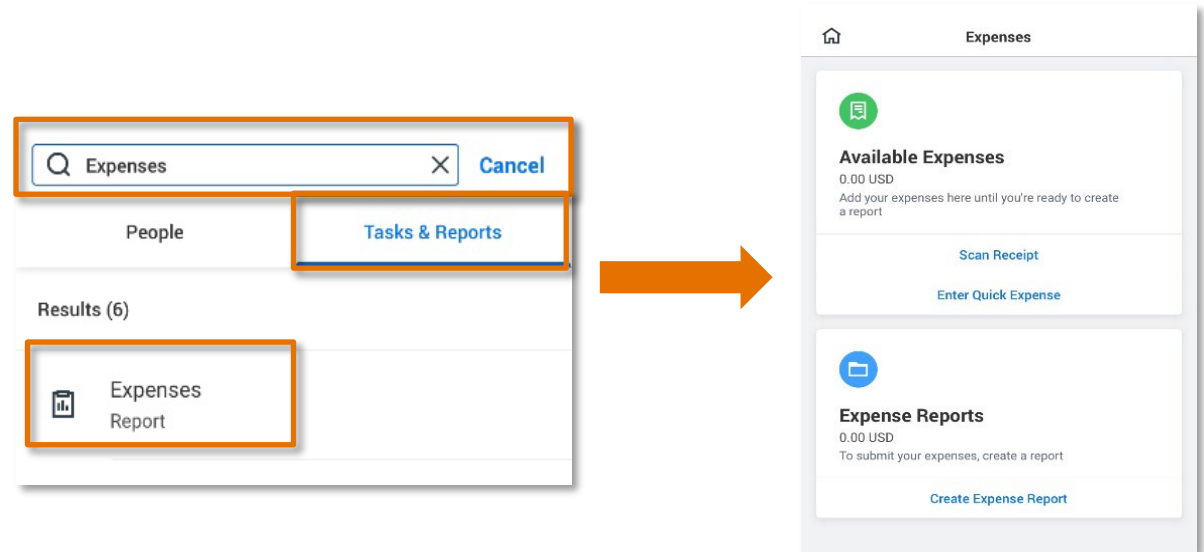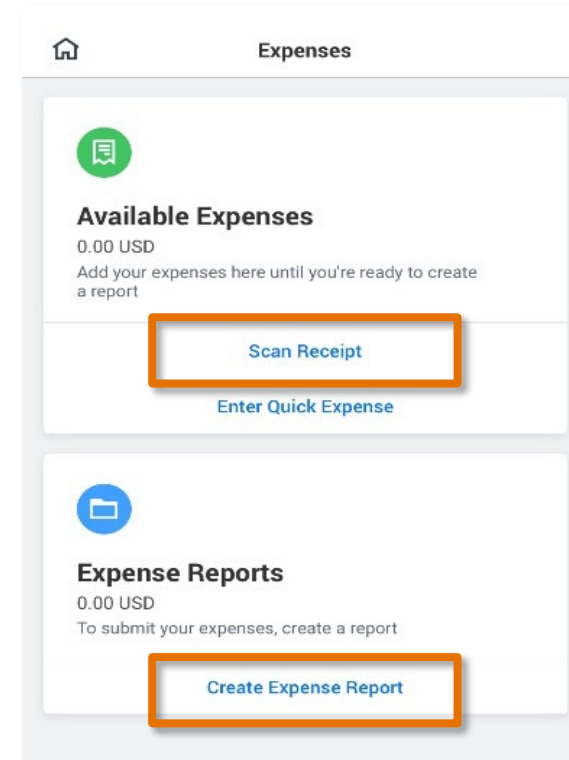# Mobile App

Expense Report Overview | Mobile App

You can also create an expense report in the **Workday Mobile app**. The steps are very similar to creating an expense report on your computer with some **considerations** to note.

- Start creating your expense report by typing **Expenses** in the **Search** field.

- Navigate to the **Tasks & Reports** section of the search results.

- Under **Results**, select **Expenses.**

Expense Report Overview | Mobile App

- Under **Expenses Reports**, select **Create Expense Report.**

- You can also **scan** and **upload receipts** for transactions that need to be expensed.

Expense Report Overview | Mobile App

- Once the receipt is uploaded, select the receipt you want to add to a report, and select:
  - **Add to Report**, then
  - **Create Expense Report**
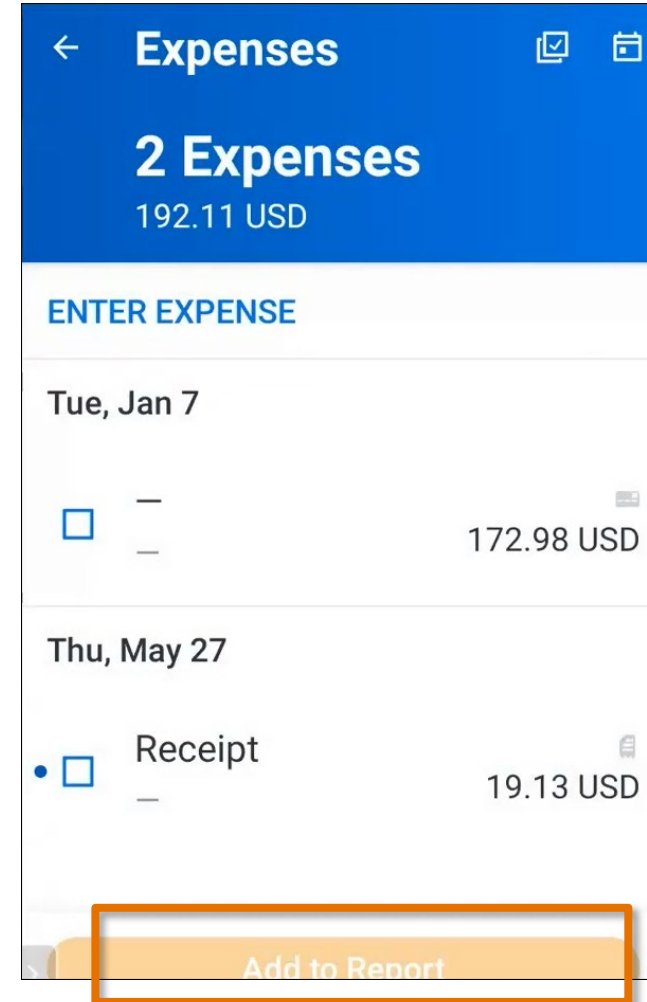
Expense Report Overview | Mobile App

- Uploaded receipts can also be expensed from **Workday Expenses** on your computer.

- Uploaded receipts display under the **Quick Expense** tab in the desktop version.

  AND

- Can be linked to the expense report via the **Linked Quick Expense** field within an expense line.

Credit Card Transactions	Quick Expenses

Linked Quick Expense	Search ☰
	○ 03/14/2022 22.10 USD