Expense Report

Contents
Check Budget .................................................................................................................. 1
Create Expense Report ................................................................................................. 3
Review Budget Check ..................................................................................................... 11
Manage Expense Reports ............................................................................................... 13
Approval Process ........................................................................................................... 15
Save for Later ................................................................................................................ 15
Check the Status of Approval ....................................................................................... 16
Create Expense Report on behalf of an employee (FOR WORKER) ......................... 17
Create Expense Report for an External Committee Member (FOR NON-WORKER)... 17
Edit “On Behalf Of” Expense Report ........................................................................... 18

expense reports are submitted to process reimbursements for travel-related costs, such as airfare or hotel expenses, or business-related costs such as books, etc.

For any international and/or overnight trips, or for per diems which are to be advanced, an approved Spend Authorization must be in the system before an expense report can be initiated.

Check Budget

If there is no Spend Authorization in the system for the Expense Report that will be created, then you will need to check the available budget. For cost center and gift transactions, run the R002 Report. If the transaction is for a grant, then the R134 Report should be run.

- In the Search field, enter R002 to find and run the Budget Report.
- In the Search field, enter R134 to find and run the Grant Summary by Ledger Account report.
1) In the **Organization** field of the R002, select the **Prompt** icon and search for the organization you wish to view. To view a list of all Cost Centers or Gifts to which you have access, select **Active Cost Centers** or **All Gifts**.

2) In the **Organization** field of the R134, select the **Prompt** icon and search for the project you wish to view.

3) Click the **OK** button.

**The R002 Budget Variance Report.**

Review the appropriate Parent level Available Budget column to ensure that there is money available for the proposed purchase.

If there is not enough budget in the correct parent account, a budget amendment will need to be completed and approved. Please go to the Workday 2020 website to access the Budget Amendment Reference Guide.

**The R134 Grant Summary by Ledger Account report.**
Once confirmed that there is enough budget to proceed, begin to build the Expense Report.

Create Expense Report

1) Enter **Create Expense Report** into the **Search** bar and select it from the search results.

OR, from the homepage **Applications** section, select the **Expenses** application and click on the **Create Expense Report** option under Actions.
2) From the Expense screen, select one of the following options:

- **Create New Expense Report**: If this is not an overnight travel or cash advance related expense, then a Spend Authorization is not required. Select this option to create a new expense report.

- **Copy Previous Expense Report**: Allows you to copy an expense report you have submitted previously, in order to bring in similar data. For example, this can be used for recurring trips that have the same location and mileage.

- **Create New Expense Report from Spend Authorization**: Allows you to create a new expense report based on an APPROVED spend authorization. Refer to the Create Spend Authorization Reference Guide on the Workday 2020 website for more information on how to complete this process.

3) If **Create New Expense Report** was selected, complete the following fields:

- **Company**: This field defaults to Montclair State University.

- **Expense Report Date**: Enter today’s date.

- **Business Purpose**: Select the item associated with the business purpose of the expense. This field is searchable by typing the name of the item (i.e. conference) and is required.

- **Spend Classification**: Click into the field and select Spend Classification to enter the appropriate travel justification. If this is not a travel related expense, select Non-Travel.

- **Cost Center**: Identifies which cost center will pay for the item/service. This field defaults in with the employee’s Cost Center. If different worktags need to be indicated, click the X in the corresponding field to remove the default and search for the appropriate worktag via the prompt icon.

- **Division**: Identifies the division that will pay for the item/service.
- **Additional Worktags**: Identifies what Fund and Program the item/service is being charged to. This field defaults in with the worktags associated to the employee’s Cost Center.

4) Click **OK**, then **Add** to add an Expense line.

5) If the expense relates to overnight travel or a cash advance, select **Create New Expense Report from Spend Authorization** and select the **Spend Authorization** associated with this expense report from the list.

**Note** – The **Spend Authorization** must be **approved** prior to linking it to your expense report.

6) If this is the last expense report for this authorization, check the **Final Expense Report for Authorization** box. This releases any excess encumbrance that may
be associated to this request. If not, it will not be removed until Accounts Payable does a mass close.

7) The following fields populate from the **Spend Authorization** selected:

- **Company**: This field defaults to Montclair State University.
- **Expense Report Date**: Select the date of expense report creation.
- **Business Purpose**: Select the item associated with the business purpose of the expense, by typing the name of the item (i.e. conference).
- **Spend Classification**: Click into the field and select Spend Classification to enter the appropriate travel justification. If this is not a travel related expense, select **Non-Travel**.
- **Cost Center**: Identifies which cost center will pay for the item/service. This field defaults in with the employee’s Cost Center. If different worktags need to be indicated, click the X in the corresponding field to remove the default and search for the appropriate worktag via the prompt icon.
- **Division**: Identifies the cost center that will pay for the item/service.
- **Additional Worktags**: Identifies what Fund and Program the item/service is being charged to. This field defaults in with the worktags associated to the employee’s Cost Center.

**IMPORTANT**: If a Grant, Gift, or Project is being used, delete all default worktags (cost center, etc.) and select the appropriate driver worktag in the Additional Worktags field. The remaining fields default based on the selection.

**Note** – For expenses related to **Grants** that involve travel, the Transaction Detail worktag, located under the Additional Worktags field, must be completed.
8) **Quick Expenses/Credit Card Expenses** section, directly under the worktag fields, shows any receipts previously uploaded through the mobile app, or any transactions associated with the travel card. Select the corresponding expense to add into the report.

9) Click **OK**, then **Add** to add an Expense line.

There should be a separate line for each expense. For example, Lodging/hotel should be one line, airfare would be another, and finally per diem is a separate line as well.

**Note** – If there is no expense line(s) entered, the report will not be allowed to be submitted for approval.
To **split a line item** in an expense report, the requester must add a separate line for the same expense item and indicate the amount to be assigned for each specific cost center, gift, or grant.

For example, if a hotel room expense were to be split between a cost center and/or gift and/or grant, the first line of the expense report should read “Lodging” and the Worktags should reflect the first Cost Center, Grant, Gift and the amount field should reflect the amount to be encumbered.

The next line(s) should reflect the next cost center/gift/grant that will encumber a portion, or remainder, of the overall expense.

**NOTE** – Confirm that the entire amount of each expense line has been accounted for when splitting the lines.

10) Complete the following fields for **Expense Lines**:

- **Date**: Defaults to today’s date. Enter the date of the expense.
- **Expense Item**: Select the classification of the expense, i.e. - hotel. **Note**- If you have a New Jersey State Grant, select Mileage (New Jersey Grant Travel) as the expense item.
- **Item Details/Itemization**: Based on the Expense Item selected, related fields appear. Complete each of the fields displayed for each line.
- **Total Amount**: Total amount of the expense for the line.
- **Worktags** – This data will default in based on the user. If these fields are changed on the first line, then all lines added in afterwards will reflect the new information. **Note** – To split expense between various Cost Centers, Grants, etc., add individual line items into the expense report with the corresponding worktags, and appropriate cost.
11) If this is not an overnight travel or cash advance related expense, itemization is required. Click Add under Itemization and enter the Per Unit Amount. For multiple items, click Add and continue.

12) Within the Attachments from File section, click the Select Files button to attach documentation associated with each line item. Note – A receipt is required for any expense line items greater than $10.00. Do NOT add attachments onto the Attachment tab.

MULTI DAY PER DIEM MEALS

Note – For MULTI DAY PER DIEM expenses, reimbursements will be pro-rated for available meals based on first and last day of travel.

1) Within the line item, select Domestic Meals (Multi Day Per Diem) from the Expense Item field.
2) On the right side of the screen, enter your Arrival Date and Departure Date in the corresponding fields.
The system displays additional fields to be completed.

3) Compete the **Destination** field.

4) In the **Travel Journal** section, click the **View Details** button to open up additional fields to be completed.
Each day of travel is listed on the screen.

- For each day, complete the **Eligibility** field by clicking the **prompt** icon and selecting one of the following options:

  **Full day** – Indicates 100% reimbursement for those meals not provided.
  **Half day** – Prorates the reimbursement to 75% for those meals not provided. This should be selected for the first and last days of travel.
  **Not Eligible** – Used when all of the meals for the day were included in the travel event.

- Once the **Eligibility** field has been completed, indicate which meals, if any, were provided for each day in the travel event, by selecting the corresponding meal items.

5) When all days have been completed, click the **Done** button to return to the expense report.

6) When you are back in the Expense Report, continue to add lines to the expense report as needed.

7) Click **Submit** to begin the approval process.

**Review Budget Check**

If the system finds an issue with the budget versus your request, a “Review Budget Check” action and Review button displays on the screen, once the request is submitted.
An item will also be sent to your Inbox, Actions tab. **NOTE-This request will NOT be sent to the approver for review if there is an issue with the budget.**

1) Click the **Review** button to drill into the request in order to find the issue. In the upper right corner, the budget status displays.

2) Click the **View** button on the line to see the specific details of the request.

3) Review the columns of the report, and pay special attention to the Budget Amount versus the Current Transaction columns.
4) Based on the information provided, decide if a Budget amendment needs to be completed, or if the request should be edited to adjust the Worktags.

Manage Expense Reports

Employees can locate, view, and edit their Spend Authorizations and Expense Reports by clicking on the Expenses application icon, and selecting the appropriate action in the Expenses Dashboard.

Note – For those spend authorizations and expense reports which were submitted by someone else on behalf of an employee or non-worker, the Initiator must locate the document through the Find Expense Report Lines for Organization – Report (see the Edit Expense Report section below.)
1) Under the View section on the right of the dashboard, select Expense Reports.
2) On the My Expense Reports screen, click the prompt icon in the Expense Report Status and select the status(es) to search.
3) The Report Dates default from the current date to sixty (60) days back. These dates can be changed if needed by clicking on the corresponding calendar icon and selecting the appropriate date.
4) Click the OK button.

The My Expense Reports screen updates and displays all of the expense reports associated to the user.

1) Select the appropriate line from the report and go to the far right to select the associated action button of Change or Edit, based on the current status of the document. Note – You can also click the twinkie at the magnifying glass of the expense report and select Expense Report > Edit or Change to make changes to this document.
2) Make the necessary changes and click **Submit** to send the expense report through the approval flow.

### Approval Process

If an expense report is created by an individual on behalf of another employee, the spend authorization will be routed to the targeted employee for review and approval before moving to the standard approval flow.

The approvers will receive a notification in their Workday Inbox. The approval flow is as follows:

- Cost Center Manager or Grant Manager (PI)
- Special Approver (if required) – Grants Accounting, Project Manager, Gift Manager, etc.

**Note** – The approver can send the request back to the requester. If the approver sends the request back, the requester receives a notification in their Inbox of the requested changes. Once the changes are made, the requester must resubmit the request.

When the request has been approved and processed, the requester will get a notification indicating that their expense report has been paid.

Additionally, if the employee received an **overage of cash advance** and/or had **incurred personal charges** on the travel card, they will receive a notification once Accounts Payable has approved the expense report. The employee must print the notification(s) and bring it to the Cashier’s office along with payment to reimburse the University.

### Save for Later

1) Click the **Save for Later** button to save your request and return to it later.

1) To locate the Expense Report in Draft status, click the **Expenses** application icon in applications section of your Home Page.
2) Select **View Expense Reports** and select the appropriate Expense Report.

**Check the Status of Approval**

1) Navigate to your **Inbox** and click on the **Archive** tab.

2) Click the appropriate notification and on the left side of the screen, click the **Process** tab to view the approval history and the remaining process steps.
Create Expense Report on behalf of an employee (FOR WORKER)

The Cost Center Finance Specialist role can initiate this business process.

1) Enter **Create Expense Report for Worker** into the *Search* bar and select it from the search results.

2) Enter and select the name of the employee/worker.

3) Continue from **Step 2** of **Create Expense Report** in previous section.

Create Expense Report for an External Committee Member (FOR NON-WORKER)

The Cost Center Finance Specialist role can initiate this business process.

1) Enter **Create Expense Report for Non-Worker** into the *Search* bar and select it from the search results.

2) Enter and select the name of the non-worker/external committee member.
Note – If the non-worker does not display in the system, the Initiator must contact Accounts Payable in order to have the individual created in the system.

3) Continue from Step 2 of Create Expense Report in previous section.

Edit “On Behalf Of” Expense Report

Changes can be made to an expense report up until it has been approved.


2) In the Organization field, select the Prompt icon and My Organizations to view a list of those cost centers associated to you and select the appropriate cost center.

3) Click OK.
4) Locate the line for expense report with the Expense Report Status of In Progress.
5) Hover over the expense report field, and click on the twinkie for the Actions menu.
6) Click Expense Report and click Change or Edit.

7) Make any changes and click Submit to send the expense report through the approval flow.