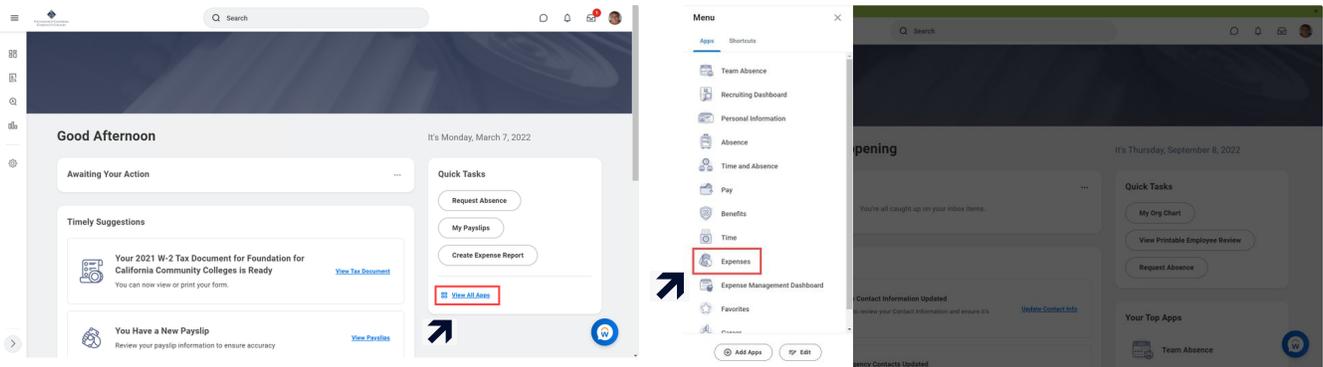


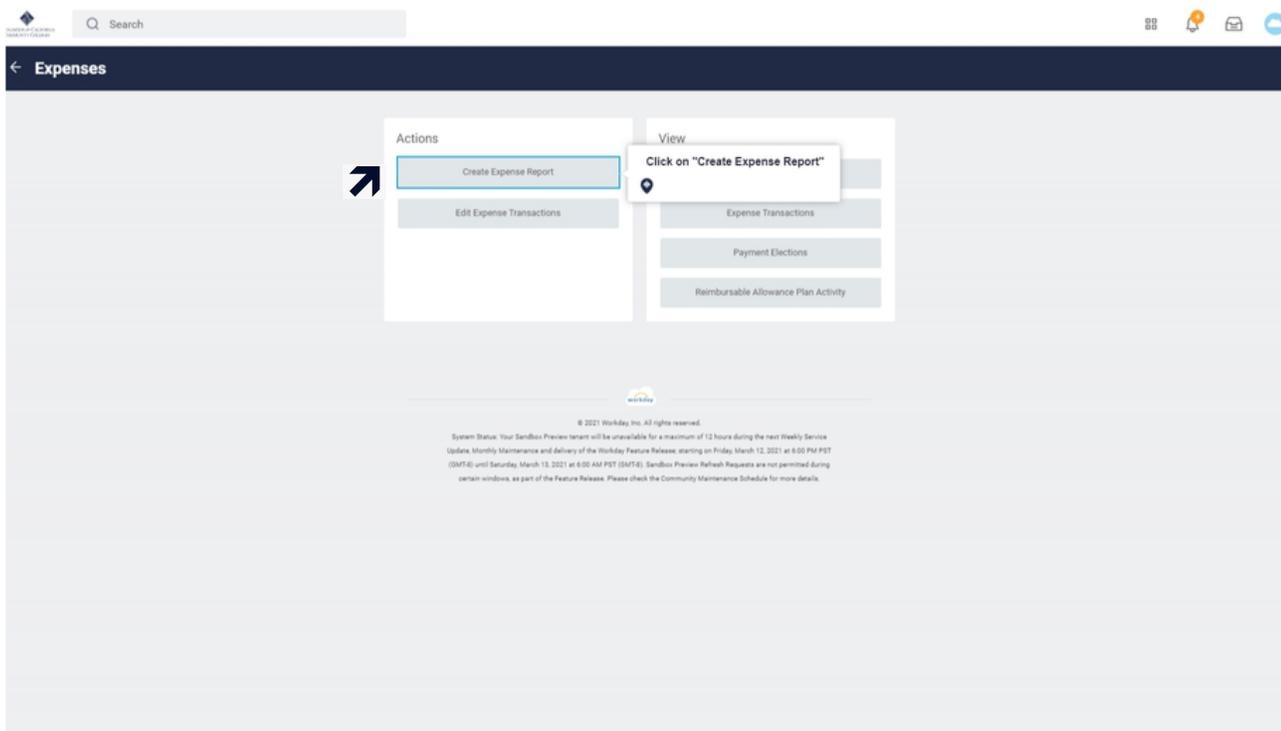
# Workday | Create an Expense Report

**NOTE:** Workday will not allow you to submit an Expense Payment until you have set up your direct deposit in Workday.

1. From the landing page, click "View All Apps" > and select "Expenses."



2. Click on "Create Expense Report."



3. Select "create a new expense report".

- Note: You can create an expense Report for all pre-hire expenses (LiveScan, TB Test and/or ServeSafe) at once or individually

4. Add a memo to your expense report. Here is where you will enter the type of expense you are submitting within this request (LiveScan, TB Test and/or ServeSafe)

**Create Expense Report**

**Expense Report Information**

Expense Report For \* Employee: HR Test Employee

Creation Options \*  Create New Expense Report  
 Copy Previous Expense Report

Memo \*

Company \*

Expense Report Date \*

Business Purpose

Project Task

Program

Cost Center \*

Additional Worktags \*

**Instructions**

[Travel/Expense Policy](#)

- Foundation credit card and employee out of pocket reports do not need to be separated.
- Expense per diems will be applied for projects based on contract guidelines.

**Add a memo to your expense report**

- This is required
- It will be your expense report title

... to a project requires a project task to be selected.

... ents can be submitted, please confirm with HR ([hr@foundationccc.org](mailto:hr@foundationccc.org)) that access to the Tuition Reimbursement has been authorized.

... ould NOT be submitted with any other expense items. In the memo field, please include the institution tuition reimbursement expense report applies.

5. A Project Task is required to be entered. You will always select the cell next to project task > Select "My Worktags" > Select "Chef Ann Foundation > Project Costs > All Costs". Select "ok".

**Expense Report Information**

Expense Report For \*

Creation Options \*  Create New Expense Report  
 Copy Previous Expense Report

Memo \*

Company \*

Expense Report Date \*

Business Purpose

Project Task \*

Program

Cost Center \*

Additional Worktags \*

6. Click "Add" to add a new expense line and a new expense line will be added.



7. Drop or Attach a copy or photo of your receipt(s). Once you upload them you will be required to enter a comment. Please enter the comment as: "LiveScan, TB Test and/or ServeSafe Receipt(s)". **Receipts are required for all expense payments.**

Comment

8. Enter a date for the expense transaction.

9. Select an expense item. Type in "Pre-hire Expenses" and additional details will appear on the right side of the screen. Select "Receipt Included"

**Instructions**

This expense item is used to record pre-hire costs such as background checks and fingerprinting.

Expenses to be charged to a project requires a project task to be selected. In the project task section:

- First, select the project the expense will be charged.
- Second, select the task for the project related expense.

**Item Details**

Missing Receipt

**Itemization**

Remaining Amount to Itemize 0.00/0.00 USD



0 items

Receipt Included



10. Enter the total reimbursable amount of the expense item(s). Please ensure that this total matches exactly the receipts you are submitting. If you are submitting multiple in one expense request please total all receipts up and enter the total amount (do not round up).

### Expense Line

Drop files here

or

Select files

Date \* 10/27/2022 

Expense Item \* × Pre-Hire Expenses 

Total Amount \* 0.00  
[Enter exact amount as shown on your receipt]



11. Enter an expense item description in the memo field. "LiveScan, TB Test and/or ServeSafe Receipt(s)". Hit "Submit".

#### Expense Line

3 3.PNG ✓ Successfully Uploaded! 

Comment

2 2.PNG ✓ Successfully Uploaded! 

Comment

1 1.PNG ✓ Successfully Uploaded! 

Comment

Upload

Date \* 10/27/2022 

Expense Item \* × Pre-Hire Expenses 

Total Amount \* 100.50

Currency \* USD

Memo \*



12. Your Expenses will route to your Timekeeper Supervisor for approval. Your Supervisor will review to ensure that everything was submitted correctly and that the receipts match the total amount that is being reimbursed. If it does not, it will be sent back to your Workday inbox to correct.

- Once approved, and off-cycle payment will be completed based on how you set up your preferred method for "Expense Payments" under "Payment Elections" in your Workday profile.