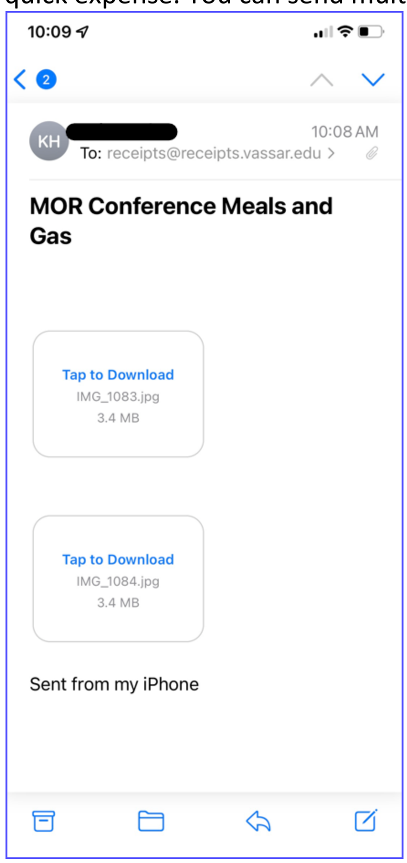
Expense reports are used by employees to document expenses that were incurred on behalf of the College. These include expenses paid for by Vassar issued credit card (corporate card), personal funds used to cover Vassar costs, and mileage reimbursements. Expense reports for credit card purchases and personal 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 Vassar Travel and Entertainment Policy or the Credit Card Policy and Procedures 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.

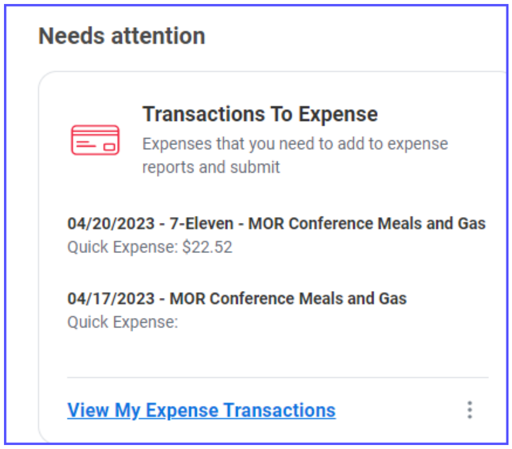
Submitting Receipts to Workday via Email

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 *receipts@receipts.vassar.edu* with the receipt(s) attached to the email.

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

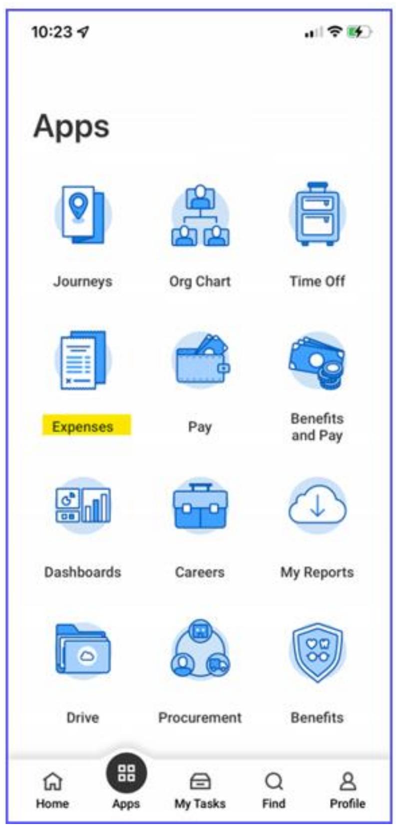


2. The email will create Quick Expenses, which will show up in the Expense Hub (not available on mobile app) under Needs attention. The receipts can be emailed at the time the expense is incurred, and will sit in Workday until the credit card transactions load into Workday:

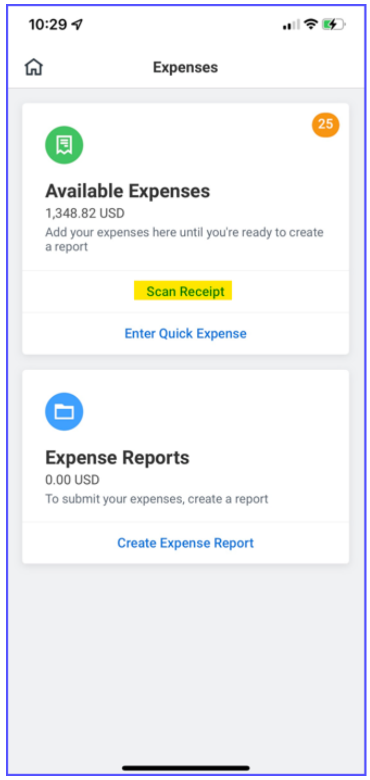


Submitting Receipts Through Receipt Scanning on the Mobile App

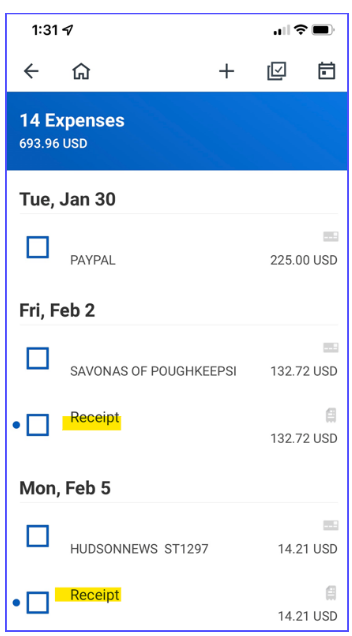
1. On the mobile app, access the ***Expenses*** app. If the app is not on the home screen, click View All under apps:



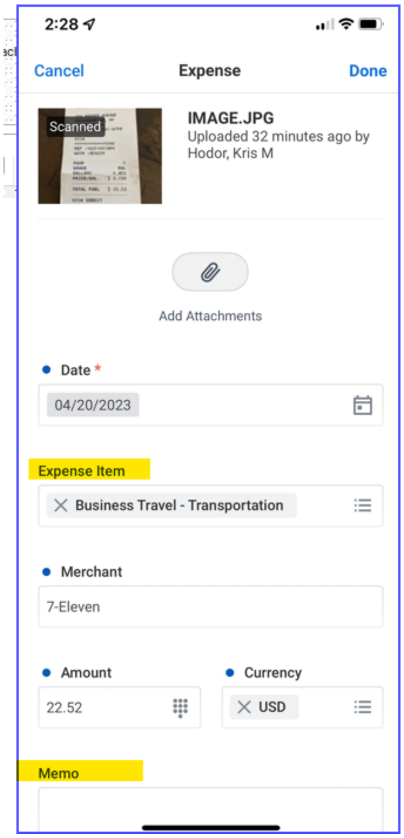
2. On the next screen, click *Scan Receipt*. You can either take a picture of the receipt on the next screen, or add a photo of the receipt from your phone's camera roll. The receipts can be scanned at the time the expense is incurred (or as soon as you use your credit card), and will be saved in Workday 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.

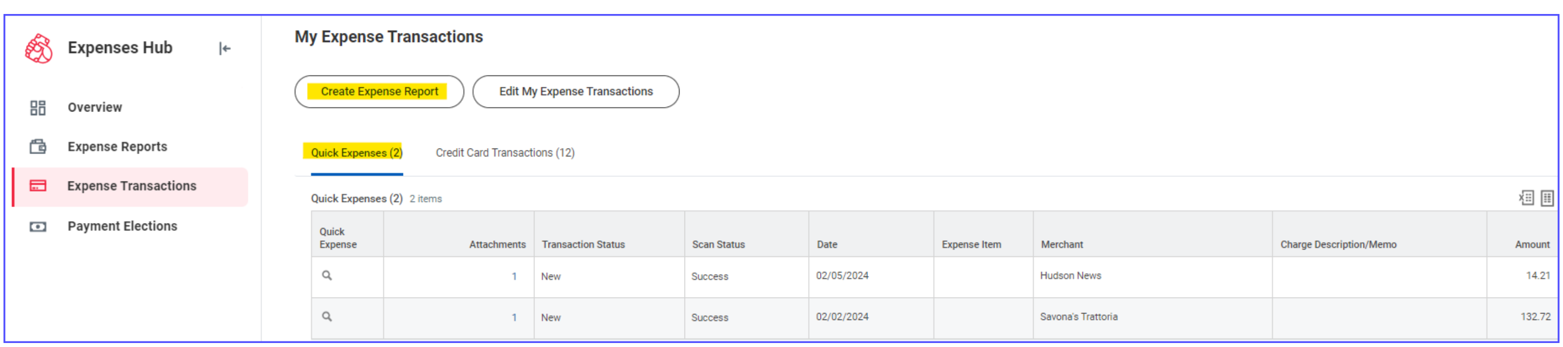


4. You can go into the scanned receipt and fill out the Expense Item and Memo now or wait until you create your expense report. You must wait for your credit card transactions to load into Workday before linking your Quick Expenses to the credit card transaction, it can take up to 7 days for transactions 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.

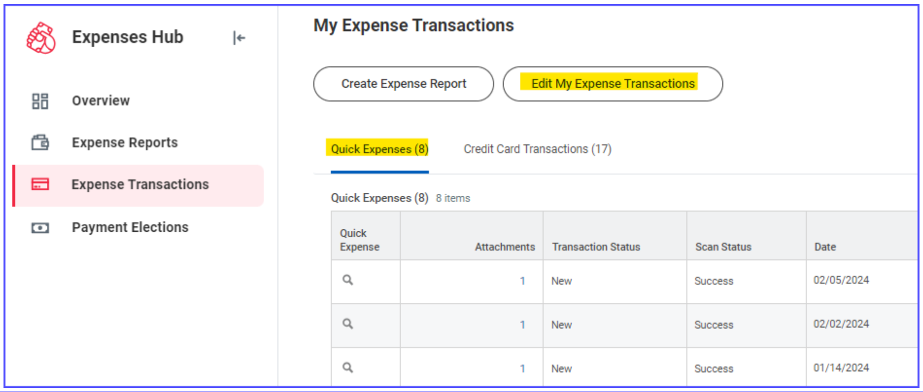


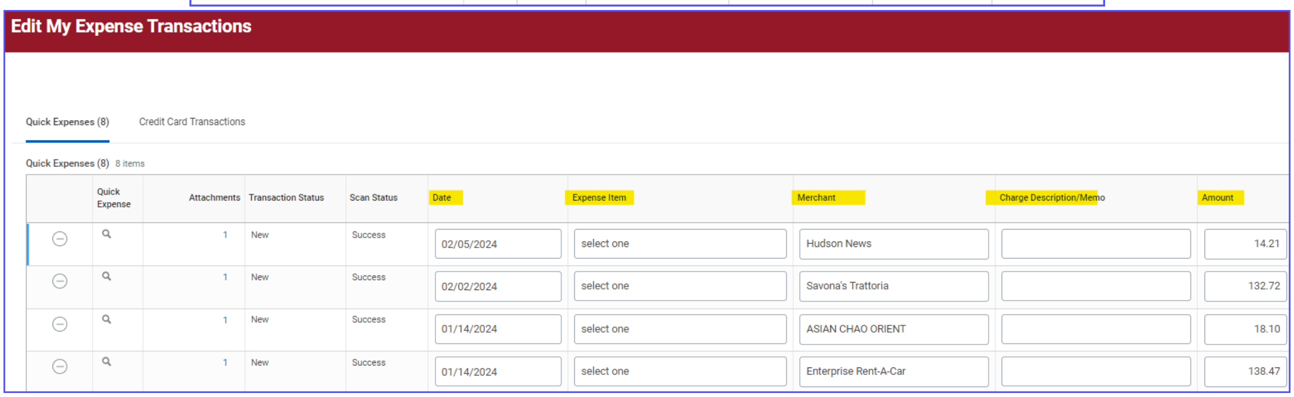
<u>Creating an Expense Report</u>

1. 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.*

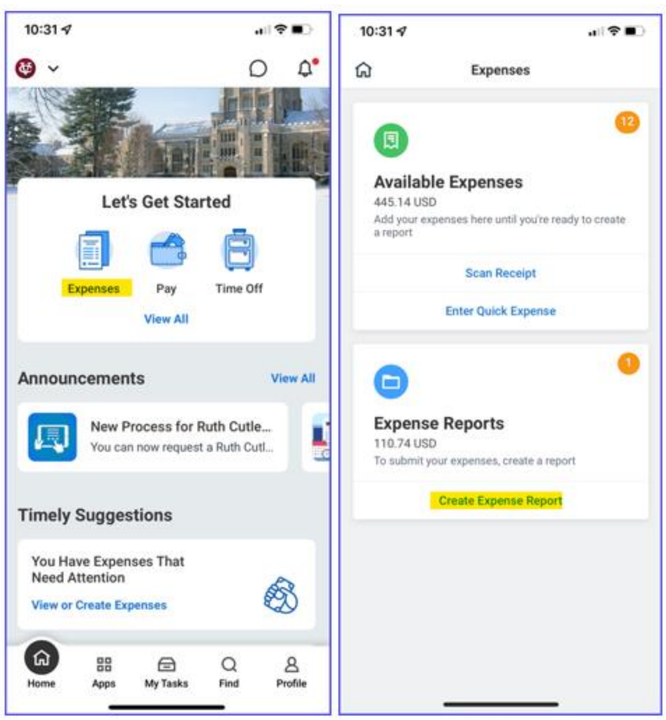


2. From My Expense Transactions, you can view your Quick Expenses. Click Edit My Expense Transactions to edit, remove, enter charge description or enter expense items. This can streamline the process when creating the expense report.

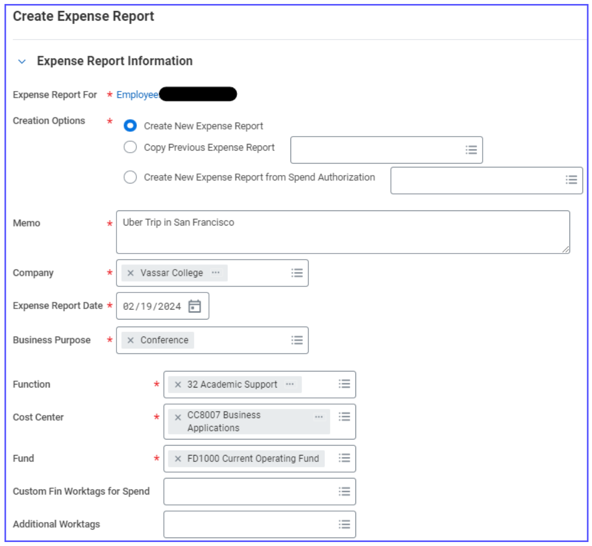




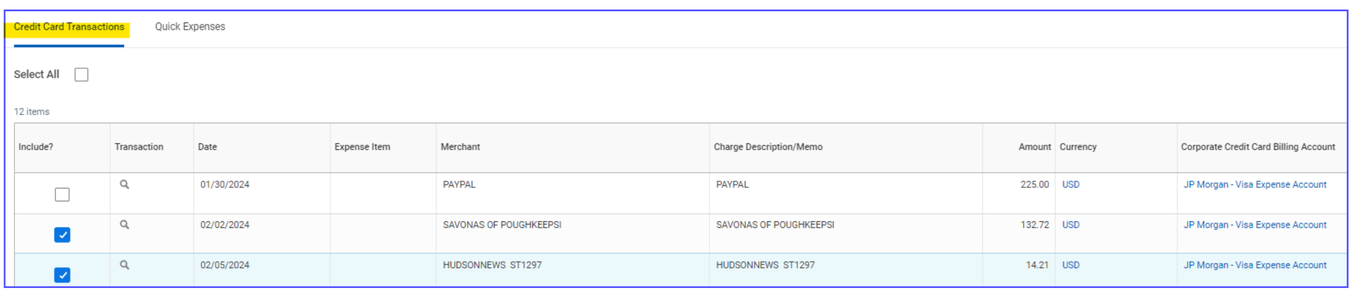
3. If creating an expense report from your mobile app, click the Expenses app and the Create Expense Report.



4. Complete the Expense Report information on the screen.

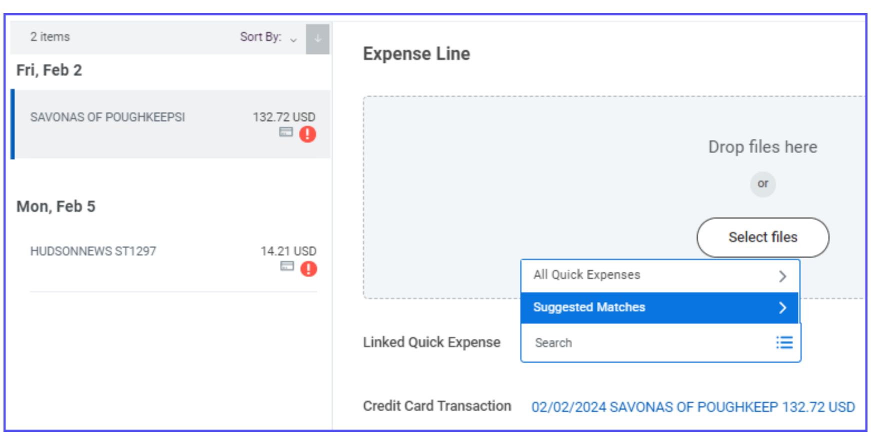


5. Scroll to the bottom of the page under Credit Card Transactions and select the corporate card transaction(s) you want to add to this expense. If creating an expense report for reimbursement (not paid with Vassar credit card) skip this step.

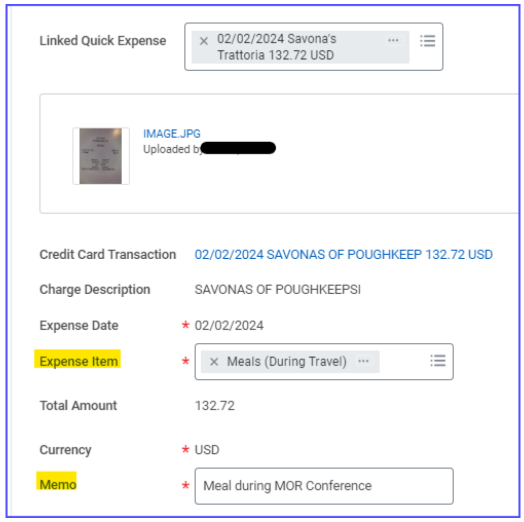


Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account
☐		01/30/2024		PAYPAL	PAYPAL	225.00	USD	JP Morgan - Visa Expense Account
☑		02/02/2024		SAVONAS OF POUGHKEEPSI	SAVONAS OF POUGHKEEPSI	132.72	USD	JP Morgan - Visa Expense Account
☑		02/05/2024		HUDSONNEWS ST1297	HUDSONNEWS ST1297	14.21	USD	JP Morgan - Visa Expense Account

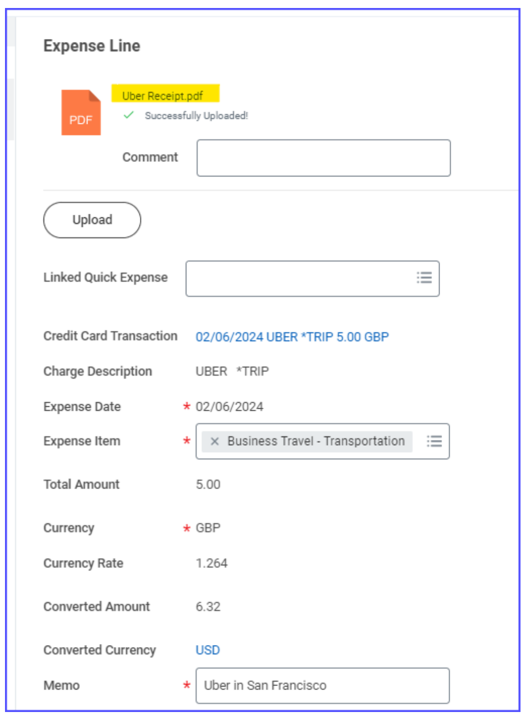
6. From the Linked Quick Expense drop down pull up the receipt you loaded earlier. You can select it through All Quick Expenses or Suggested Matches (Workday will match based on date, merchant and amount).



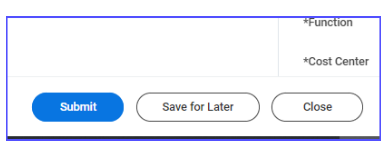
7. Now enter an expense item and a brief description in the memo field.



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.

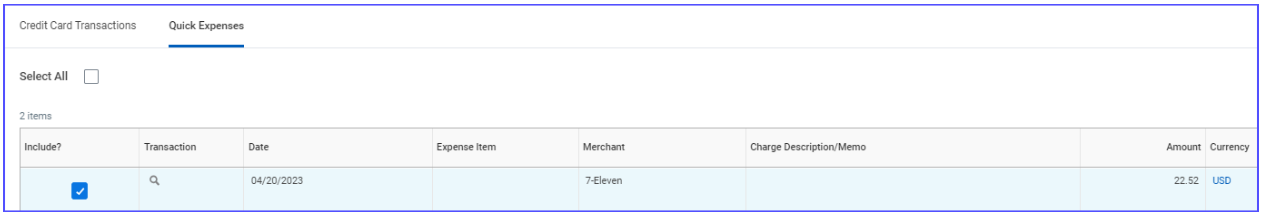


9. Once all lines are completed you can Submit your expense report.



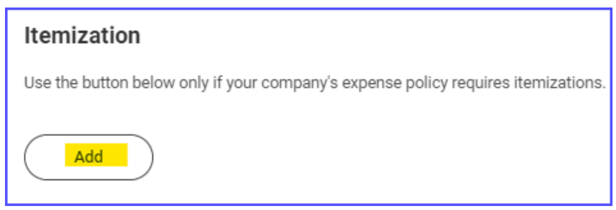
Expense Report FAQ

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:

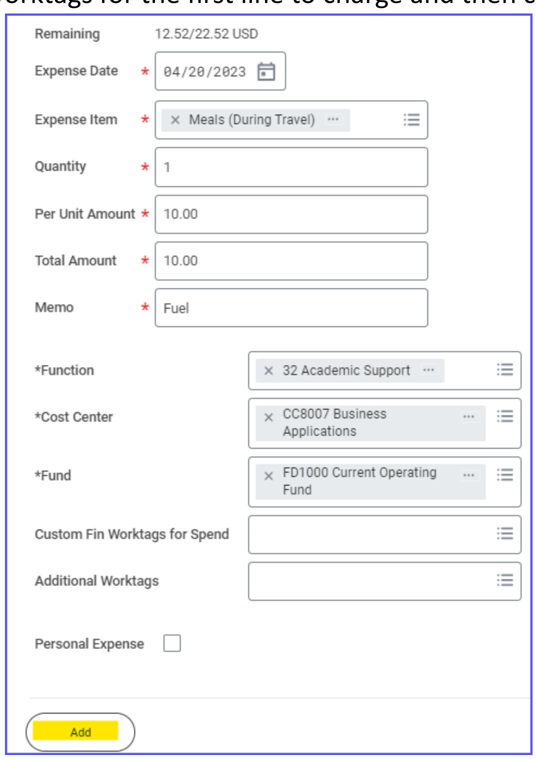


2. **What transactions need to be itemized on an expense report?**
   - Hotel bills that contain charges other than room rate or taxes, such as meals or Wi-Fi

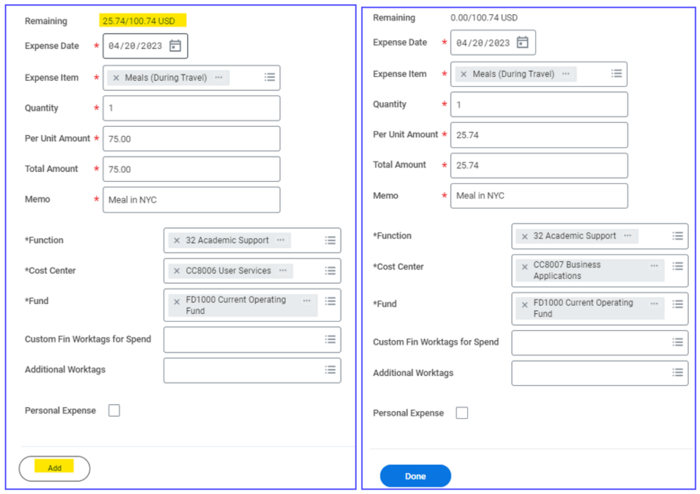
3. **How do I Itemize charges or split charges between departments or multiple funding sources?**
   - First select the expense item
   - Click the Add button under Itemization



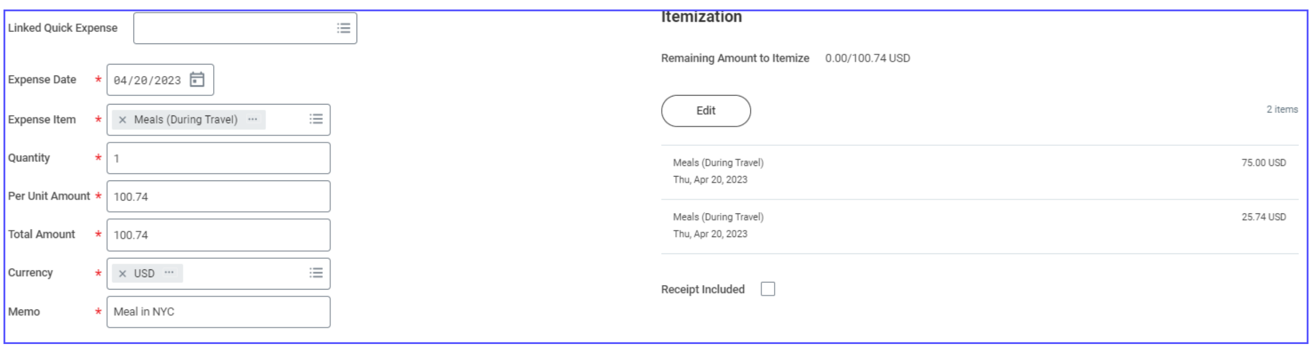
   - Enter the details for amount and worktags for the first line to charge and then click Add to add another line.



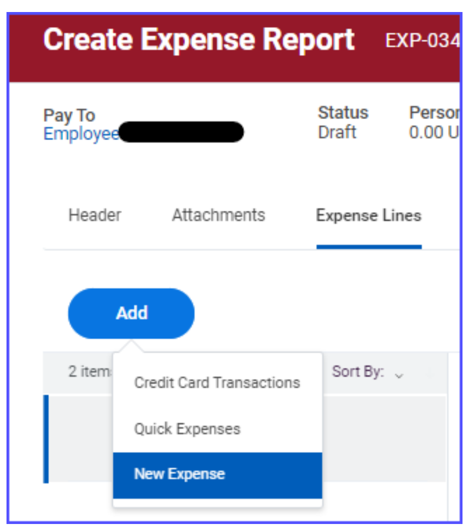
- Fill out the information for the next budget number, and notice at the top Workday keeps track of how much you have itemized. Once you have added all your splits click Done.



- It should look like this when complete

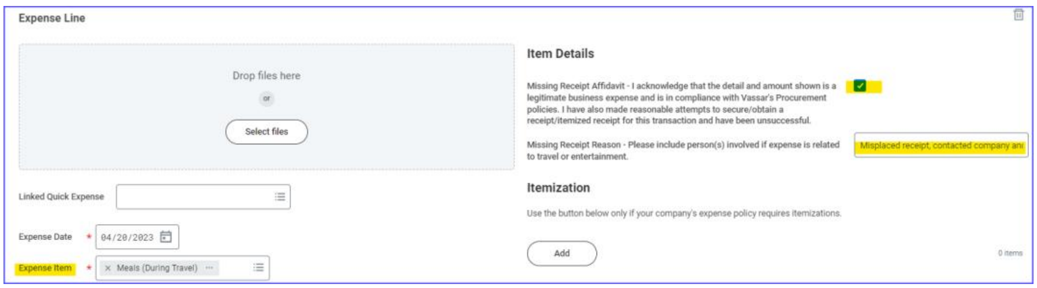


4. **How do I submit a request for mileage reimbursement?**
   - Under the Header select the Add button. Then select New Expense.

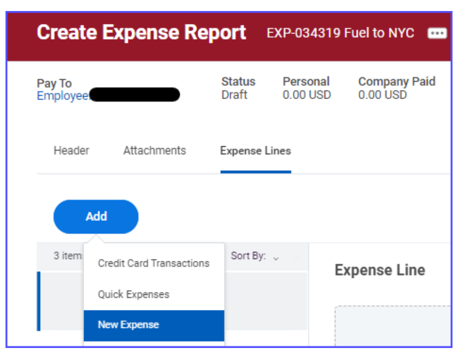


- Select Mileage for the expense item and add a memo. On the right-hand side of the screen enter your starting address, ending address, check box if this is round trip, and Workday will calculate your mileage.

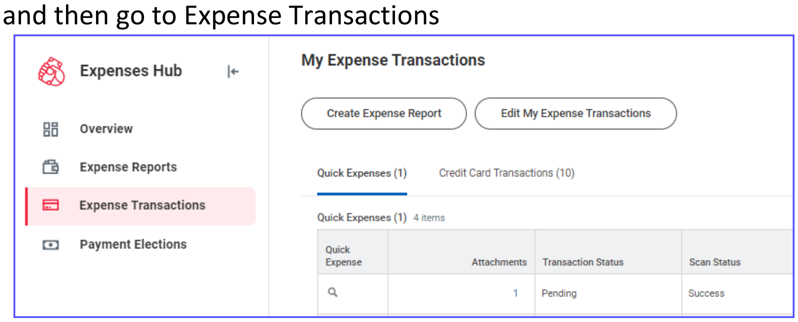
5. **What do I do if I am missing a receipt or was unable to obtain an itemized receipt?**
    - First select your expense item, on the right-hand side there is a checkbox for Missing Receipt and a text box for an explanation.



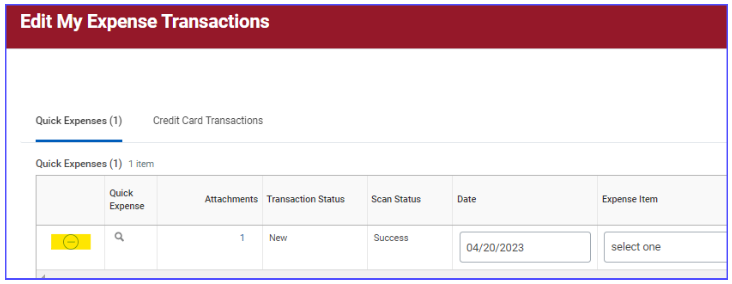
6. **How do I add a new line to an expense report?**
    - Under the Header of the expense report click Add and select the type of line you want to add. New Expense is a line not linked to a credit card or Quick Expense



7. **How do I delete or edit Quick Expense?**
    - Go to the Expense Hub and then go to Expense Transactions



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



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