

Create Expense Report Overview

This Quick Reference Guide (QRG) is designed to walk employees through the process of creating an expense report in Workday. By the end of this QRG, you will be able to:

- Create an expense report to request reimbursements for out-of-pocket charges
- Reconcile credit card transactions for charges made to a UVA Travel & Expense (T&E) credit card


 NOTE	<p>Companion travel expenses related to agency fee, airfare, air upgrade, baggage fees, entrance fees, public transit, rail and/or rail upgrade require a Spend Authorization to be submitted for pre-approval before an expense report can be created. Refer to the <i>Spend Authorization QRG</i> for detailed steps on how to create and submit a spend authorization in Workday. The expenses must be for a bona fide business purpose.</p>
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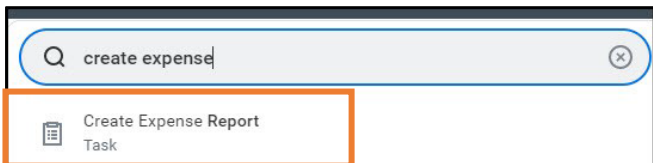
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Create Expense Report Procedure: Add Expenses to Request Reimbursement

On the Workday Home screen:

1. Type **create expense report** (or similar search text) in the **Search** field.




2. Select the **Create Expense Report** task from the Search Results.

 NOTE	<p>Depending on your security role, the Create Expense Report for Worker task may be available enabling you to create an expense report for another employee.</p>
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The first screen in the Create Expense Report task is where you identify who the report is for (if not for yourself), enter a title for your report and enter the relevant worktags. If there are any credit card charges to be reconciled or you uploaded receipts from the Mobile app, they will also display at the bottom of the screen. To reconcile credit card charges, see [Create Expense Report Procedure: Reconcile Credit Card Charges](#) in this QRG. The uploaded receipts will display under the Quick Expenses tab.

On the Create Expense Report screen:

3. Under the **Instructions** section, read the listed instructions carefully before proceeding.
4. Complete the following required fields:
 - **Expense Report For** – will auto-populate with your name or the name of the person you are creating the report for if you are acting as a delegate.

 NOTE	If you are creating a report for another employee via the <i>Create Expense Report for Worker</i> task, select the employee’s name in the Pay To field.
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- **Creation Options** – will default to **Create New Expense Report**.


 NOTE	If needed, under Creation Options : <ul style="list-style-type: none"> • Select Copy Previous Expense Report and select an existing expense report from the list. Workday will create a copy of the selected expense report with pre-filled details from the selected expense report. Edit these details as needed before submitting the expense report. • Alternatively, select Create Expense Report from Spend Authorization and select an existing spend authorization from the list. Workday will create an expense report with pre-filled details from the selected spend authorization. Edit these details as needed before submitting the expense report.
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- **Memo** – enter a title for your expense report. This is how you will reference the report.
- **Company** – will auto-populate to your associated Company.
- **Expense Report Date** – will auto-populate with the current date.
- **Company on Expense Line** – will auto-populate with your associated Company.
 - If the expense(s) will be paid by your associated company, then leave the default value.
 - If the expense(s) will be paid by a different company than your own, select that company. This is considered an intercompany event.


Intercompany event example: Someone in the School of Medicine makes a purchase that needs to be reimbursed by UPG funds.

- **Gift, Grant, Designated, or Project** – One of these worktags must be entered to identify the account to charge the expense. Type the full value in the field (e.g., DN000311) or type part of it to search for the value (e.g., DN0003), then select it from the list.
- **Fund** – will auto-populate with your associated fund and update accordingly upon completion of the Gift, Grant, Designated, or Project fields.


- **Cost Center** – will auto-populate based on your associated cost center or other worktag entry. Update as needed.
- **Function** – will auto-populate upon completion of the Gift, Grant, Designated, or Project fields.
- **Additional Worktags** – will auto-populate based on your associated Business Unit or other worktag entry. Update as needed or select additional worktags such as, Activity or Assignee if applicable to the expense(s).

 NOTE	Always check all your worktag entries to ensure they are correct and make any updates as needed.
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5. Click **OK** to proceed.


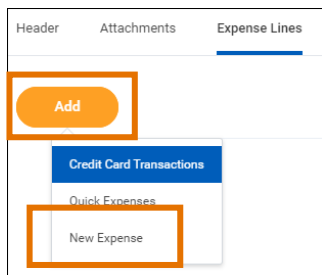
 NOTE	<p>To select receipts uploaded via the Mobile app, select the Quick Expenses tab at the bottom of the screen, then select the receipt(s) you want reimbursed.</p> <p>The selected receipts will appear on the left side of the next screen under the Expense Lines tab with an exclamation point.</p>
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On the second Create Expense Report screen:

 NOTE	<p>The Header tab will auto-populate based on the details entered in Steps 2 - 3. Select this tab to update the title of the report (from the Memo field on the first screen) or the expense report date.</p> <p>The Attachments tab enables you to add supporting documentation. Select the tab and click Edit.</p>
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Under the Expense Lines tab:


6. Do one of the following:
- Click **Add** to add an expense line for reimbursement.

 NOTE	<p>If you have credit card transactions to reconcile or you added receipts via the mobile app, a drop-down menu displays when you click Add. Select New Expense to add an expense line for reimbursement.</p> <div style="text-align: center;">  </div>
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- If you selected receipts from the Quick Expenses tab, select the receipt on the left side of the screen. By default, a new expense line will be automatically started for the first quick expense.

7. Under the Expense Line section, attach the receipt for the expense. Most expenses will require a receipt.
 - Click **Select files** to upload the receipt(s) or drag and drop the files onto the field.
 - If you selected a Quick Expense to add the new expense line, the **Linked Quick Expense** field will be auto-populated, and a copy of the receipt will display under the field.
8. Under the Expense Line section, complete the following required fields:
 - **Date** – will auto-populate with the current date. Change this to the date the expense was incurred. This date should match what is on the expense receipt. The exception is dates for travel expenses made in advance that cannot be expensed till the travel is completed. In this case, you can use the default date or your return date.
 - **Expense Item** –type search text to find the appropriate expense item or search *By Expense Item Group* or *Spend Category*.

For travel associated with employee training, use the Travel Employee Training expense items. See [Using Travel Employee Training Expense Items](#) in this QRG for more information.



To verify you have the correct expense item, hover over the item and click the related **Actions/Ellipsis (...)** icon. A pop-up window displays showing the Item Description.

Expense Item *	printing			
Total Amount *	Search Results	(6)		
Currency *	<input type="radio"/> Printing			
Memo	<input type="radio"/> Hotel Phone/Wifi/Printing Domestic			
Company	<input type="radio"/> Hotel Phone/Wifi/Printing International			
Gift	<input type="radio"/> OSP Participant Support Costs, Printing Services			
Grant	<input type="radio"/> Travel, Employee Training, Hotel Phone/Wifi/Printing Domestic			
	<input type="radio"/> Travel, Employee Training, Hotel Phone/Wifi/Printing International			

Expense Item


Printing

Item Name	Printing
Item Description	Expenses for services provided by private sector for printing.
Spend Category	Services Printing (SC0163)

- **Total Amount** – type the amount of the expense incurred.
- **Currency** – change the currency if needed.
- **Memo** – enter a description for the expense item. Most expense items will require a memo. It is good practice to enter a memo even when it is not required to provide more information about the expense.
- **Company** - will auto-populate with the company from the *Company on Expense Line* field on the first screen. This is the company who will be responsible for the expense. Update as needed. If the expense is to be covered by a company other than your own and you did not select that company on the first screen, then update this field with the applicable company. Otherwise, leave the auto-populated value.
- The remaining required fields in this section will auto-populate with the values from the first screen. Update as needed.

9. Under the **Item Details** section, complete any fields as needed. The fields in this section will vary depending on the Expense item selected.

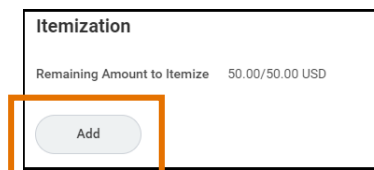
Examples include: Merchant, Missing Receipt Justification, Arrival Date and Departure Date.


 NOTE	<p>It is suggested you add as much detail as possible to describe the expense item. The greater the detail added, the easier it will be for the approver to approve the expense.</p>
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If you need to itemize the expense continue with steps 10 – 13. If you do not need to itemize the expense, skip to step 14.

Itemize if you need to split the expense between more than one account (worktags). Also, itemization is required for the T&E Card Cash Withdrawals and Hotel Accommodations (domestic and international) expense items. The Hotel Accommodations expense items are itemized under Daily Expenses.

10. Under the Itemization section, click **Add** to itemize expense lines to include and track more detailed costs when needed.



 CAUTION	<p>When you enter Hotel Accommodations expense items, click the Edit button under Daily Expenses to itemize the hotel expenses. Do not click Add.</p> <p>The Hotel expense item will automatically include the Hotel daily rate and Hotel taxes for you to complete on the Itemization screen. All other <i>daily</i> hotel expenses will need to be added by clicking Add at the bottom of the Itemization screen.</p> <p>To add a non-daily hotel expense, such as a meal, click the Add button under Itemization to enter the expense.</p> <p>See Create Expense Report Procedure: Add Hotel Accommodations Expense Item in this QRG for detailed steps for adding a hotel accommodations expense item.</p>
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On the Itemization screen (only if needed):

11. Complete the following required fields (starting with the first expense item):

- **Date** – will auto-populate with the date from the Expense Line.
- **Expense Item** – will auto-populate with the expense item from the Expense Line. Change the expense item to the item that applies to the expense you are itemizing. Based on the Expense Item you select, additional required fields may display. Complete these fields as needed.
- **Total Amount** – type the total amount of the expense you are itemizing.
- **Company** – will auto-populate with the company from the Expense Line. Update if needed.
- Update the **Fund, Cost Center, Function and Additional Worktags** as needed for the expense you are itemizing.

<p>NOTE</p>	<p>If you are splitting the expense between more than one account, be sure to enter the correct worktags for each amount that is being split to ensure the appropriate worktags are charged for the expense.</p>
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12. To add the next item, click **Add** at the bottom of the Itemization screen and repeat step 11. Repeat this step until you have added all the needed items.

<p>NOTE</p>	<p>The cumulative Total Amount of all the itemized expenses should be equal to the Total Amount of the Expense Line.</p>
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13. Click **Done** to add the itemization to the Expense Line.

Back in the Expense Line section:

14. Repeat steps 6 – 13 to include any additional expenses to the report.

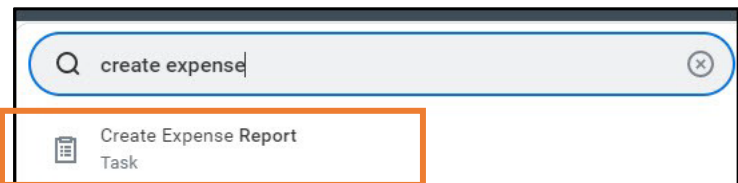
15. Once you’ve added all the expenses, click **Submit** to submit the expense report.

You have successfully completed this task. It will now be routed based on the business process workflow.

Create Expense Report Procedure: Reconcile Credit Card Charges

On the Workday Home screen:

1. Type **create expense report** (or similar search text) in the **Search** field.



2. Select the **Create Expense Report** task from the Search Results.

<p>NOTE</p>	<p>Depending on your security role, the Create Expense Report for Worker task may also be available enabling you to create an expense report for another employee.</p>
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The first screen in the Create Expense Report task is where you identify who the report is for (if not for yourself), enter a title for your report and enter the relevant worktags. T & E credit card charges will also display at the bottom of the screen allowing you to select the ones you want to reconcile.

On the Create Expense Report screen:


3. Under the **Instructions** section, read the listed instructions carefully before proceeding.

4. Complete the following required fields:

- **Expense Report For** – will auto-populate with your name or the name of the person you are creating the report for if you are acting as a delegate.

 NOTE	<p>If you are creating a report for another employee via the Create Expense Report for Worker task, select the employee’s name in the Pay To field.</p>
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- **Creation Options** – will default to **Create New Expense Report**.

 NOTE	<p>If needed, under Creation Options:</p> <ul style="list-style-type: none"> • Select Copy Previous Expense Report and select an existing expense report from the list. Workday will create a copy of the selected expense report with pre-filled details from the selected expense report. Edit these details as needed before submitting the expense report. • Alternatively, select Create Expense Report from Spend Authorization and select an existing spend authorization from the list. Workday will create an expense report with pre-filled details from the selected spend authorization. Edit these details as needed before submitting the expense report.
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- **Memo** – enter a title for your expense report. This is how you will reference the report.
- **Company** – will auto-populate to your associated Company.
- **Expense Report Date** – will auto-populate with the current date.
- **Company on Expense Line** – will auto-populate with your associated Company.
 - If the expense(s) will be paid by your associated company, then leave the default value.
 - If the expense(s) will be paid by a different company than your own, select that company. This is considered an intercompany event.

Intercompany event example: Someone in the School of Medicine makes a purchase with a T & E card that needs to be paid by UPG funds.

- **Gift, Grant, Designated, or Project** – One of these worktags must be entered to identify the account to charge the expense. Type the full value in the field (e.g., DN000311) or type part of it to search for the value (e.g., DN0003), then select it from the list.
- **Fund** – will auto-populate with your associated fund and update accordingly upon completion of the Gift, Grant, Designated, or Project fields.
- **Cost Center** – will auto-populate based on your associated cost center or other worktag entry. Update as needed.
- **Function** – will auto-populate upon completion of the Gift, Grant, Designated, or Project fields.
- **Additional Worktags** – will auto-populate based on your associated Business Unit or other worktag entry. Update as needed or select additional worktags such as, Activity or Program if applicable to the expense(s).

<p>NOTE</p>	<p>Always check all your worktag entries to ensure they are correct and make any updates as needed.</p>
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Under the Credit Card Transactions section:

If there are any credit card transactions to be reconciled, they will display at the bottom of the screen under the Credit Card Transactions section as shown below.

5. Select credit card transactions as follows:

If you want to include...	Then...
All items	Select the Select All check box.
Specific items	Select only the check boxes next to items you want to include.
None of the items	Do not select any check box.

Credit Card Transactions Quick Expenses

Select All

2 Items ☰ ☒ 🔍

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	Last 4 Digits of Credit Card Number
<input type="checkbox"/>	Q	10/23/2021		MAILCHIMP	120075762-14079401	52.68	USD	UVA BofA Billing Account	9609
<input type="checkbox"/>	Q	11/10/2021		UNITED		(600.40)	USD	UVA BofA Billing Account	9609


<p>CAUTION</p>	<p>If you forget to select a credit card transaction on this screen, you can select it later via the Add button on the Expense Lines screen. However, you will not be able to see the Merchant. The Merchant only displays on this initial screen.</p>
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<p>CAUTION</p>	<p>If you upload receipts via the Mobile app, always wait for the T&E card transaction to display in Workday. Then, add an expense line for the T&E card transaction and <u>link</u> the receipt to the credit card transaction. Do not expense a T & E credit card transaction and a Quick Expense (receipt) for the <u>same</u> charge.</p>
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6. Click **OK**.

The selected credit card transactions will appear on the left side of the screen under the Expense Lines tab. The transaction will display with an exclamation point to alert you that there are credit card transactions to be expensed. An Error message(s) may also display.

On the second Create Expense Report screen:

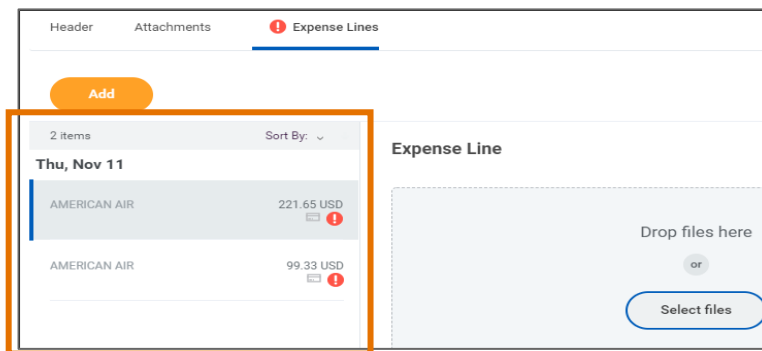


The **Header** tab will auto-populate based on the details entered in Steps 2 - 3. Select this tab to update the title of the report (from the Memo field on the first screen) or the expense report date.

The **Attachments** tab enables you to add supporting documentation. Select the tab and click **Edit**.

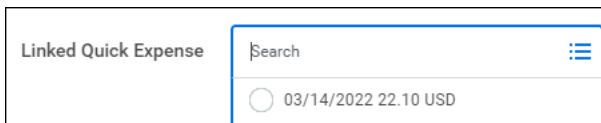
Under the Expense Lines tab:

7. Select a credit card transaction from the left side of the screen.



8. Under the Expense Item section, attach a receipt for the expense. Most expense items will require a receipt.

- Click **Select files** to upload the associated receipt(s) or drag and drop files onto the field.
- If you uploaded the receipt via the Mobile app, select the applicable receipt in the **Linked Quick Expense** field.



9. Under the Expense Item section, complete the following required fields:

- **Expense Item** – type search text to find the appropriate expense item or search by *Expense Item Group* or *Spend Category*.

If you need to split the expense between expense items, select *Split Transaction*.

For travel associated with employee training, use the Travel Employee Training expense items. See [Using Travel Employee Training Expense Items](#) in this QRG for more information.

To verify you have the correct expense item, hover over the item and click the **Actions/Ellipsis (...)** icon. A pop-up window displays showing the Item Description.

- **Memo** – enter a description for the expense item. Most expense items will require a memo. It is good practice to enter a memo even when it is not required to provide more information about the expense.
- **Company** - will auto-populate with the company from the *Company on Expense Line* field on the first screen. This is the company who will be responsible for the expense. Update as needed. If the expense is to be covered by company other than your own and you did not select that company on the first screen, then update this field with the applicable company. Otherwise, leave the auto-populated value.
- The **Gift**, **Grant**, **Designated** or **Project** fields will auto-populate based on the values you entered on the first screen. Update as needed.

NOTE

All other required fields: **Total Amount, Currency, Company, Date, Fund, Cost Center and Function** will pre-fill or auto-populate based on your credit card transaction and the details you entered on the first screen (Step 4). Update the editable fields as needed.

10. Under the **Item Details** section, complete any fields as needed. The fields in this section will vary depending on the Expense Item selected.

Examples include: Merchant, Missing Receipt Justification, Arrival Date and Departure Date.

NOTE


It is suggested to add as much detail as possible to describe the expense item. The greater the detail added, the easier it will be for the approver to approve the expense report.

If you need to itemize the expense continue with steps 11 – 14. If you do not need to itemize the expense, skip to step 15.

Itemize if you need to split the expense between more than one account (worktags). Also, Itemization is required for the Split Transaction, T&E Card Cash Withdrawals and Hotel Accommodations (domestic


and international) expense items. The Hotel Accommodations expense items are itemized under Daily Expenses.

- Under the Itemization section, click **Add** to itemize expense lines, when needed, to include and track more detailed costs.


 CAUTION	<p>When you enter Hotel Accommodations expense items, click the Edit button under Daily Expenses to itemize the hotel expenses. Do not click Add.</p> <p>The Hotel expense item will automatically include the Hotel daily rate and Hotel taxes for you to complete on the Itemization screen. All other <i>daily</i> hotel expenses will need to be added by clicking Add at the bottom of the Itemization screen.</p> <p>To add a non-daily hotel expense, such as a meal, click the Add button under Itemization to enter the expense.</p> <p>See Create Expense Report Procedure: Add Hotel Accommodations Expense Item in this QRG for detailed steps for adding a hotel accommodations expense item.</p>
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On the Itemization screen (only if needed):

- Complete the required fields as appropriate (starting with the first expense). Some of the fields will auto-populate from your previous entries.
 - Expense Item** – change the expense item to the item that applies to the expense you are itemizing as needed. Based on the Expense Item you select, additional required fields may display. Complete these fields as needed.
 - Total Amount** – type the total amount of the expense you are itemizing.
 - Update the remaining fields as needed.

 NOTE	<p>If you are splitting the expense between more than one account, be sure to enter the correct worktags for each amount that is being split to ensure the appropriate worktag string is charged for the expense.</p>
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- To add the next expense, click **Add** at the bottom of the Itemization screen and complete the appropriate fields.
- Once you have added all the expenses that need to be itemized, click **Done** at the bottom of the screen.

 NOTE	<p>The cumulative Total Amount of all the itemized expenses should be equal to the Total Amount of the Expense Line.</p>
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 NOTE	<p>Again, it is suggested to include as much pertinent detail as possible to describe the expense items.</p>
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Back on the main Expense Line screen:

15. Once you've completed the fields for the credit card transaction, select it again on the left side of the screen to clear the red exclamation point and ensure there are no further error messages.
16. Select the next transaction on the left side of the screen and repeat Steps 7 – 15.

 NOTE	<p>If you need to add an expense for reimbursement, click Add and complete the required fields for the expense. See Create Expense Report Procedure: Add Expenses to Request Reimbursement in this guide.</p>
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17. Once you have completed entering all the transactions, click **Submit** to submit the expense report. You have successfully completed this task. It will now be routed based on the business process workflow.

Create Expense Report Procedure: Add Per Diem Meals Expense Item

For the detailed steps to create an expense report, see [Create Expense Report Procedure: Add Expenses to Request Reimbursement](#) and [Create Expense Report Procedure: Reconcile Credit Card Charges](#) in this guide. The procedure below specifically addresses selecting the Per Diem Meals expense item.

From the Expense Lines tab:

1. Click **Add** to add an expense line for reimbursement.

 NOTE	<p>If you have credit card transactions to reconcile or quick expenses, a drop-down menu displays when you click Add. Select New Expense to add an expense line for reimbursement.</p>
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2. Under the Expense Line section, complete the following required fields:
 - **Date** – will auto-populate with the current date..
 - **Expense Item** –type **per diem** in the field and select the item, such as, *Per Diem Travel Meals | Domestic* or search by **Expense Item Group > Meals**.
3. Under the Item Details section:
 - **Arrival Date** – select the arrival date
 - **Departure Date** – select the departure date.

 CAUTION	<p>Once you enter the dates, you cannot change them. If you enter a wrong date, you need to delete the line item (click the Delete  (trash can) icon on the upper right side of the screen) and start over.</p>
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- **Destination** – type search text for the city or search by the *Cities, Airports* or *Travel Cities by Country* drop-down lists. If the city is not available, search for **other** and select the appropriate Other, State or Other, Country combination.

Arrival Date	*	03/14/2022
Departure Date	*	03/17/2022
Destination	*	<input type="text" value="x Other, CO, Colorado, United States of America"/>
Purchase Justification		<input type="text"/>

If a meal was provided on one or more dates and/or the travel included multiple cities, continue with steps 4 – 7; otherwise, skip to step 8.

4. Under the Travel Journal section, click **View Details**.
5. If a meal was provided on a specific date, select the appropriate meal box (**Breakfast, Lunch** and/or **Dinner**) for the relevant date to remove that meal from the reimbursement.
6. In the **Destination** field for each travel date, update the destination as needed.
7. Click **Done**.
8. Once you have entered all the expense items for the report, click **Submit** to submit the expense report.

You have successfully completed this task. It will now be routed based on the business process workflow.

Create Expense Report Procedure: Add Hotel Accommodations Expense Item

For the detailed steps to create an expense report, see [Create Expense Report Procedure: Add Expenses to Request Reimbursement](#) and [Create Expense Report Procedure: Reconcile Credit Card Charges](#) in this guide. The procedure below specifically addresses selecting the Hotel Accommodations (Domestic or International) expense items.

From the Expense Lines tab:

1. Under the Expense Line section, complete the following required fields:
 - **Date** – will auto-populate with the current date.
 - **Expense Item** –type **hotel** in the field and select the item, such as, *Hotel Accommodations | Domestic* or search by **Expense Item Group > Hotel**.
 - **Total Amount** – type the total amount for the expense.
 - **Currency** – will auto-populate to US currency. Update as needed.
 - **Memo** – type a description for the expense.



When you change the currency, the Currency Rate and Converted Amount fields will display auto-populated.

Date	*	03/30/2022	
Expense Item	*	<input type="text" value="x Hotel Accommodations International"/>	
Total Amount	*	<input type="text" value="500.00"/>	
Currency	*	<input type="text" value="x EUR"/>	
Currency Rate	*	<input type="text" value="0.88097964937"/>	
Converted Amount	*	<input type="text" value="440.49"/>	

2. Under the Item Details section:

- **Hotel** – search for and select the hotel. If this is a credit card transaction, the hotel may auto-populate.
- **Arrival Date** – select the arrival date.
- **Departure Date** – select the departure date.
- **Destination** – search for and select the Destination. If the city is not available, select Other – XXX (where XXX refers to the state or country).
- **Daily Rate** – type the daily rate for the hotel. If there is more than one rate, type the rate for the first night.

3. Under the Itemization section, click the **Edit** button under **Daily Expenses**.

Itemization

Remaining Amount to Itemize 100.00/500.00 USD

Add	0 items
Daily Expenses Edit	2 items


Hotel Room Charge Domestic (Itemization Only) *	400.00 USD
Mon, Mar 21, 2022	

Hotel Taxes/Fees Domestic (Itemization Only) *	0.00 USD
Mon, Mar 21, 2022	


The Daily Expenses screen displays and will automatically include items for *Hotel Room Charge* and *Hotel Taxes | Fees*.

On the Daily Expenses screen:

- The **Hotel Room Charge** expense item will display by default and the required fields will auto-populate based on your entries in the Item Details section. Update any of the fields as needed.

 NOTE	<p>If the hotel rate changed during the stay:</p> <ol style="list-style-type: none"> In the Number of Nights field for the default Hotel Room Charge expense line, type the number of nights for the first rate for the hotel stay. Scroll to the bottom of the Daily Expenses screen and click Add to add a new expense line. In the Expense Item field, select Hotel Room Charge (domestic or international). Type the number of nights and daily rate in those respective fields. Update any other fields as needed. Repeat steps 2 -6 if needed to itemize additional hotel rates.
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- Scroll to the **Hotel Taxes/Fees** expense item and complete the required fields:
 - Number of Nights** – will default to the night for the hotel stay. If the taxes/fee changed during the stay, follow the steps in the note above for multiple hotel rates except select the Hotel Taxes/Fees (domestic or international) expense item.
 - Daily Rate** – type the rate for hotel taxes/fees.
 - Total Amount** – will auto-populate based on the number of nights and daily rate.
- If there are additional daily expense to itemize, such as WIFI or parking, click **Add** at the bottom of the Daily Expenses screen. Complete the fields as appropriate for the item.

 NOTE	<p>If any of the expense items were for your personal use and should not be reimbursed, select the Personal Expense check box at the bottom of the itemization line.</p> <div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Personal Expense <input type="checkbox"/> </div>
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- Once all daily expense items have been added, click **Done** at the bottom of the screen.



If there are any non-daily expenses that need to be itemized, such as a meal, click the **Add** button under **Itemization** and complete the fields as appropriate for the expense item. Once you have added all non-daily expense items, click **Done** at the bottom of the screen.

Itemization

Remaining Amount to Itemize 40.00/500.00 USD

Add



Remaining	0.00/500.00 USD	Destination	* Denver / Aurora, Colorado, United States of America
Date	* 03/21/2022	Merchant	* Mellow Mushroom
Expense Item	* Travel Meals Actual Domestic	Alcohol Included?	<input type="checkbox"/>
Total Amount	* 40.00	Missing Receipt Justification	

- Verify there is no remaining amount to itemize. The Total Amount of all the itemized expenses should be equal to the Amount entered for the Hotel Accommodations expense item at the line level.

Itemization

Remaining Amount to Itemize 0.00/500.00 USD

Edit 1 item

Travel Meals Actual Domestic Mon, Mar 21, 2022	40.00 USD
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Daily Expenses

Edit 3 items

Hotel Room Charge Domestic (Itemization Only) * Mon, Mar 21, 2022	400.00 USD
Hotel Taxes/Fees Domestic (Itemization Only) * Mon, Mar 21, 2022	50.00 USD
Hotel Phone/Wifi/Printing Domestic Mon, Mar 21, 2022	10.00 USD

- Once you have entered all the expense items for the report, click **Submit** to submit the expense report.

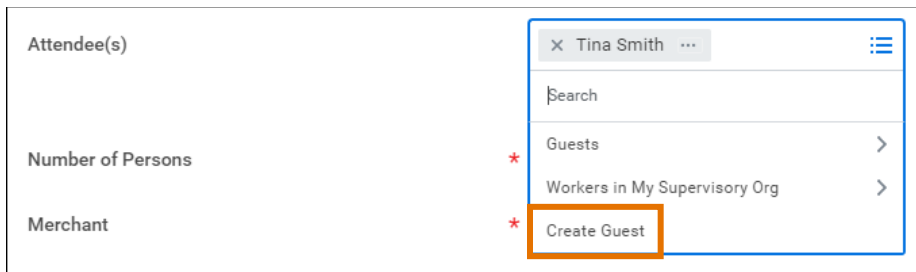
You have successfully completed this task. It will now be routed based on the business process workflow.

Create a Guest

Expense items such as Business Non-Travel Meals and Gift-related items may require you to enter the guest’s name(s) (i.e., attendee or recipient). Use the following steps to create a guest.

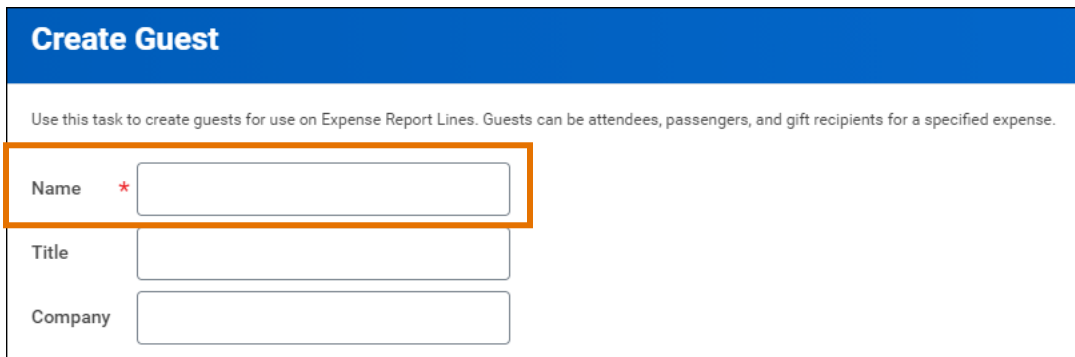
In the Item Details section for the Expense Line:

- Click the **Attendee(s)** field and select **Create Guest**.



The screenshot shows a form with three fields: 'Attendee(s)', 'Number of Persons', and 'Merchant'. The 'Attendee(s)' field is open, showing a dropdown menu with the following options: 'Tina Smith', 'Search', 'Guests', 'Workers in My Supervisory Org', and 'Create Guest'. The 'Create Guest' option is highlighted with an orange box.


- Type the guest name in the **Name** field. Optionally, enter a title and company for the guest. If you prefer not to disclose the guest’s name, enter another designation such as “Guest Job Candidate.”



The screenshot shows the 'Create Guest' form. The form has a blue header with the title 'Create Guest'. Below the header is a blue bar with the text: 'Use this task to create guests for use on Expense Report Lines. Guests can be attendees, passengers, and gift recipients for a specified expense.' The form contains three input fields: 'Name', 'Title', and 'Company'. The 'Name' field is highlighted with an orange box.

- Click **OK**.
- The guest is added to the system and can be retrieved in future transactions.

You have successfully completed this task.



The next time you need to enter this same travel companion (passenger):

- Click the **Passenger** field and select **Passengers**.
- Select the passengers name from the list.

Using Travel Employee Training Expense Items

When your travel is related to training, you must use the *Travel Employee Training* expense items. Use these expense items when you travel to attend:

- Training classes or workshops
- Conferences
- Other Professional Development

The Travel Employee Training expense items are required for State reporting purposes.

You can find the items using the **Expense Item Group** of **Travel Employee Training** or through the other travel related expense groups.

