend authorization, you must link it to your expense report by choosing 'Create a New Expense Report from your Spend Authorization'.</p>	<p>To comply with Vassar policy, expenses incurred must be submitted within <b>14 days</b> of incurring the expense. In other words, if you pay for airfare and hotel now, for a business trip that is scheduled a few months from now, you must submit an expense report for those costs within <b>14 days</b> of incurring the expense. You will then submit a separate expense report for the costs while traveling.</p> <p>Under IRS regulations, for an employer to maintain an 'accountable plan' that allows for expenses not to be considered taxable income to the employee, expenses for business related travel be substantiated within 60 days of when they are incurred. <b>Failure to submit a fully completed expense report, including required backup and receipts, within 60 days of the date of the transaction, will result in the expenses being considered taxable to the employee in accordance with IRS regulations.</b> In these circumstances, the College will report taxable amounts to the IRS and these amounts will be included on their annual W-2. Employees will be responsible to pay any applicable taxes. Strict adherence to this policy will be followed.</p>

### Helpful Tips when submitting Expenses:

- For mileage reimbursements, attach an online mileage calculator (ex. Goggle Maps) as your receipt.
- **Hotel room rate and taxes can be combined as a single line item.**
- Itemization is *required* for hotel transactions other than room charge. (Ex. Meals, Room Service, Internet/Wi-Fi).
- For Business Guest Entertainment and Meal Expenses, *you must list business purpose of the meal, guests and employee attendees, and topic of the business discussed.* This can be documented in the 'Memo' field or on a document that is attached to the Expense Report
- If you're missing a receipt, please complete the Missing Receipt Affidavit and attach it to the Expense Report.
- Itemized Receipts are required for all transactions.
- Do **NOT** press the back arrow while creating an expense report as this will delete your report. You can always click "Save for Later" if you want to save the report before submitting it. Then go to the Purchasing app to find it later.

*Please reference the Vassar College Travel and Entertainment Policy and the Corporate Card Policy and Procedures.*

### Instructions

1. Begin by clicking into the **Expenses Application** and then selecting **Create Expense Report**. You can also search **Create Expense Report** task in Workday.

The screenshot shows the Workday interface. On the left, there is a grid of application icons: Time, Time Off, Expenses (highlighted with a blue arrow), My Requisitions, Personal Information, Pay, Benefits, and Purchases. On the right, there is a list of actions under the heading 'Actions'. The 'Create Expense Report' action is highlighted with a blue arrow. Below the actions list, there is a 'View' section with various report and transaction views.

Actions	View
Edit Expense Report	Expense Reports
<b>Create Expense Report</b>	Spend Authorizations
Create Spend Authorization	Expense Transactions
Edit Spend Authorization	Payment Elections
Edit Expense Transactions	Reimbursable Allowance Plan Activity
Edit Travel Profile	Travel Profile

2. After you click on Expense Report, this screen will pop up. Enter information for the expense.

Expense Report For \* Employee:

Creation Options \*  Create New Expense Report  
 Copy Previous Expense Report   
 Create New Expense Report from Spend Authorization

Memo \*

Company \*

Expense Report Date \*

Business Purpose \*

Function \*

Cost Center \*

Fund \*

Custom Fin Worktags for Spend

Additional Worktags

Complete the following fields, all fields with an asterisk are required:

- a) **Creation Option** – defaults to Create New Expense Report, only change this if you want a different option.
- b) **Memo** – add detailed description of what the charges are for.
- c) **Company** – will default to Vassar College
- d) **Expense Report Date** – Will auto-populate to today's date, do not change
- e) **Business Purpose** – select option from the drop-down menu
- f) **Function, Cost Center, and Fund** – will default to your home budget. If a different Cost Center is paying for the expense update it now.
- g) **Gift or Grant Funded** – If an expense is being paid by a gift or grant, enter those tags first and it will automatically update the fund, cost center and function. Add in the Additional Worktags field.
- h) **Events, Programs or Projects** – if you need to add any of these tags, they should be added first in the Additional Worktags field

3. Credit card transactions will appear at the bottom of the page. Check the box for the transactions that apply to this expense report and click OK. If your expense report is for out-of-pocket expenses just click OK.

Credit Card Transactions						
Select All <input type="checkbox"/>						
14 items						
Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount
<input checked="" type="checkbox"/>	Q	07/06/2022		KENTUCKY EXPOSITION CENTE	KENTUCKY EXPOSITION CENTE	15.00
<input checked="" type="checkbox"/>	Q	07/07/2022		BETHEBEAST	BETHEBEAST	190.00
<input checked="" type="checkbox"/>	Q	07/07/2022		KENTUCKY EXPOSITION CENTE	KENTUCKY EXPOSITION CENTE	10.00
<input type="checkbox"/>	Q	07/07/2022		MHRS INDY FB	MHRS INDY FB	31.98
<input type="checkbox"/>	Q	07/07/2022		SQ *U.S. JUNIOR NATIONALS	SQ *U.S. JUNIOR NATIONALS	446.25
<input type="checkbox"/>	Q	07/08/2022		KENTUCKY EXPOSITION CENTE	KENTUCKY EXPOSITION CENTE	10.00

4. If you selected credit card transactions, the screen below (after #7) will pop up with Validation Errors. These errors are to remind the user to add an Expense Item for each transaction line, it will disappear once you enter the expense item and go to another line or click Submit.
- 4a. If you do not have any credit card transactions, select the Add button at top left to start adding lines. The date for the transaction lines should be the date on your receipt. *See snippet on #8 for example*
5. Start with the first line and add the **Attachment (receipt) first**.
6. Select the appropriate Expense Item from the drop-down box, search for meals, hotel, car rental, etc.
7. You can navigate to the next transaction by clicking the transactions in the left pane. Continue until you have completed all lines by adding the Attachment, Expense Item, and Memo.

**Expense Line without itemization**

The screenshot displays the Workday Expense Line interface. On the left, a list of transactions is shown for two dates: Wednesday, July 6 and Thursday, July 7. The July 6 transaction includes 'Meals (During Travel)' for 15.00 USD and 'Hotel for CFAU conference'. The July 7 transactions include 'Lodging' at Hilton Hotel for 190.00 USD and 'KENTUCKY EXPOSITION CENTE' for 10.00 USD. On the right, the 'Expense Line' details are shown for the 'Meals (During Travel)' transaction. It includes an attached document 'Dinner Receipt.docx', a comment field, an 'Upload' button, and a 'Credit Card Transaction' of 07/06/2022 KENTUCKY EXPOSITION 15.00 USD. The 'Charge Description' is 'KENTUCKY EXPOSITION CENTE'. The 'Date' is 07/06/2022, the 'Expense Item' is 'Meals (During Travel)', the 'Total Amount' is 15.00, and the 'Currency' is USD. The 'Memo' is 'Hotel for CFAU conference'. Below these fields are dropdown menus for '\*Function' (32 Academic Support), '\*Cost Center' (CC8007 Business Applications), and '\*Fund' (FD1000 Current Operating Fund). There are also fields for 'Custom Fin Worktags for Spend' and 'Additional Worktags'.

8. To select a new line to complete, click on the transaction in the pane on the left.

This small screenshot shows the top portion of the Workday interface. It features a blue 'Add' button at the top left. Below it, a list of transactions is visible for Friday, July 22 and Sunday, July 24. The July 22 transaction includes 'Meals (During Travel)' for 595.00 USD. The July 24 transaction includes 'TST\* BOURBON & BRANCH' for 47.52 USD.

**Expense Line for Hotel with Itemization (all Hotel charges must be itemized; meals and other charges need to be put on a separate line)**

- **Attach your receipt first, put Lodging in Expense Item, on the left look to see if the hotel name listed is correct, if not correct it. Enter your Arrival and Departure Dates for the hotel. Now click Edit under Daily Expenses to Itemize.**

### Expense Line

Hilton Receipt.docx  
✓ Successfully Uploaded!

Comment

Upload

Credit Card Transaction 07/20/2022 BKGBOOKING.COM HOTEL 468.48 USD

Charge Description BKGBOOKING.COM HOTEL

Date \* 07/20/2022

Expense Item \* x Lodging

Total Amount 468.48

Currency \* USD

Memo

\*Function (empty)

\*Cost Center (empty)

\*Fund (empty)

Custom Fin Worktags for Spend (empty)

Additional Worktags (empty)

### Instructions

When submitting your Expense Report, please ensure to itemize related charges.

### Item Details

Hotel x Hilton

Arrival Date \* 07/10/2022

Departure Date \* 07/12/2022

Destination

Country x United States of America

### Itemization

Remaining Amount to Itemize 468.48/468.48 USD

Add

Daily Expenses

Edit

Room Rate \*  
Sun, Jul 10, 2022

Select Lodging as Expense Item for hotel

To itemize hotel charges, fill out the item details and click the **Edit** button below Daily Expenses

- Example: Hotel bill is \$468.48 of that \$400 is for 2 nights room charge and \$68.48 is for meals at the hotel.** Enter the Number of Nights and the Daily Rate, Workday will calculate the Total Amount which should be the amount of the charge. Then click the **Add** button to add the meals, enter Meals in the Expense Item and in Number of Nights enter 1 and in Daily Rate enter the meal amount. Ensure the correct budget is being charged, (this will always default to your home budget). Click Done

**Daily Expenses**

Remaining 68.48/468.48 USD

Check in Date \* 07/10/2022

Expense Item \* Room Rate

Number of Nights \* 2

**Daily Rate** \* 200.00

Total Amount \* 400.00

Memo

\*Function

\*Cost Center

\*Fund

Custom Fin Worktags for Spend

Additional Worktags

Personal Expense

**Add**

**Remaining** 0.00/468.48 USD

Check in Date \* 07/10/2022

Expense Item \*

Number of Nights \* 1

Daily Rate \* 68.48

Total Amount \* 68.48

Memo

\*Function

\*Cost Center

\*Fund


Custom Fin Worktags for Spend

Additional Worktags

**Done**

- If you have a charge that you would like to split between two budgets, select the Add button under Itemization to the right

**Expense Line**

 Dinner Receipt.docx  
 ✓ Successfully Uploaded!

Comment

**Upload**

Credit Card Transaction 07/23/2022 BETHEBEAST 150.00 USD

Charge Description BETHEBEAST

Date \* 07/23/2022

Expense Item \*

**Itemization**

Remaining Amount to Itemize 150.00/150.00 USD

**Add**

Receipt Included

- In the **Per Unit Amount**, enter the amount you want to charge the first budget, the **Total Amount** will auto-populate. You will see on top the **Remaining Amount** to be expensed. Now click the Add button to add the next budget to be charged, enter the **Per Unit Amount**, and change the Worktags, continue until you have split all the lines you need and click Done.

Remaining 202.97/552.97 USD

Date \* 07/18/2022

Expense Item \*

Quantity \* 1

**Per Unit Amount** \* 350.00

Total Amount \* 350.00

Memo

\*Function

\*Cost Center

\*Fund

Custom Fin Worktags for Spend

Additional Worktags

Personal Expense

**Add**

**Remaining** 0.00/552.97 USD

Date \* 07/18/2022

Expense Item \*

Quantity \* 1

Per Unit Amount \* 202.97

Total Amount \* 202.97

Memo

\*Function

\*Cost Center

\*Fund

Custom Fin Worktags for Spend

Additional Worktags

Personal Expense

**Done**

- The split Expense line should now look like this

**Expense Line**

Dinner Receipt.docx  
 ✓ Successfully Uploaded!

Comment

**Upload**

Credit Card Transaction 07/23/2022 BETHEBEAST 150.00 USD

Charge Description BETHEBEAST

Date \* 07/23/2022

Expense Item \*

**Itemization**

Remaining Amount to Itemize 0.00/150.00 USD

**Edit** 2 items

Meals (During Travel) Sat, Jul 23, 2022	50.00 USD
Meals (During Travel) Sat, Jul 23, 2022	100.00 USD

Receipt Included

**You may be prompted to complete other fields depending on the type of Expense Item.**

For example, if you select **AIRFARE** you will need to fill out the Item Details, but you do not need to Itemize

### Expense Line

Airfare Receipt.docx  
✓ Successfully Uploaded!

Comment

Credit Card Transaction 07/23/2022 HILTON SF FINANCIAL 75.23 USD

Charge Description HILTON SF FINANCIAL

Date \* 07/23/2022

Expense Item \*

### Item Details

Airline

**Origination** \*

**Destination** \*

### Itemization

Remaining Amount to Itemize 75.23/75.23 USD

10. If all your transactions lines have been completed and you still see a red circle with an exclamation mark, click on that line and if it is filled out correctly the error will go away

3 items Sort By: ▾

**Sat, Jul 23**

Lodging Hotel Room	132.00 USD <small>Receipts</small>
HILTON SF FINANCIAL	75.23 USD <small>Receipts</small> <span style="color: red; font-weight: bold;">!</span>
Meals (During Travel) Dinner myself, Jane Smith, Sara Bla...	150.00 USD <small>Receipts</small>

11. To add additional lines to your expense report for more credit card charges or out of pocket expenses click the **ADD** button on top right. Select if you want to add Credit Card Charges (paid with Vassar credit card) or New Expense (paid out of pocket).

Pay To Employee. David Status Draft Per 0.0

Header Attachments Expense Lines

3 items Sort By: ▾

**Fri, Jul**

Credit Card Transactions

New Expense

12. When adding out of pocket expenses, attach your receipt, the date should be the date of the receipt, select an expense item, add a memo, and review the Worktags.
13. Once all lines have been completed, you can now click **Submit** on your expense report and it will route for approval. You can also click **Save for Later** if you do not complete the report and want to complete it later. To find the expense report go to your **Expenses App** and then to **Edit Expense Reports**.

If your Expenses App does not show on your Homepage, click View All Apps and then click the Expenses app.

