

Creating an Expense Report

Expense Report Overview	Due Dates
<p>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.</p> <p>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'.</p>	<p>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.</p> <p>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.</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 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**

<div style="display: grid; grid-template-columns: repeat(4, 1fr); gap: 10px;"> <div style="text-align: center;"> Time</div> <div style="text-align: center;"> Time Off</div> <div style="text-align: center;"> Expenses</div> <div style="text-align: center;"> My Requisitions</div> <div style="text-align: center;"> Personal Information</div> <div style="text-align: center;"> Pay</div> <div style="text-align: center;"> Benefits</div> <div style="text-align: center;"> Purchases</div> </div>	<p>Actions</p> <ul style="list-style-type: none"> Edit Expense Report Create Expense Report (highlighted with arrow) Create Spend Authorization Edit Spend Authorization Edit Expense Transactions Edit Travel Profile 	<p>View</p> <ul style="list-style-type: none"> Expense Reports Spend Authorizations Expense Transactions Payment Elections Reimbursable Allowance Plan Activity Travel Profile
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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 *

Expense Report Date *

Business Purpose

Function *

Cost Center *

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?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account
<input type="checkbox"/>	Q	07/15/2019		AGENT FEE	AGENT FEE	10.00	USD	JP Morgan - Visa Expense Account
<input type="checkbox"/>	Q	07/15/2019		AMTRAK AGENC	AMTRAK AGENC	55.50	USD	JP Morgan - Visa Expense Account
<input type="checkbox"/>	Q	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 upfront which is helpful to know what fields need to be completed.

The screenshot displays the 'Expense Lines' section of a financial system. At the top, a summary bar shows 'Pay To' as 'MTA*MNR STATION TIX', 'Status' as 'Draft', 'Personal' as '0.00 USD', 'Company Paid' as '322.31 USD', 'Cash Advance Applied' as '0.00 USD', 'Reimbursement' as '0.00 USD', and 'Total' as '322.31 USD'. A yellow callout box labeled '**New Header Layout**' points to the 'Expense Lines' tab. Another yellow callout box states 'Company Paid is when paid with a Vassar credit card'. Below the header, a list of transactions is shown for 'Fri, Jul 19' and 'Sat, Jul 20'. The 'Fri, Jul 19' transaction is selected, showing details: 'MTA*MNR STATION TIX' for 19.25 USD. The 'Expense Line' form below includes fields for 'Linked Quick Expense', 'Credit Card Transaction' (07/19/2019 MTA*MNR STATION TIX 19.25 USD), 'Charge Description' (MTA*MNR STATION TIX), and 'Date' (07/19/2019). An 'Itemization' section shows 'Remaining Amount to Itemize' as 19.25/19.25 USD. A 'SOFITEL NEW YORK' transaction for 303.06 USD is also visible. The 'Expense Item' field is empty, with a red error message: 'Error: The field Expense Item is required and must have a value.' The 'Attachments from File' section shows a 'Drop files here' area with a '2 Errors' notification. A blue arrow points upwards from the bottom of the page towards the 'Expense Item' field.

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.

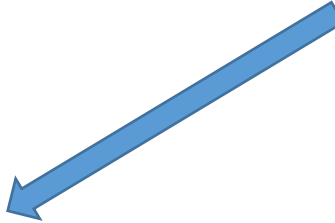
Expense Item *

Item Details

Airline

Origination *

Destination *



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


Expense Item *


Instructions

When submitting your Expense Report, please ensure to itemize your hotel accommodation charges to include all related charges.

Item Details

Hotel

Arrival Date * 

Departure Date * 

Destination

Country

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

Itemization

Remaining Amount to Itemize 303.06/303.06 USD

<input type="button" value="Add"/>	0 items
<input type="button" value="Edit"/>	1 item
Room Rate * 07/19/2019	0.00 USD 



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.

Daily Expenses

Remaining	0.00/303.06 USD	Memo	<input type="text"/>
Check in Date	* 07/19/2019	*Function	× 50 Institutional Support
Expense Item	* Room Rate	*Cost Center	× CC5019 Regional Programs General Budget
Number of Nights	* 2	*Fund	× FD1000 Current Operating Fund
Daily Rate	* 151.53	Custom Fin Worktags for Spend	<input type="text"/>
Total Amount	* 303.06	Additional Worktags	<input type="text"/>
		Personal Expense	<input type="checkbox"/>

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

Done

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.

Add


Remaining	0.00/10.00 USD	Memo	<input type="text"/>
Check in Date	* 07 / 15 / 2019	*Function	× 50 Institutional Support
Expense Item	* × Room Service	*Cost Center	× CC5019 Regional Programs General Budget
Number of Nights	* 1	*Fund	× FD1000 Current Operating Fund
Daily Rate	* 5.00	Custom Fin Worktags for Spend	<input type="text"/>
Total Amount	* 5.00	Additional Worktags	<input type="text"/>
		Personal Expense	<input type="checkbox"/>

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

Add

Done

5. When finished with Expense Report, Select Submit.

 enter your comment

Submit Save for Later Close

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**.

Errors

1. Page Error
- Business Purpose is missing
2. Page Error
Resolve any errors before you continue.

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

Header Attachments Expense Lines

Save the expense report to review any errors before you submit.

Expense Report Number	EXP-011645
Memo	(empty)
Company	Vassar College
Expense Report Date	08/29/2019
Business Purpose	(empty)
Reimbursement Payment Type	Direct Deposit

Edit

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