Create Expense Report

Workday Job Aid for Employees

Overview

This job aid explains how to create, view, and edit an Expense Report. Please be sure to select your approved Spend Authorization on your Expense Report; the report is subject to review and rejection if a Spend Authorization was not submitted, if applicable (see reasons below). Please refer to the *Create Spend Authorization* job aid for instructions. If you have questions or need additional assistance, please contact the Accounts Payable Department - AccountsPayable@MontgomeryCollege.edu.

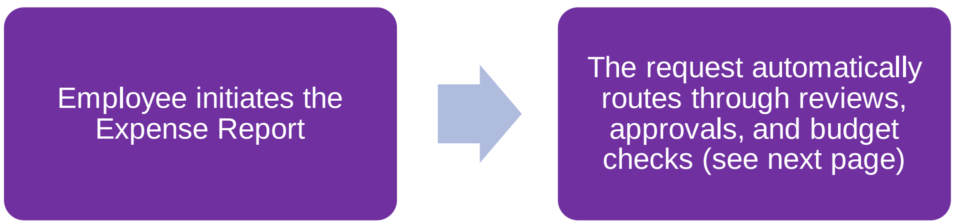
Important Notes

- Montgomery College is exempt from MD sales tax - Sales tax is not reimbursable
- To process a reimbursement, invoices/receipts must be attached
- For Local Travel Expenses
  - Include no more than one (1) month of travel expenses
  - If you do not have a receipt, check the "no receipt" box
- For Long-Distance Travel Expenses
  - Approval of funds and leave for distance travel and professional meetings is required
  - Before travel, create a spend authorization for approval. After travel, create the expense report. Spend Authorization is also required for Athletics, Conferences and Seminars, and any EAP travel and Conference fees.
- For EAP Travel
  - Maximum Reimbursement cannot exceed $1334 (FTF) and $1250 (Staff) in FY2021
  - Submit receipt or proof of payment for all expenditures
  - For an EAP Education benefit request; provide an explanation in the memo field of how the course, class, or conference is related to your job duties.

When to Create a Spend Authorization *Before* Creating an Expense Report

- Expense Report Exceeds Original Spend Authorization Amount by $500 or more
- Expense Report exceeds Original Spend Authorization Total by 10% or more
- The Expense Report is for:
  - Airfare and Travel
  - Non EAP Conference, and Meeting Expenses
  - EAP Travel and Non-MC Courses, Seminars, Conferences, and Workshops
  - Conferences and Meetings
  - Trips for Athletics

Process Flow: Expense Report Event



Approvals: Expense Report Event

- If the Expense is not EAP Wellness, then the Manager will approve if they were not the initiator or prior approver.
- If the Expense is not EAP, then the Cost Center Manager or Secondary Cost Center Manager will approve if they were not the initiator or prior approver.
- If the Expense has a Grant Worktag, then the Grant Principal Investigator or Award Billing Specialist will approve.
- If the Expense has a Project Worktag, then Project Manager Tracking will approve.

Review: Expense Report Event

- If the expense is EAP, then the EAP Partner will review the expense report.

Budget Check

- If the automatic Budget Check initiated by Workday does not pass, then the Expense Report will route for additional review(s) or approval(s).

Create Expense Report

1. Using the Search field, enter and select **Create Expense Report**.
2. The Create Expense Report screen displays. Read the instructions.
3. Select one of the following **Creation Options**:

Option	Guidance
Create New Expense Report	Select this option to create a new expense report from start to finish.
Copy Previous Expense Report	Select this option if you previously created an Expense Report that you would like to copy. Click the field and select the applicable Expense Report from the menu.
Create New Expense Report from Spend Authorization	This option only appears if you have an open spend authorization. Select this option if you are creating an Expense Report for a previously approved Spend Authorization.

4. Enter a **Memo**, if applicable.
5. The **Company** defaults to Montgomery College. Modify if applicable.
6. Today's date defaults as the **Expense Report Date**. Modify if applicable.
7. Enter a **Business Purpose**.

   Note: This field will assist Accounts Payable with ensuring that the purpose of the travel aligns with the spend category that is selected.
8. Enter the **Grant** or **Project** if applicable.
9. The **Cost Center**, **Fund,** and **Program** will default. Modify if applicable.

   Note: If you do not know your Cost Center, follow the steps in the Look up Your Assigned Cost Center and Fund section below.
10. The **Additional Worktags** auto-populate, update if needed.
11. Click **OK**.
12. Click **Add** to add each expense line item.
13. Drag-and-drop the files into the field or click **Select Files** to browse files on your computer.

    Note: A receipt must be uploaded to process a reimbursement.
14. Enter the **Date** of the expense.
15. Click the **Expense Item** field to select an item from the menu.
16. Enter the **Quantity** and **Per Unit Amount** or the **Total Amount**, depending on expense item.
17. Enter a **Memo**, if applicable.
18. Enter the **Grant** or **Project**, if applicable.
19. The **Cost Center, Fund,** and **Program** auto-populate, update if needed.
20. The **Additional Worktags** auto-populate, update if needed.
21. **Itemization** is needed for long distance travel reimbursement of meal charges.

    Note: Amounts and receipts must be uploaded.

22. For **Itemization**, complete the following steps:
    - Click **Add** under Itemization.
    - Repeat steps 14-20 above.
    - Select **Personal Expense**, if applicable.
    - Click **Done**.
23. Click the **Receipt Included** box once you have attached the receipt.

    Note: Repeat steps 12-22 for each expense line item.
24. Click **Submit**.

    Note: The Expense Report routes for Review/Approval as listed above.

View Expense Report

1. Search for and select **My Expense Reports**.
2. (Optional) Enter the following details:
    - **Expense Report Status**: Click the field and select a status from the menu.
    - **Report Date On or After**: The date auto-populates, modify as needed.
    - **Report Date On or Before**: The date auto-populates, modify as needed.
3. Click **OK**.

    Note: Applicable Expense Report(s) display.

Edit Expense Report

1. Search for and select **My Expense Reports**.

    Note: Applicable Expense Report(s) display.
2. Select **Edit Expense Report** next to the Expense Report you wish to edit.
3. Edit the Expense Report as applicable using the Create Expense Report section above.
4. Click **Submit**.

    Note: The edited Expense Report routes through approvals.