Workday @ Richmond

MAKING YOUR DAY WORK BETTER.

Processing Travel & Expense Card Transactions

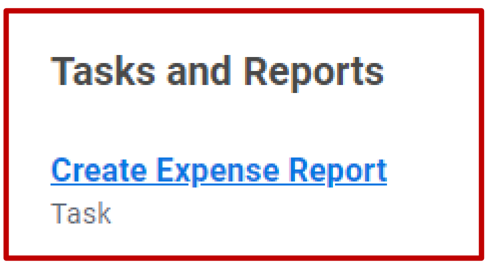
Overview

This guide provides detailed instructions on how to process a Travel and Expense Card (TECard) transactions in Workday. The Create Expense Report functionality is used to review, allocate and process travel card expenses made on while traveling on behalf of the university. The vendor posts transaction to your credit card account and then they are transferred into Workday.

By the end of this guide, you will be able to process travel expense transactions successfully.

1. **Create Expense Report.** On the Workday homepage search bar, type *Create Expense Report*.

2. Under Tasks and Reports, Click on the **Create Expense Report** Link.

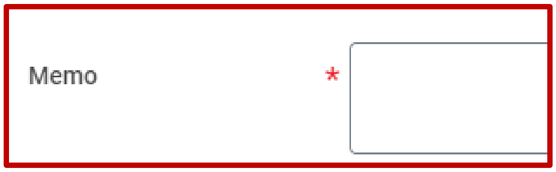


3. Scroll down to the bottom of the page to find your travel card transactions.

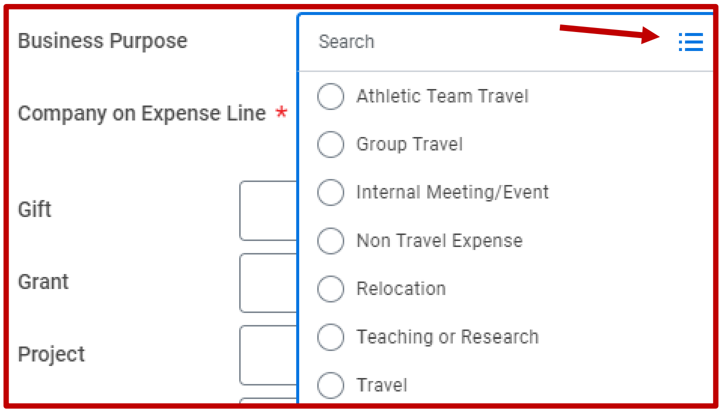
4. Click on the box under the "Include?" column for the expense(s) you'd like to allocate.

5. Scroll back up to the top of the page and enter the required information. The required items have an * next to them.

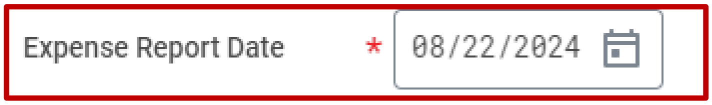
6. In the **Memo** field, enter your detailed business justification and all pertinent information: Who? What? When? Where? & Why?



7. **Business Purpose. This a required field.** Select the Business Purpose category from the drop-down list.

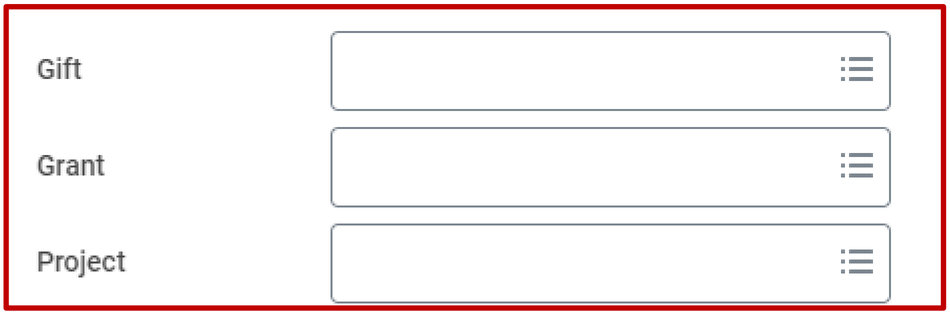


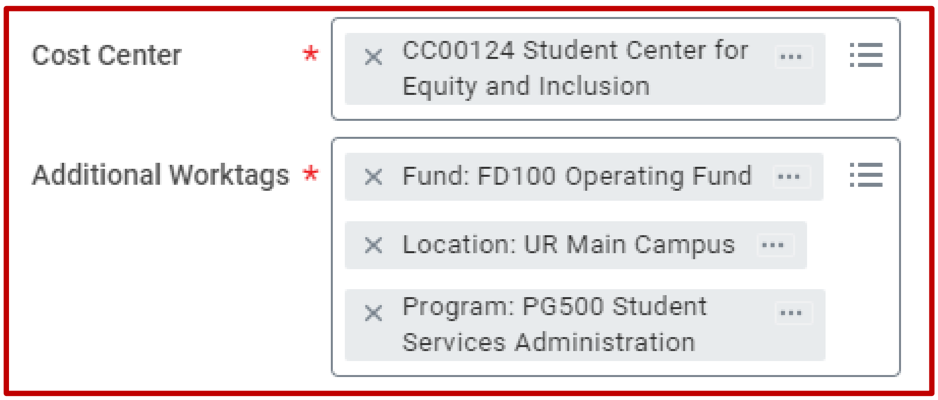
8. Expense Report Date will default to today's date



9. **Cost Center, Gift, Grant, or Project.** If a Gift, Grant, or Project is selected, the cost center and additional Worktags will update with the appropriate values. Select **Additional Worktags**. These fields are pre-populated; edit only if instructed by the Office of the Controller.

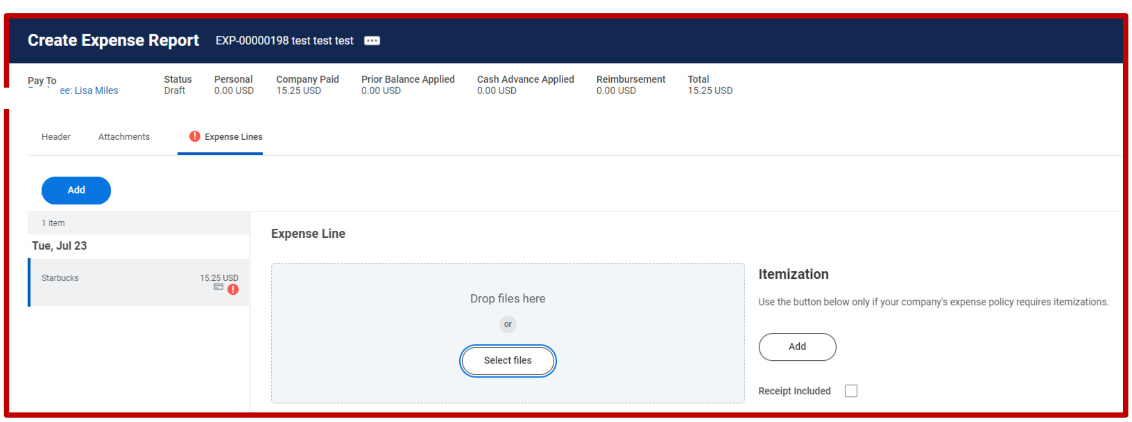
Note: The charging instructions will default with the Cost Center from the requester's default organization assignment.



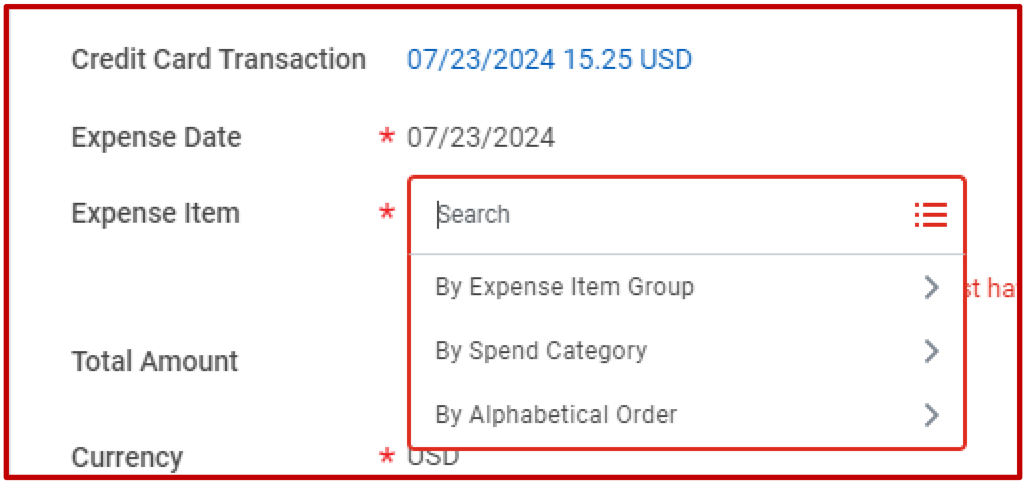


10. Click **OK.**

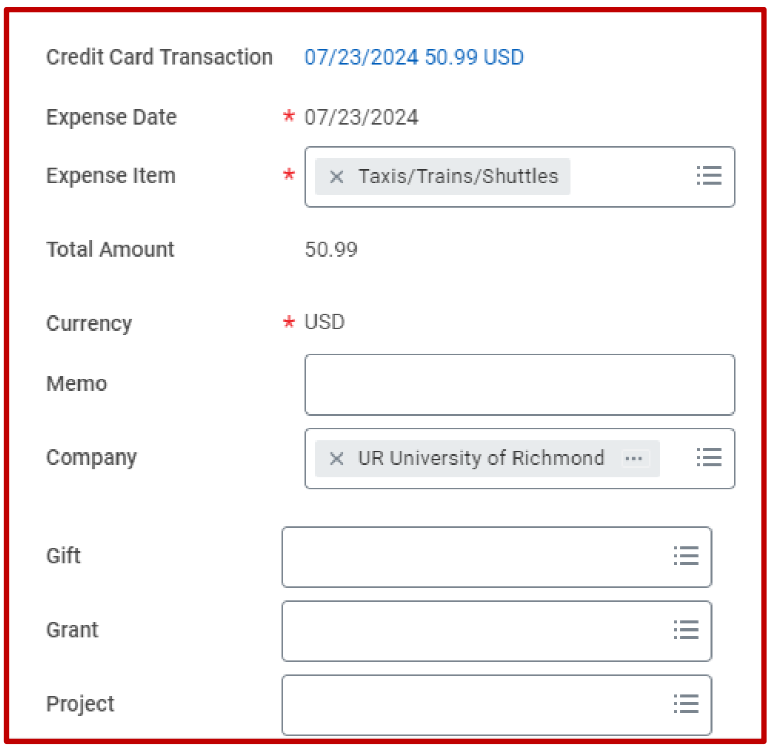
11. **Attachments.** Attach the receipt or backup documentation by clicking Select files.



12. Complete **Expense Item Field**. You will select one of the options or begin typing. Then you can enter a Memo about the expense



13. Complete all the required fields as appropriate (starting with the first expense). Some fields will auto-populate from your previous entries.



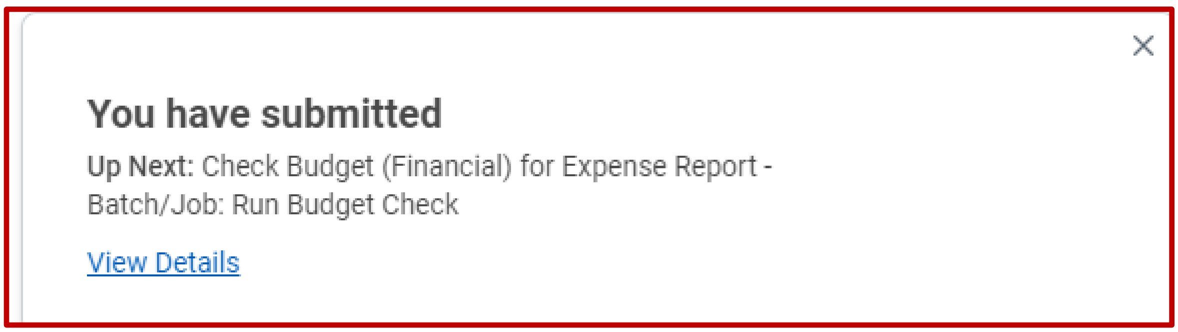
14. **Item Detail.** On the right side of the screen are the item details for guest meals or itemization for hotel itemization.

15. There is a box to check if this was an accidental personal charge.

16. To Add the next expense, click **Add** at the bottom of the itemization screen and complete the appropriate fields.

17. Click **Submit**.

18. Select View Details to view routing or approval information



Need more help? Get in touch with support.