

## Expense Report – Reconciling Airfare Transactions

### Overview

**Effective March 9, 2024 with the 2024R1 Feature Release, the previous Expenses app has been retired, and Expense Reports now reside within the Expenses Hub.**

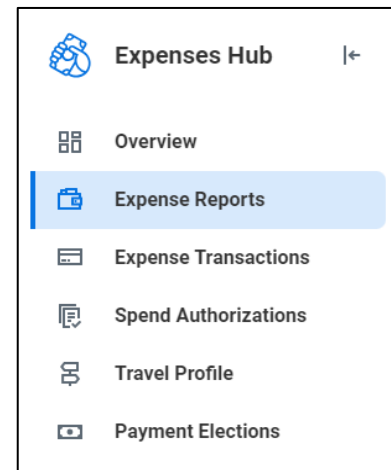
Expense Reports for Airfare Expenses will be submitted through Workday once the credit card transaction is available and routed for electronic approval. A separate Expense Report dedicated to reimbursement for hotel, car, and other travel transactions should be submitted after the travel end date (Please view Expense Report – Reimbursement Hotel, Car, Etc.). All receipts and documentation must be attached to the expense report.

### Initiation Process

1. Within the **Menu**, select the **Expenses Hub** application



2. Select **Expense Reports** from within the left sidebar menu



3. Select **Create Expense Report**

Note the helpful text in green at the top of the page.

4. **Expense Report Information**

Complete all the required fields (indicated with a red asterisk \*)

- a. Creation Options
  - i. Create New Expense Report – If unrelated to an existing Spend Authorization
  - ii. Copy Previous Expense Report – If have a prior Expense Report that is similar
  - iii. Create New Expense Report from Spend Authorization – If related to an existing and approved Spend Authorization
    - Must be selected if a Cash Advance was provided
- b. Memo – Enter a brief description for this Expense Report
- c. Company – Defaults to initiator’s company, typically **Florida Institute of Technology, Inc.**
- d. Expense Report Date – Defaults to today’s date

*It is important to change the Expense Report Date to the last date of the previous month (i.e. 06/30/20XX when reconciling June transactions). This is especially imperative to update when an Expense Report crosses fiscal years. Fiscal year = July 1-June 30*

- e. Business Purpose – Select from available options (any **except** Departmental Expenses (Non-Travel))
- f. Cost Center, Fund, and Program
  - i. Defaults to initiator’s worktags (funding source), but can change if needed
    - If the Cost Center is entered, the default Fund and Program will automatically populate
    - If a Grant, Gift, or Project are entered, the default Cost Center, Fund, and Program will automatically populate
  - ii. If a split between worktags is needed, this can be done on the next page

**5. Credit Card Transactions**

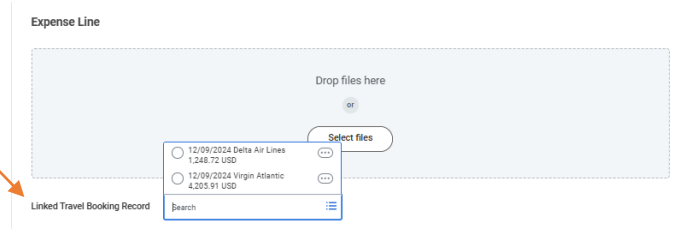
- a. Select the individual transactions related to travel or check the Select All box, if applicable

6. Click OK

Credit Card Transactions						
Select All <input checked="" type="checkbox"/>						
Include?	Transaction Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency
<input checked="" type="checkbox"/>	08/08/2022	Airfare	SOUTHWES		362.97	USD

**7. Expense Lines**

- a. Link corresponding Travel Booking Record to expense line (all required data will automatically populate).
- b. Attach receipt or documentation per line
- c. Ensure proper Worktags (Worktags = Funding Source)
  - i. Defaults to initiator’s worktags, but can change if needed per line
    - If the Cost Center is entered, the default Fund and Program will automatically populate
    - If a Grant, Gift, or Project are entered, the default Cost Center, Fund, and Program will automatically populate



For reference on all the required fields (indicated with a red asterisk \*) – will auto populate when using a Travel Booking Record

- Add file for receipt or documentation per line
- Credit Card Transaction/Charge Description – Populates based on import from JPM
- Date – Date of expense from JPM
- Expense Item – Travel related expenses
  - These items map to the proper ledger accounts behind the scenes
- Quantity – Number of Items
- Per Unit Amount – Cost per Item
- Total Amount – Automatically calculates (Quantity x Per Unit Amount) or enter if single amount
- Memo – Enter a brief description for the Expense Item selected
- Destination
  - A destination is required on at least one expense line (if destination is international, use this one).
  - Can type all or part of the destination name and hit enter to search.
- Worktags = Funding Source
  - Defaults to initiator’s worktags, but can change if needed per line
    - If the Cost Center is entered, the default Fund and Program will automatically populate
    - If a Grant, Gift, or Project are entered, the default Cost Center, Fund, and Program will automatically populate

**8. Itemization**

This is not necessary unless the cost of the Expense Item(s) need to be split between 2 or more Cost Centers, Grants, Gifts, or Projects.

- a. If a split between Worktags is needed, click Add under the Itemization section
  - i. Complete all the required fields (indicated with a red asterisk \*), then click Add to add a new itemization section
  - ii. Click **Done** when complete
- b. This will need to be done per line item if more than one transaction needs to be itemized differently than the default Worktag

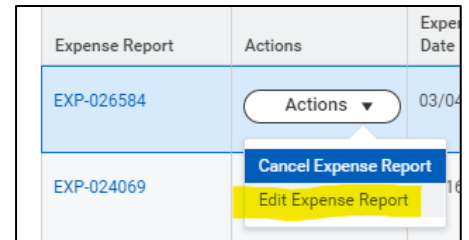
9. Click **Submit**

- a. May **Save for Later**, this will save the request in your inbox

### Save for Later Process

When ready to continue completing your Expense Report:

1. Within the **Menu**, select the **Expenses Hub** application
2. Select **Expense Reports** from within the left sidebar menu
3. Click on the Actions dropdown, then select either:
  - a. **Cancel Expense Report**
    - i. Click **OK** to cancel
  - b. **Edit Expense Report**
    - i. Follow steps 3-11 in the Initiation Process above and click **Submit** when finished



### Approval Business Process

Expense Reports undergo several levels of approvals.

To view the approval process at any time:

1. Within the **Menu**, select the **Expenses Hub** application
2. Select **Expense Reports** from within the left sidebar menu
3. Click on the **blue EXP number** link
4. Select the **Process History** tab

