workday. VASSAR

Expense reports are used by employees to document expenses that were incurred on behalf of the College. These include expenses paid for by Vassar issued credit card (corporate card), personal funds used to cover Vassar costs, and mileage reimbursements. Expense reports for credit card purchases and personal reimbursements must be submitted within 14 days of incurring the expense, in accordance with Vassar's policy. After 60 days the expense becomes taxable income to you. You can find more detailed information on the <u>Vassar Travel and Entertainment</u> <u>Policy</u> or the <u>Credit Card Policy and Procedures</u> which can be found on Vassar's website.

Before starting your expense report, you will need to get your receipts into Workday. You can create Quick Expenses by either emailing your receipt to Workday or scanning your receipt through the Mobile app. Quick Expenses can be used with charges to your Vassar corporate card or personal credit card.

Submitting Receipts to Workday via Email

Receipts can now be sent directly into Workday and generate quick expenses from your Vassar email account. To do so, users send an email to <u>receipts@receipts.vassar.edu</u> with the receipt(s) attached to the email.

1. Using your cellphone take a picture of the receipt(s) and email to <u>receipts@receipts.vassar.edu</u>. The email subject will become the Charge Description on your quick expense. You can send multiple receipts in one email.





2. The email will create Quick Expenses, which will show up in the Expense Hub (not available on mobile app) under Needs attention. The receipts can be emailed at the time the expense is incurred, and will sit in Workday until the credit card transactions load into Workday:

	Transactions To Expense	
= -	Expenses that you need to add to exper reports and submit	ise
04/20/2 Quick Ex	023 - 7-Eleven - MOR Conference Meals pense: \$22.52	and Gas
04/17/2 Quick Ex	023 - MOR Conference Meals and Gas	
View M	ly Evnense Transactions	:

Submitting Receipts Through Receipt Scanning on the Mobile App

1. On the mobile app, access the *Expenses* app. If the app is not on the home screen, click View All under apps:





2. On the next screen, click *Scan Receipt*. You can either take a picture of the receipt on the next screen, or add a photo of the receipt from your phone's camera roll. The receipts can be scanned at the time the expense is incurred (or as soon as you use your credit card), and will be saved in Workday until the credit card transactions load into Workday for corporate card transactions, or until you create your expense report for reimbursement requests when you have used your own funds to cover the business expense on behalf of Vassar.



3. Scanned receipts will auto-populate merchant, date, dollar amount and currency. Click Available Expenses in the mobile app to view expense transactions and scanned receipts. Review the details to confirm information is correct.

1:31	4		al S	
÷	ធ	+		ē
14 E x 693.96	kpenses USD			
Tue,	Jan 30			
	PAYPAL		225.0	0 USD
Fri, F	eb 2			
	SAVONAS OF POUGHKEE	PSI	132.7	2 USD
•□	Receipt		132.7	a USD
Mon	, Feb 5			
	HUDSONNEWS ST1297		14.2	1 USD
•□	Receipt		14.2	1 USD



4. You can go into the scanned receipt and fill out the Expense Item and Memo now or wait until you create your expense report. You must wait for your credit card transactions to load into Workday before linking your Quick Expenses to the credit card transaction, it can take up to 7 days for transactions to post in Workday. If you create an expense report using a Quick Expense and do not link it to a credit card transaction, you will be reimbursed for the Quick Expense.

2.20 7		ı∥≎∎
Cancel	Expense	Dor
And	IMAGE.JPG Uploaded 32 mi Hodor, Kris M	nutes ago by
	Ø	
	Add Attachments	
Date *		
04/20/2023		Ē
Expense Item	avel - Transportation	=
 Merchant 		
7-Eleven		
Amount	Curren	су

Creating an Expense Report

If creating an expense report from your desktop, begin by clicking into the Expenses Hub in your APPS. If the Expenses
Hub does not show on your home screen, click *View All Apps* and select it from the list. This will show you transactions
waiting to be expensed. Click Expense Transactions to see emailed and scanned receipts. Click Create Expense Report to
start your expense. If creating an expense report for Vassar corporate card charges, you must wait for the transactions to
load into Workday before creating the expense report.

Ś	Expenses Hub ∣←	My Expense	Transactions							
88	Overview	Create Expe	ense Report Edit M	y Expense Transactions						
ß	Expense Reports	Quick Expense	s (2) Credit Card Transact	ions (12)						
	Expense Transactions	Quick Expense	s (2) 2 items							XII III
٠	Payment Elections	Quick Expense	Attachments	Transaction Status	Scan Status	Date	Expense Item	Merchant	Charge Description/Memo	Amount
		Q,	1	New	Success	02/05/2024		Hudson News		14.21
		٩	1	New	Success	02/02/2024		Savona's Trattoria		132.72



2. From My Expense Transactions, you can view your Quick Expenses. Click Edit My Expense Transactions to edit, remove, enter charge description or enter expense items. This can streamline the process when creating the expense report.

		Ś	Expenses H	łub	←	M	y Expens	se Transactions						
		88	Overview			(Create Ex	pense Report	lit My Expense ⊺	Transactions				
		ß	Expense Repo	orts			Quick Expen	ses (8) Credit Card Trar	nsactions (17)					
			Expense Trans	sactions			Quick Expen	ses (8) 8 items						
			Payment Elect	tions			Quick Expense	Attachments	Transaction Stat	tus	Scan Status	Date		
							Q,	1	New	ç	Success	02/05/2024		
							Q,	1	New	5	Success	02/02/2024		
							0	1	New	5	Success	01/14/2024		
t My E	Expense Ti	ransaction	s				ď		NCH -		000000	01/11/2021		
t My E ick Expens	Expense Ti ses (8) Credi ses (8) 8 items Quick Expense	ransaction It Card Transaction: Attachments	S Transaction Status	Scan Status	Date		В	pense Item	Mer	chant		Charge Description/Mem	o Anne	punt
ck Expension	Expense Tr ses (8) Credi ses (8) 8 items Quick Expense Q	It Card Transaction	S Transaction Status New	Scan Status Success	Date	5/2024		pense Item select one	Mer	chant ludson News		Charge Description/Men	• Ant	punt
ck Expension	Expense Ti ses (8) Credi ses (8) 8 tems Quick Expense Q	it Card Transaction	S Transaction Status New New	Scan Status Success Success	Date 02/03 02/03	5/2024	a 	pense Item select one select one	Mer H	chant. Iudson News avona's Trattori	ia	Charge Description/Men	• Any	bunt
ick Expense	Expense Tr see (8) Credi see (8) 8 items Quick Expense Q Quick Qui	It Card Transactions	S Transaction Status New New New	Scan Status Success Success Success	Date 02/03 02/03 02/03 01/1-	5/2024 2/2024 4/2024		pense item select one select one	Mer	chant Iudson News avona's Trattori SIAN CHAO OR	ia RIENT	Charge Description/Mem	• Anx 	

3. If creating an expense report from your mobile app, click the Expenses app and the Create Expense Report.





4. Complete the Expense Report information on the screen.

create Expens	e Report
✓ Expense Researcher Provident P	port Information
Expense Report For	* Employee
Creation Options	* O Create New Expense Report
	◯ Copy Previous Expense Report :=
	Create New Expense Report from Spend Authorization
Memo	Uber Trip in San Francisco
Company	★ Xassar College … :=
Expense Report Dat	• ★ 02/19/2024 💼
Business Purpose	* Conference :=
Function	★ × 32 Academic Support … :=
Cost Center	* × CC8007 Business ··· :≡
Fund	★ × FD1000 Current Operating Fund
Custom Fin Worktag	s for Spend 📰
Additional Worktage	:=

5. Scroll to the bottom of the page under Credit Card Transactions and select the corporate card transaction(s) you want to add to this expense. If creating an expense report for reimbursement (not paid with Vassar credit card) skip this step.

Cre	Addit Card Transactions Quick Expenses									
Sel	ect All									
12 i	lems									
Inc	lude?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	
		ď	01/30/2024		PAYPAL	PAYPAL	225.00	USD	JP Morgan - Visa Expense Account	
	~	Q,	02/02/2024		SAVONAS OF POUGHKEEPSI	SAVONAS OF POUGHKEEPSI	132.72	USD	JP Morgan - Visa Expense Account	
		Q	02/05/2024		HUDSONNEWS ST1297	HUDSONNEWS ST1297	14.21	USD	JP Morgan - Visa Expense Account	

6. From the Linked Quick Expense drop down pull up the receipt you loaded earlier. You can select it through All Quick Expenses or Suggested Matches (Workday will match based on date, merchant and amount).

2 items	Sort By: 🗸 U	Expense Line	
Fri, Feb 2			
SAVONAS OF POUGHKEEPSI	132.72 USD		Drop files here
Mon, Feb 5 HUDSONNEWS ST1297	14.21 USD		or Select files
	•		All Quick Expenses
			Suggested Matches
		Linked Quick Expense	Search :
		Credit Card Transaction	02/02/2024 SAVONAS OF POUGHKEEP 132.72 USD



7. Now enter an expense item and a brief description in the memo field.

Linked Quick Expense	× 02/02/2024 Savona's ···· ∷ Trattoria 132.72 USD
Upload	LJPG led bj
Credit Card Transaction	02/02/2024 SAVONAS OF POUGHKEEP 132.72 USD
Charge Description	SAVONAS OF POUGHKEEPSI
Expense Date	* 02/02/2024
Expense Item	* X Meals (During Travel) \cdots
Total Amount	132.72
Currency	* USD
Memo	* Meal during MOR Conference

8. If you did not create a quick expense through email or scanning, you can still attach a receipt by clicking the Upload button and loading a file from your computer.

Expense Line	
PDF Uber Recei	pt pdf sfully Uploaded! t
Upload	
Linked Quick Expense	
Credit Card Transactior	02/06/2024 UBER *TRIP 5.00 GBP
Charge Description	UBER *TRIP
Expense Date	* 02/06/2024
Expense Item	★ × Business Travel - Transportation 🛛 😑
Total Amount	5.00
Currency	* GBP
Currency Rate	1.264
Converted Amount	6.32
Converted Currency	USD
Memo	* Uber in San Francisco

9. Once all lines are completed you can Submit your expense report.

	*Function
	*Cost Center
Submit Save for Later	Close



Expense Report FAQ

1. How to use a Quick Expense with a charge on a personal credit card?

• The instructions are the same as above, instead of selecting Credit Card Transactions you select only the Quick Expense:

Credit Card Transactions	Quick Expenses	s					
Select All							
2 items							
Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency
	Q	04/20/2023		7-Eleven		22.52	USD

- 2. What transactions need to be itemized on an expense report?
 - Hotel bills that contain charges other than room rate or taxes, such as meals or Wi-Fi

3. How do I Itemize charges or split charges between departments or multiple funding sources?

- First select the expense item
- Click the Add button under Itemization

Itemization
Use the button below only if your company's expense policy requires itemizations.
Add

• Enter the details for amount and worktags for the first line to charge and then click Add to add another line.

Remaining 12.52/22.52 US	D
Expense Date * 04/20/2023	
Expense Item * X Meals (Du	ring Travel) … 🗄
Quantity * 1	
Per Unit Amount * 10.00	
Total Amount * 10.00	
Memo * Fuel	
*Function	× 32 Academic Support \cdots :=
*Cost Center	× CC8007 Business ···· ∷≡ Applications
*Fund	× FD1000 Current Operating … ∷ Fund
Custom Fin Worktags for Spend	:=
Additional Worktags	:=
Personal Expense	
Add	



• Fill out the information for the next budget number, and notice at the top Workday keeps track of how much you have itemized. Once you have added all your splits click Done.

Remaining 25.74/100.74 USD	Remaining 0.00/100.74 USD
Expense Date * 04/20/2023	Expense Date * 04/20/2023
Expense Item * Keals (During Travel)	Expense Item * × Meals (During Travel) … :=
Quantity * 1	Quantity * 1
Per Unit Amount * 75.00	Per Unit Amount * 25.74
Total Amount * 75.00	Total Amount * 25.74
Memo * Meal in NYC	Memo * Meal in NYC
*Function × 32 Academic Support … :=	*Function × 32 Academic Support …
*Cost Center :=	*Cost Center × CC8007 Business ···· := Applications
*Fund × FD1000 Current Operating … :=	*Fund × FD1000 Current Operating … :=
Custom Fin Worktags for Spend	Custom Fin Worktags for Spend
Additional Worktags	Additional Worktags
Personal Expense	Personal Expense
Add	Done

• It should look like this when complete

Linked Quick Expense	:=	Itemization	
Expense Date * 04/20/2023 🖬		Remaining Amount to Itemize 0.00/100.74 USD	
Expense Item * × Meals (During Travel) …		Edit	2 items
Quantity * 1		Meals (During Travel)	75.00 USD
Per Unit Amount * 100.74			
Total Amount * 100.74		Meals (Junng Travel) Thu, Apr 20, 2023	25.74 USD
Currency * X USD	:=	Receint Included	
Memo * Meal in NYC			

- 4. How do I submit a request for mileage reimbursement?
 - Under the Header select the Add button. Then select New Expense.

Create Expense Report EXP-034						
Pay To Employee		Status Draft	Persor 0.00 U			
Header	Attachments	Expense L	ines			
	dd					
2 item	Credit Card Transactions	Sort By:	~ -			
	Quick Expenses					
	New Expense					



• Select Mileage for the expense item and add a memo. On the right-hand side of the screen enter your starting address, ending address, check box if this is round trip, and Workday will calculate your mileage.

Expense Date * 04/20/2023 💼	Item Details	
Expense Item * X Mileage ··· III	Origin Address	k X 124 Raymond Avenue, Poughkeepsie, NY, USA ∷
Rates Used 0.655	Destination Address	★ 31st Street, Astoria, NY, USA 📰
Total Amount 100.74	Unit of Measure for Distance	Miles
Currency USD	Estimated Distance of Driving Route 🕇	* 76.9
Memo * Trip to NYC	Trip Distance Including Diversions	76.9
	Round Trip	<

- 5. What do I do if I am missing a receipt or was unable to obtain an itemized receipt?
 - First select your expense item, on the right-hand side there is a checkbox for Missing Receipt and a text box for an explanation.

Expense Line	1
Drop files here	Item Details Missing Receipt Affdavt - 1 acknowledge that the detail and amount shown is a legitimate business expense and is in compliance with Vassar's Procorement policies. I have allo made massonable attempts to security obtain a receipt/temized receipt for this transaction and have been unsuccessful. Missing Receipt Reason - Please include person(s) involved if expense is related to transf or effectament. Missing Receipt Reason - Please include person(s) involved if expense is related
Linked Quick Expense	Itemization Use the button below only if your company's expense policy requires itemizations.
Expense Date * 04/20/2023 2	(Add 0 Items

6. How do I add a new line to an expense report?

• Under the Header of the expense report click Add and select the type of line you want to add. New Expense is a line not linked to a credit card or Quick Expense



7. How do I delete or edit Quick Expense?

• Go to the Expense Hub and then go to Expense Transactions

Ŕ	Expenses Hub 🛛 🗠	My Expense	e Transactions		
88	Overview	Create Expe	ense Report Edit M	y Expense Transactions	
Ē	Expense Reports	Quick Expense	es (1) Credit Card Transact	ions (10)	
	Expense Transactions	Quick Expense	es (1) 4 items		
	Payment Elections	Quick Expense	Attachments	Transaction Status	Scan Status
		٩	1	Pending	Success



• To Delete select Edit My Expense Transactions and click the minus sign next to the quick expense you would like to delete.

	it My Expense Transactions								
Quick Expense	es (1) Cred	it Card Transactions	1						
Quick Expanse	as (1) 1 item								
QUICK EXperiat									
	Quick Expense	Attachments	Transaction Status	Scan Status	Date	Expense Item			

• To Edit, follow the instructions above, but instead of clicking the minus, update the items to want to change

п му Е	kpense	Transaction	S						
uick Expense	s (1) Ci	redit Card Transactions	S						
uick Expense	s (1) 1 item Quick Expense	Attachments	Transaction Status	Scan Status	Date	Expense Item	Merchant	Charge Description/Memo	Amount
Θ	٩	1	New	Success	04/20/2023	select one	7-Eleven		22.