

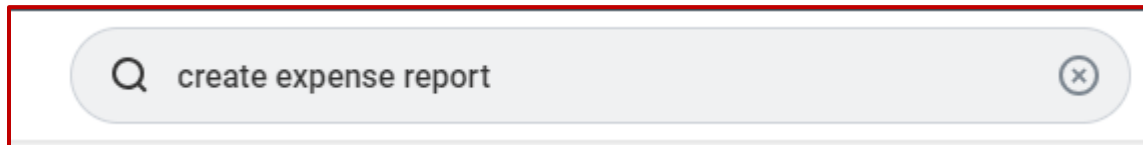
Processing Travel & Expense Card Transactions

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.

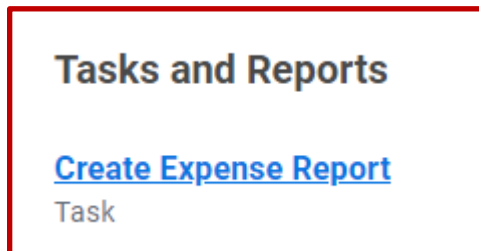
By the end of this guide, you will be able to process travel expense transactions successfully.

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



A screenshot of the Workday search bar. The search bar is a light gray rounded rectangle with a magnifying glass icon on the left and a close button (an 'x' in a circle) on the right. The text 'create expense report' is entered into the search bar.

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.



A screenshot of a table with 8 columns: Include?, Transaction, Date, Expense Item, Merchant, Charge Description/Memo, Amount, and Currency. The table has a header row and one data row. The data row shows a transaction for Starbucks on 07/09/2024 for an amount of 15.25 USD. The checkbox in the 'Include?' column is highlighted with a red box.

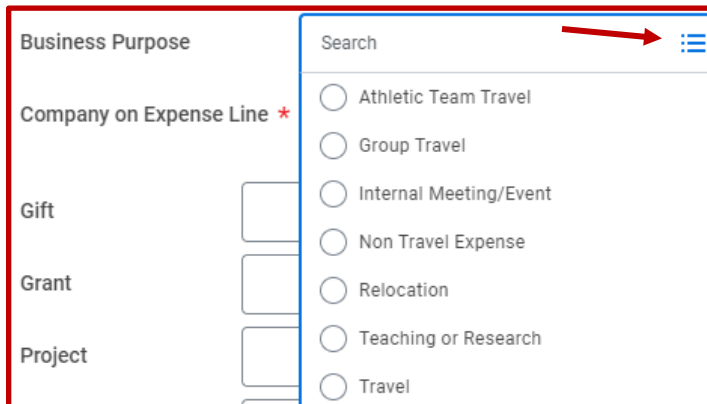
| Include? | Transaction | Date | Expense Item | Merchant | Charge Description/Memo | Amount | Currency |
|--------------------------|-------------|------------|--------------|-----------|-------------------------|--------|----------|
| <input type="checkbox"/> | Q | 07/09/2024 | | Starbucks | | 15.25 | USD |

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?



A screenshot of a form field labeled "Memo". To the right of the label is a red asterisk (*). The field itself is an empty rectangular box.

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



A screenshot of a form field labeled "Business Purpose". To the right of the label is a red asterisk (*). Below the label are several empty input boxes. To the right of these boxes is a dropdown menu. The dropdown menu has a search bar at the top with a search icon and a list of options: Athletic Team Travel, Group Travel, Internal Meeting/Event, Non Travel Expense, Relocation, Teaching or Research, and Travel. A red arrow points to the search icon in the dropdown menu.

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



A screenshot of a form field labeled "Expense Report Date". To the right of the label is a red asterisk (*). The field contains the date "08/22/2024" and a calendar icon.

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.

The screenshot shows three vertically stacked input fields. The first field is labeled 'Gift', the second 'Grant', and the third 'Project'. Each field is empty and has a three-line menu icon on the right side.

The screenshot shows two main sections. The first is 'Cost Center' with a red asterisk, containing a dropdown menu with the selected value 'CC00124 Student Center for Equity and Inclusion'. The second is 'Additional Worktags' with a red asterisk, containing three stacked dropdown menus with selected values: 'Fund: FD100 Operating Fund', 'Location: UR Main Campus', and 'Program: PG500 Student Services Administration'. Each dropdown has a close button (X) and a menu icon.

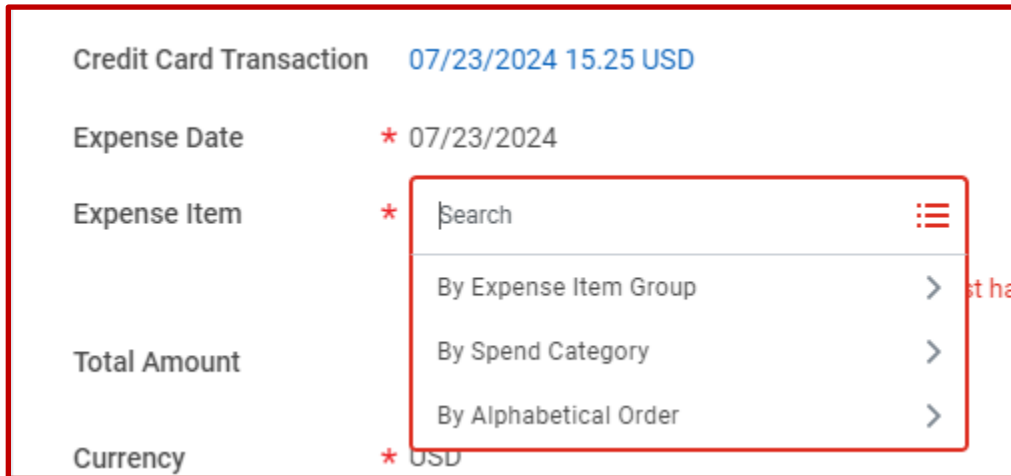
10. Click **OK**.
11. **Attachments.** Attach the receipt or backup documentation by clicking Select files.

The screenshot shows the 'Create Expense Report' interface. At the top, it says 'EXP-0000198 test test test'. Below that is a summary table:

| Pay To | Status | Personal | Company Paid | Prior Balance Applied | Cash Advance Applied | Reimbursement | Total |
|----------------|--------|----------|--------------|-----------------------|----------------------|---------------|-----------|
| ee: Lisa Miles | Draft | 0.00 USD | 15.25 USD | 0.00 USD | 0.00 USD | 0.00 USD | 15.25 USD |

Below the table are tabs for 'Header', 'Attachments', and 'Expense Lines'. The 'Expense Lines' tab is active. On the left, there is an 'Add' button and a list of items: '1 item', 'Tue, Jul 23', and 'Starbucks 15.25 USD'. On the right, there is an 'Itemization' section with an 'Add' button and a 'Receipt Included' checkbox. In the center, there is a 'Drop files here' area with a 'Select files' button.

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



Credit Card Transaction 07/23/2024 15.25 USD

Expense Date * 07/23/2024

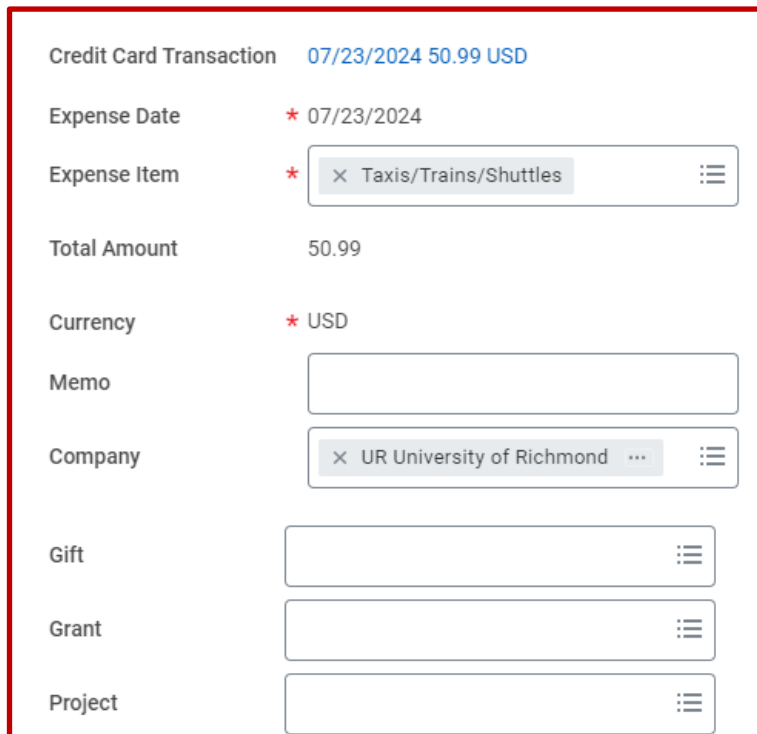
Expense Item * Search

- By Expense Item Group >
- By Spend Category >
- By Alphabetical Order >

Total Amount

Currency * USD

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



Credit Card Transaction 07/23/2024 50.99 USD

Expense Date * 07/23/2024

Expense Item * X Taxis/Trains/Shuttles

Total Amount 50.99

Currency * USD

Memo

Company X UR University of Richmond

Gift

Grant

Project

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.

Personal Expense

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

You have submitted

Up Next: Check Budget (Financial) for Expense Report -
Batch/Job: Run Budget Check

[View Details](#)

Need more help? [Get in touch with support.](#)