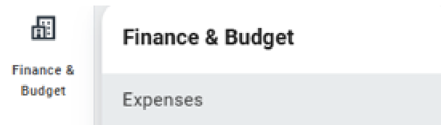
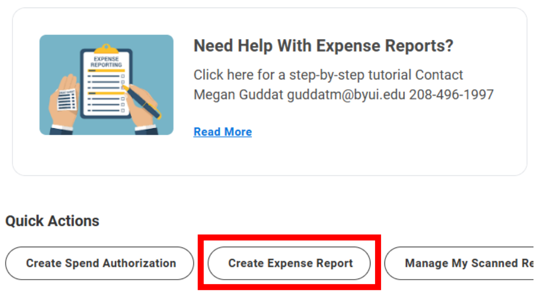
Follow these steps to complete an expense report in Workday

1. On the Workday side bar Select **Finance and Budget** and then Select **Expenses**.



2. Select **Create Expense Report**



3. Select the appropriate **Creation Option**

Create New Expense Report – Start a brand-new report.

Copy Previous Expense Report – Use details from an earlier report.

Create New Expense Report From Spend Authorization – Use this to reconcile **travel** expenses. Also choose the appropriate Spend Authorization from the drop-down list.

4. Verify the **Company** is Brigham Young University-Idaho

Note: If you are an **OLL employee,** be sure the company is Brigham Young University-Idaho, not OLL.

5. Select the appropriate **Business Purpose**

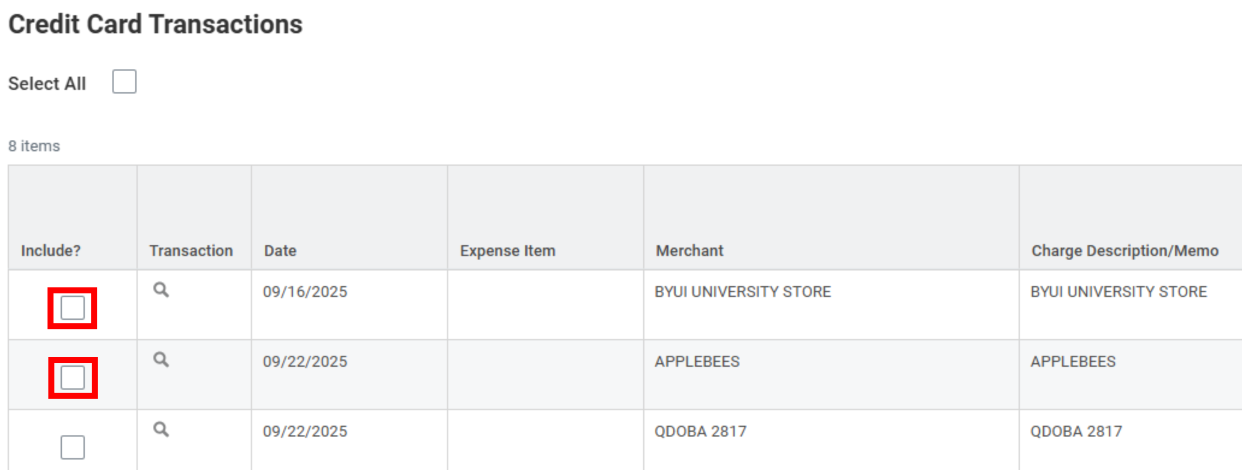
Important! Selecting the appropriate business purpose is crucial because the business purpose dictates what expense line the transaction(s) will post to on the cost center budget report. Be sure to review all the options and select the most accurate business purpose.

Professional Development and Faculty Learning Fellowship (FLF) can be used for travel and non-travel transactions.

Note: Remember travel and non-travel transactions **should not** be reconciled on the same expense report.

Note: If you are reconciling travel expenses and have selected a spend authorization the business purpose should auto-populate.

6. Scroll to the bottom of the page and select **the credit card transactions** that you want to reconcile.



Credit Card Transactions

Select All

8 items

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo
		09/16/2025		BYUI UNIVERSITY STORE	BYUI UNIVERSITY STORE
		09/22/2025		APPLEBEES	APPLEBEES
		09/22/2025		QDOBA 2817	QDOBA 2817

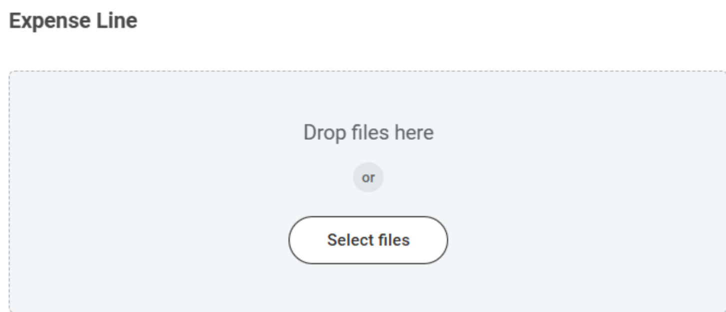
If the transaction(s) you want to reconcile are not listed, please wait until the transactions show on the bottom of the page. It usually takes five business days from the date of the transaction for the charge to show up in Workday.

Select **OK** at the bottom of the page to create the expense report.

Employee reimbursements: If you used your personal funds for university expenses and need reimbursement do not select the credit card transactions at the bottom of the page. Go ahead and select **OK** at the bottom of the page to create an expense report. On the expense lines tab select the **Add** button and then select **New Expense** to add a line and enter your reimbursement information. You can add multiple lines depending on the number of personal reimbursements you need to request. The reimbursement total will appear at the top of the page under reimbursement. Be sure to uncheck the **paid with corporate card check box** if you used your personal funds.

7. Attach the correct **receipt** for each transaction you are reconciling

Attach a receipt by dragging and dropping the file or click **Select files**.



If a picture was taken using the Workday app on your smart phone it will be available in the **Linked Quick Expense** box.

8. Enter the **Expense Item**

Search for the expense item by keywords such as "supplies" or "book" or "snack" and then hit enter to bring up the options.

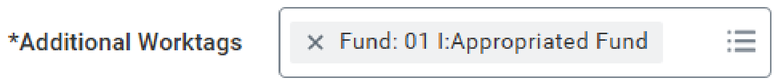
9. Enter a brief description on the **Memo** line

10. Enter a **project** if you are tracking these expenses by a **project**.

11. Verify the charge is going to the correct **cost center**

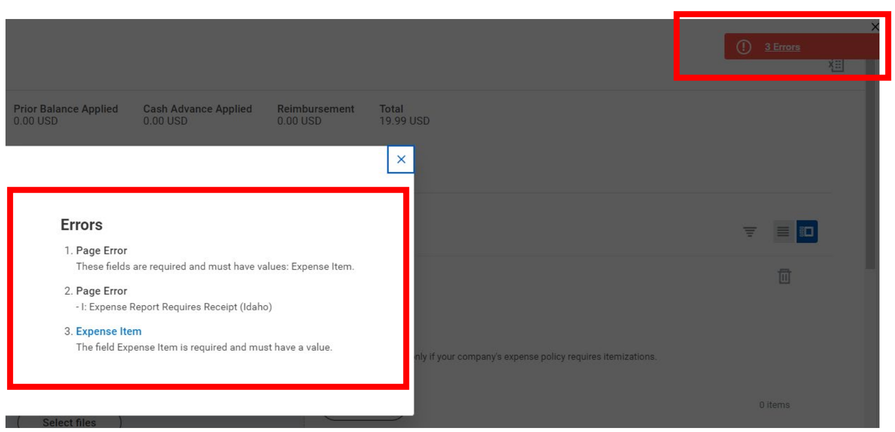
12. **Additional Worktags**

Please do not change the worktags that auto populate in the **Additional Worktags** box. However, class fee worktags can be added, if needed.



13. Other fields may be required based on the expense item selected. Enter all required information for each transaction then click **Submit**.

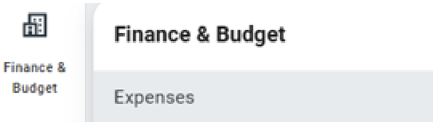
If there are errors you will not be able to submit the expense report until all the required information has been entered. A red error bar will show on the upper right hand side of the screen. Select the error box to see the additional information that is required in order to submit the expense report.



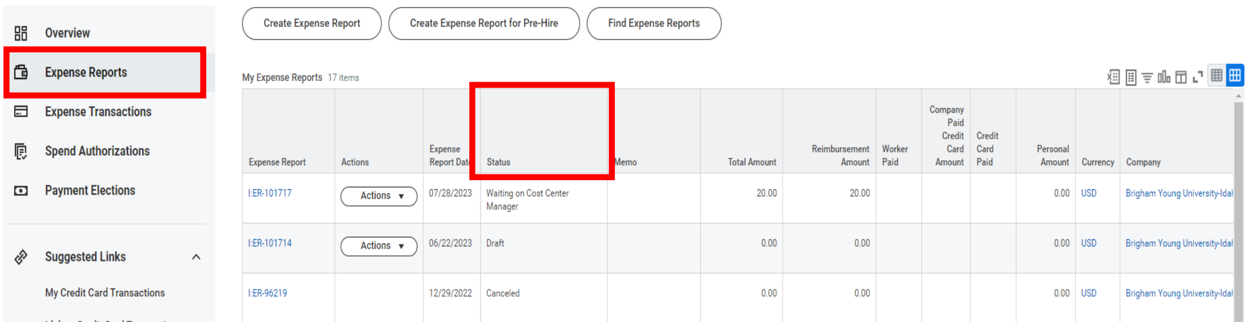
An orange alert may show, but it is only an alert to consider. If there are only alerts you can still submit an expense report.

Follow the steps below to see the status of Expense Reports:

a. On the Workday side bar Select **Finance and Budget** and then Select **Expenses**.



b. Then select **Expense Reports** on the left-hand side of the page.



See the list below for expense report statuses:

- **Draft**: the expense report has been started but not yet submitted.
- **Waiting on Cost Center Manager**: the employee has submitted the expense report and it is waiting on approval from the cost center manager.
- **Waiting on Expense Partner**: the cost center manager has approved the expense report and it has been sent to accounting for final approval.
- **Sent Back**: the expense report has been sent back to the employee to be corrected and will need to be resubmitted once the changes are complete.
- **Canceled**: expense report has been canceled and no further action is required.
- **Approved/Paid**: expense report has been approved and finalized; no further action is required.