Finance

Creating an Expense Report

Expense Report Overview	Due Dates
The Expense Report must be completed in order 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. Employees can submit a Spend Authorization request in Workday to get prior approval for college travel expenses or entertainment. In order 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'.	To comply with Vassar policy, expenses incurred must be submitted within 14 days 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 14 days of incurring the expense. You will then submit a separate expense report for the costs while traveling. Under IRS regulations, in order 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. 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. 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.

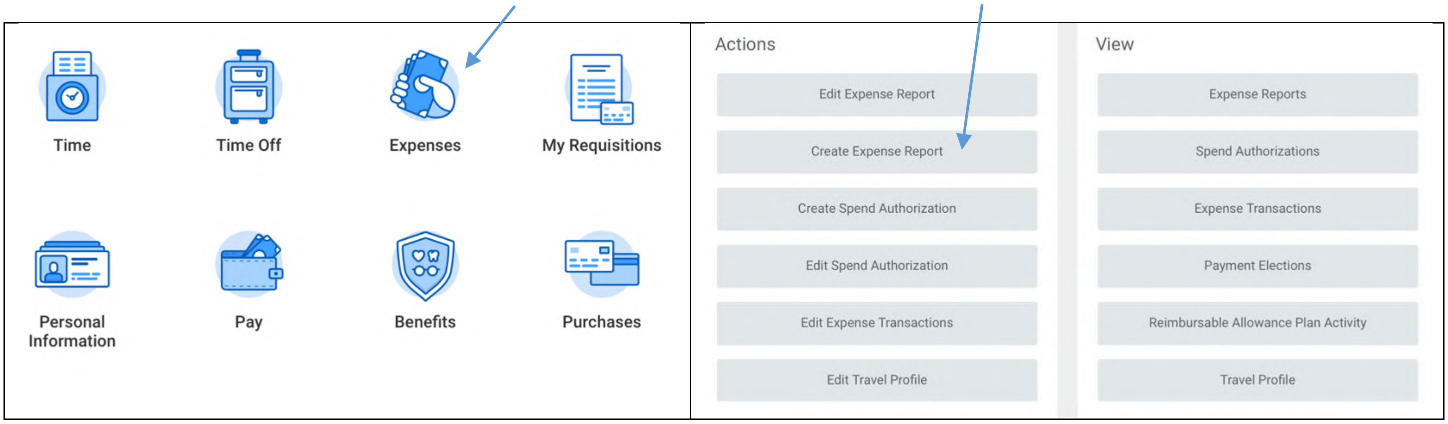
Helpful Tips when submitting Expenses:

- For mileage reimbursements, attach an online mileage calculator (ex. Goggle Maps) as your receipt.
- **Hotel room rate and taxes can now be combined as a single line item.**
- Itemization is required for related Lodging transactions. (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.
- Business Purpose and Memo Fields are required fields.
- Itemized Receipts are required for all transactions.

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

Instructions

1. Begin by clicking into the **Expense worklet** and then selecting **Create Expense Report**



2. After you click on Expense Report, this screen will pop up.

Create Expense Report

Expense Report Information

Expense Report For * Employee: Gallagher, Karen

Creation Options
- Create New Expense Report
- Copy Previous Expense Report
- Create New Expense Report from Spend Authorization

Memo

Company * Vassar College

Expense Report Date * 08 / 16 / 2019

Business Purpose

Function * 50 Institutional Support

Cost Center * CC3014 Purchasing

Fund * FD1000 Current Operating Fund

Custom Fin Worktags for Spend

Additional Worktags

Complete the following fields.
- a. **Memo** – Add a brief description for the expense report
- b. Company will auto-fill
- c. Expense Report will default to current date
- d. ***Required:*** In the **Business Purpose** field, make a selection from the drop-down menu.
- e. Complete the budget related fields: **Function, Cost Center, Fund**
- d. *Optional: Add **Additional Worktags** field if trip is supported by grant, project, gift or endowment.*

Credit Card Transactions

Make sure to scroll down to the bottom of the page to see your Corporate credit card transactions.

3. Select the transactions that pertain to this specific Expense Report by clicking the check boxes. These transactions will populate into your expense report
   a. **Click OK.**

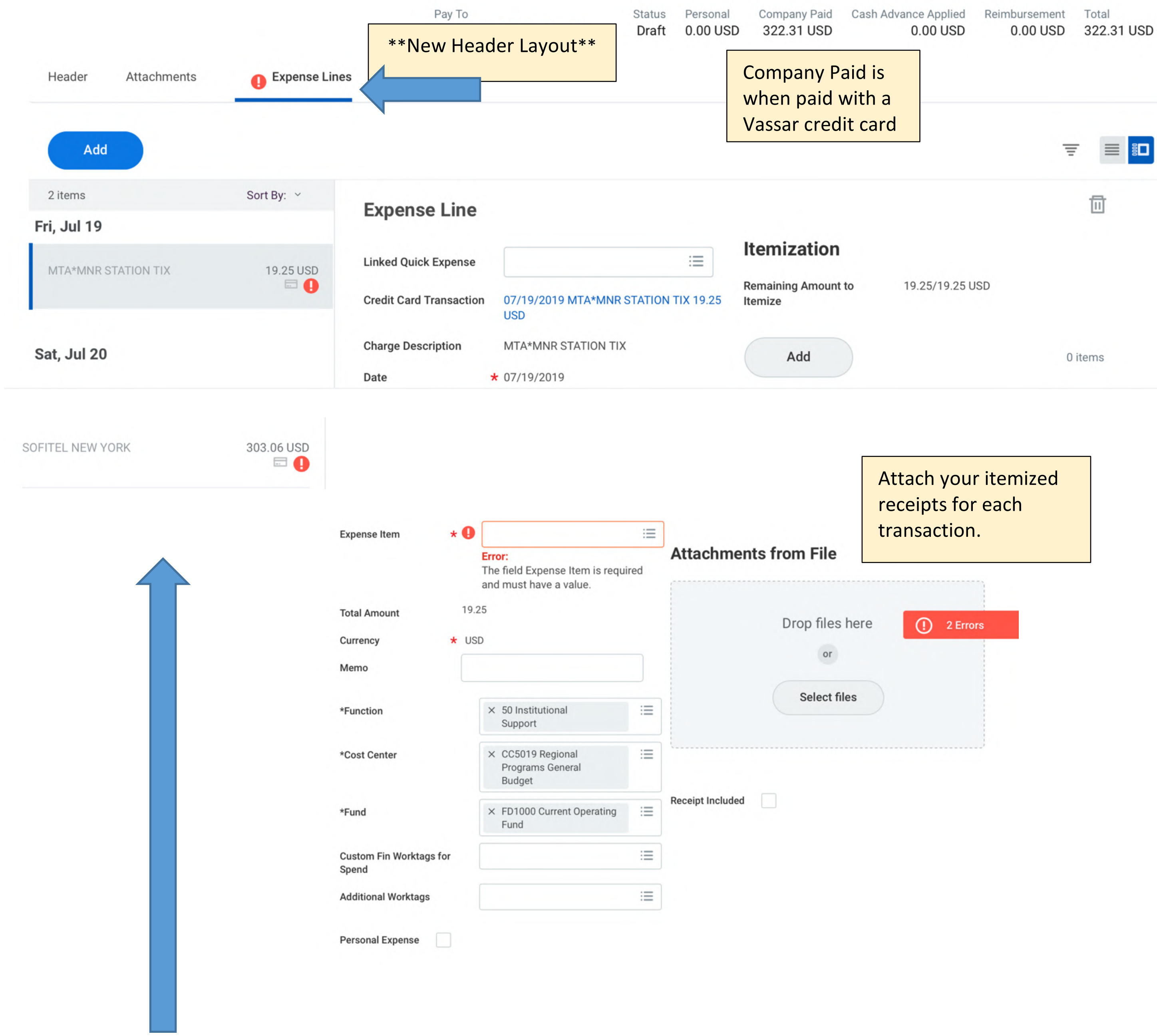
Select All

16 items

Include?	Transactio	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account
		07/15/2019		AGENT FEE	AGENT FEE	10.00	USD	JP Morgan - Visa Expense Account
		07/15/2019		AMTRAK AGENC	AMTRAK AGENC	55.50	USD	JP Morgan - Visa Expense Account
		07/20/2019		THE AMERICAN HOTEL	THE AMERICAN HOTEL	111.50	USD	JP Morgan - Visa Expense Account

OK   Cancel

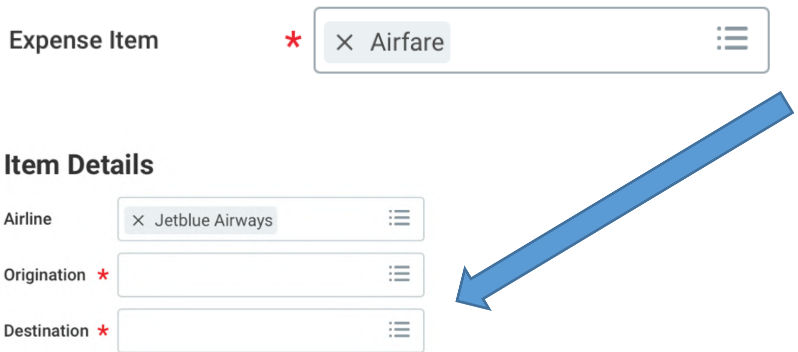
b. As soon as you hit ok, this screen will pop up with Validation Errors. Users will see the validation errors up front which is helpful to know what fields need to be completed.



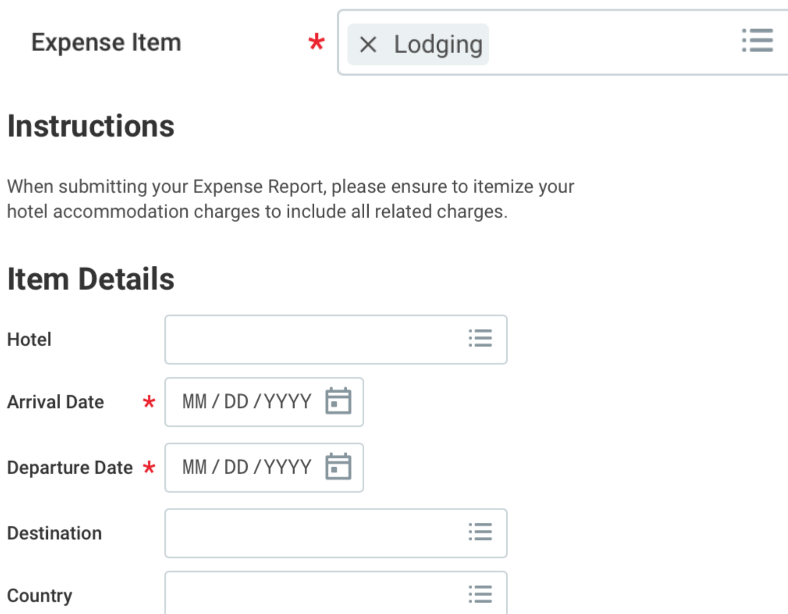
4. Select each line transaction and add appropriate **Expense Item**.
Continue until you have verified all line transactions. Double-check or change the fields pertaining to the budget: Function, Cost Center, Fund, and Additional Worktags (if applicable). **Add your Itemized Receipts to Attachments.**

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

a. For example, if you select **AIRFARE** you will need to fill out the Item Details.

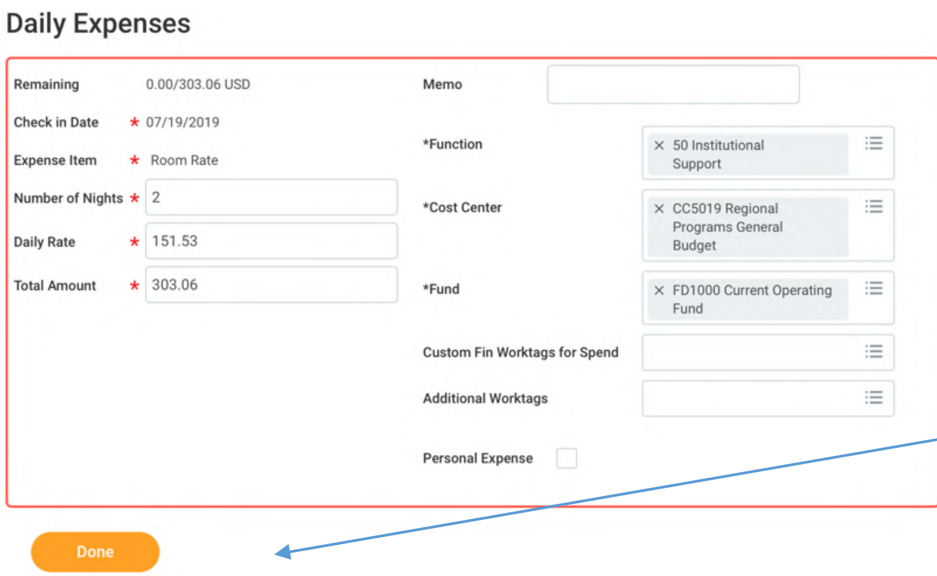


b. When you select **LODGING** as your type of Expense you will need to add Arrival and Departure Dates.



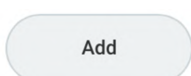
c. Under Daily Expenses – Click on Edit to add in Room Rate* and room tax.

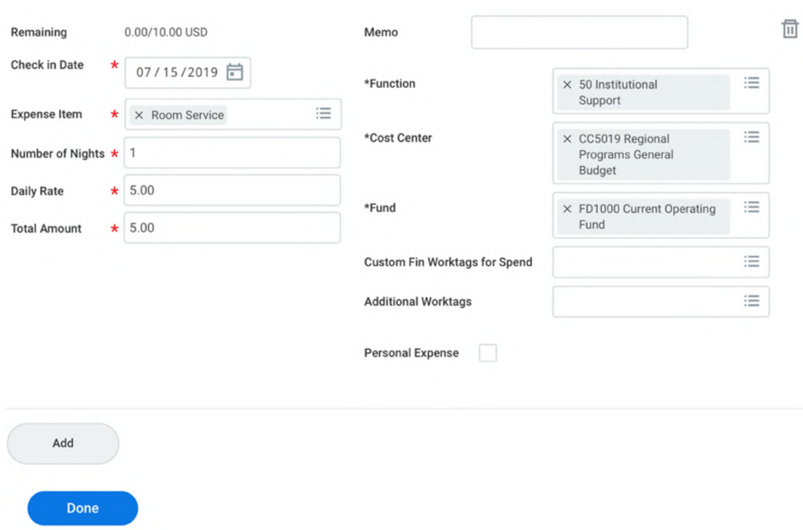
d. After you Click on **Edit**, the **Daily Expense** screen will pop up.
Enter your *combined room rate and hotel taxes in the total amount.*
The daily rate will populate accordingly.



Click Done if you do not have any other transactions related to Lodging.

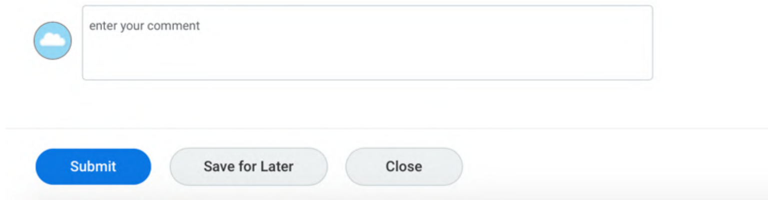
e. Click on the Add button if you have transactions that need to be itemized that relate to Lodging such as Meals, room service, and internet/Wi-Fi.



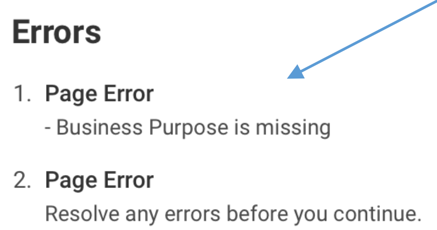


Transactions related to specific hotel stay will go on a separate line.

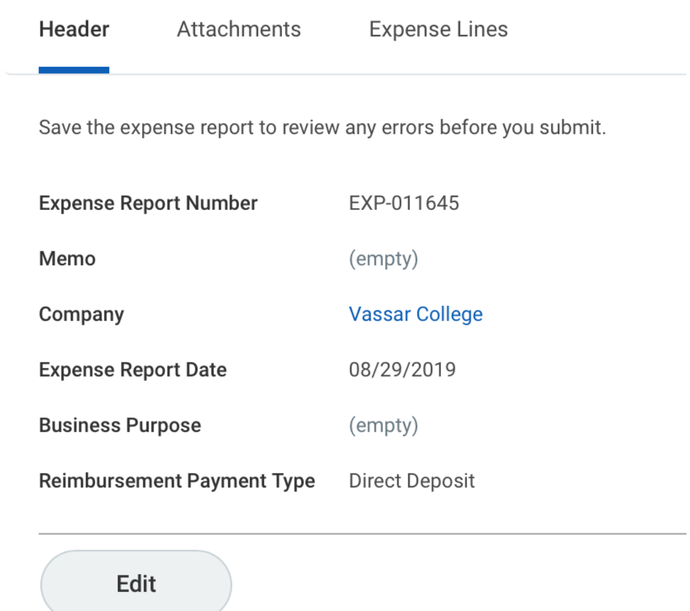
5. When finished with Expense Report, Select Submit.



6. If you received any Errors, you can go back and correct. If **Business Purpose** is missing, Click on the **Header Tab** and hit **Edit** to correct and then hit **Save**.



You might get an error that says Resolve any errors before you continue. If have completed all errors then hit submit



For assistance, call 437-7224 or email workday@vassar.edu