Expense Report – Reimbursement Hotel, Car, Misc. Transactions

Overview

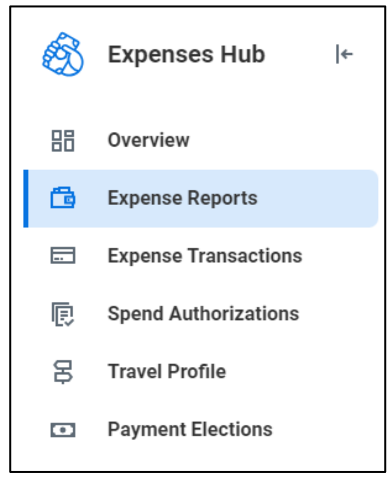
Effective March 9, 2024 with the 2024R1 Feature Release, the previous Expenses app has been retired, and Expense Reports now reside within the Expenses Hub.

Expense Reports for hotel, car, and other related travel expenses will be submitted through Workday after the end date of travel, when the Travel Booking Record will become available. A separate Expense Report dedicated to reconciliation of airfare transactions should be submitted once the credit card transaction is available (Please view Travel Job Aid – Airfare Expense Report). 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



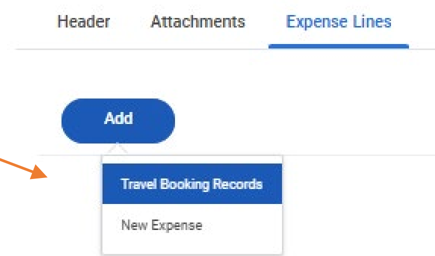
3. Select **Create Expense Report**

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. Expense Lines for Reimbursement

a. Add Travel Booking Record (data will populate).
b. Attach receipt or documentation per line
c. Enter the final spend for each line using the Quantity, Per Unit Amount, and Total Amount
    i. Quantity – Number of Items
    ii. Per Unit Amount – Cost per Item
    iii. Total Amount – Automatically calculates (Quantity x Per Unit Amount) or enter if single amount
d. Add Memo – Enter a brief description for the Expense Item selected
e. 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, aside from the amount to be reimbursed

- Add file for receipt or documentation per line
- 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

6. 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.

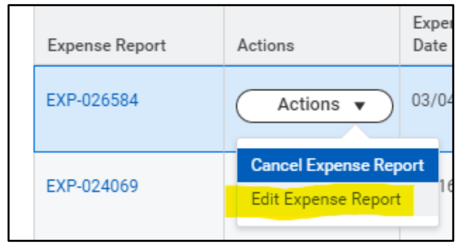
a. If a split between Worktags is needed, click Add under the Itemization section
    i. Complete all the required fields (indicated with a red asterisk *), then click Add to add a new itemization section
    ii. Click **Done** when complete

  b. This will need to be done per line item if more than one transaction needs to be itemized differently than the default Worktag

7. 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:

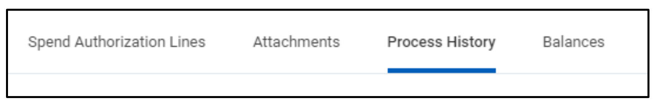


1. Within the **Menu**, select the **Expenses Hub** application
2. Select **Expense Reports** from within the left sidebar menu
3. Click on the Actions dropdown, then select either:
   a. **Cancel Expense Report**
      i. Click **OK** to cancel
   b. **Edit Expense Report**
      i. Follow steps 3-11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