

How to Create an Expense Report

Open WorkDay and in the search field type “create expense”. Hit enter then Click on Create Expense Report.

The form will open. Your information will already be loaded, but you will need to change some lines so that the expense will come out of IOWL and not your home department (cost center).

Expense Report For * Employee: Carol A Westin

Creation Options * Create New Expense Report
 Copy Previous Expense Report

Memo *

Type in the reason for the reimbursement in the Memo box – IOWL lunch meeting

Scroll down to Cost Center. X out the current cost center showing as that is your default showing. Type in CC0113 and hit enter.

Cost Center *

Function *

Type in FN001 and hit enter in the Function field

Next you need to add you as the assignee. Go to the Additional Worktags field and click on the three lines on the right. It will open up and you will see a search option appear.

Cost Center	*	My Worktags	>
		Activity	>
Function	*	Assignee	>
		Business Unit	>
Program		Internal Reference	>
		Location	>
Additional Worktags		Search	☰
		✕ Business Unit: BU02 AS-Arts and Sciences	

Type in your last name and hit enter, and then click on the box next to your name when it appears.

*	Search Results	(2)
	<input checked="" type="checkbox"/> Assignee: 497830100 Westin Peter G (pgw3j)	
	<input type="checkbox"/> Assignee: 774160002 Westin Carol A (caw2rd)	
gs	Westin	✕
	✕ Business Unit: BU02 AS-Arts and Sciences	

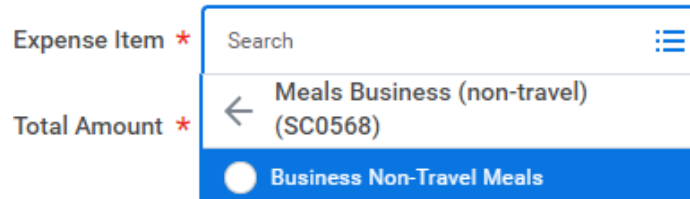
Additional Worktags	✕ Assignee: 774160002 Westin Carol A (caw2rd) ...	☰
	✕ Business Unit: BU02 AS-Arts and Sciences	

You can now click on OK at the bottom to fill out the expense information.

Click on the ADD button. Your report will now open.

You can now begin filling in the expense information.

You should attach your receipt first and then click on the three lines in the Expense Item field. Click on **By Spend Category**, now scroll down until you see **Meals Business(non-travel) (SC0568)** will appear. Click on that line and click again in the circle beside Business Non-Travel Meals.



The image shows a mobile application interface with two fields: 'Expense Item *' and 'Total Amount *'. The 'Expense Item *' field has a search bar with the text 'Search' and a menu icon (three horizontal lines). Below the search bar, a dropdown menu is open, showing a back arrow, the text 'Meals Business (non-travel) (SC0568)', and a blue bar at the bottom with a white circle and the text 'Business Non-Travel Meals'.

Type in the amount of your reimbursement in the **Total Amount** box.

Type in the **Memo box** "IOWL lunch meeting"

Type in **DN000317** in the **Designated box**.

See next page for look at the main areas to be filled in.

You can add any other comments you like in the comment box at the bottom and then hit Submit.

It should look like this.

Expense Item *	<input type="text" value="x Business Non-Travel Meals ..."/>
Total Amount *	<input type="text" value="12.00"/>
Currency *	<input type="text" value="x USD ..."/>
Memo *	<input type="text" value="IOWL lunch meeting"/>
Company	<input type="text" value="x The Rector & Visitors of the University of Virginia ..."/>
Gift	<input type="text"/>
Grant	<input type="text"/>
Designated	<input type="text" value="x DN000317 AS-Education and General ..."/>
Project	<input type="text"/>
*Fund	<input type="text" value="x FD001 Unrestricted Operating Fund (State 03000) ..."/>
*Cost Center	<input type="text" value="x CC0113 AS-World Languages Institute (IOWL) ..."/>
*Function	<input type="text" value="x FN001 Instruction General Academic ..."/>
Program	<input type="text"/>
Additional Worktags	<input type="text" value="x Assignee: 774160002 Westin Carol A (caw2rd) ..."/> <input type="text" value="x Business Unit: BU02 AS-Arts and Sciences"/>