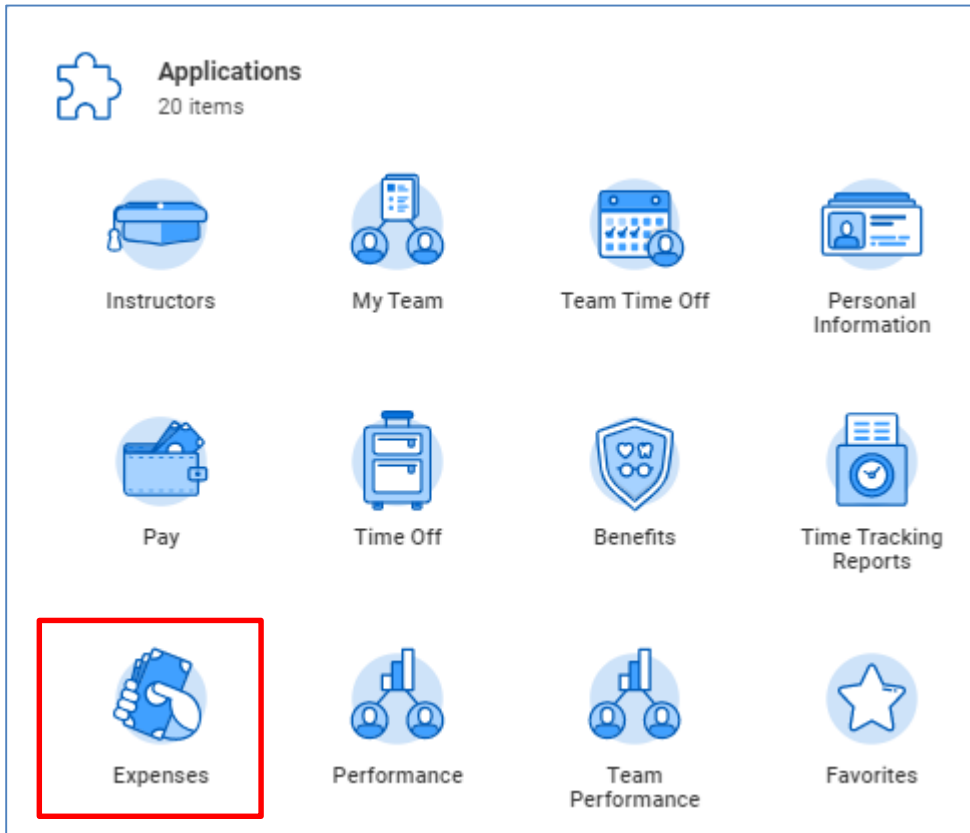
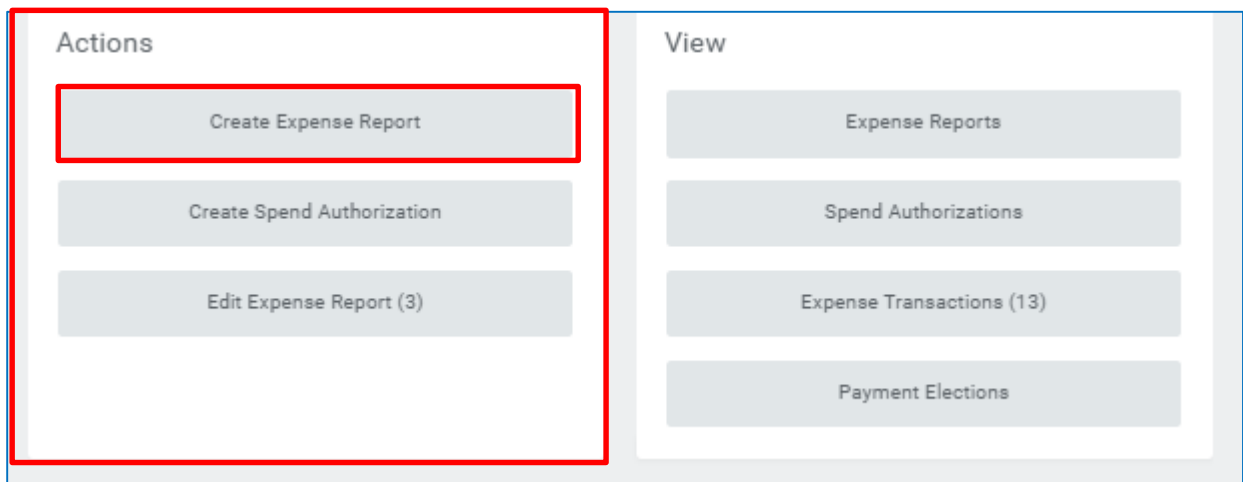


VERIFYING TRAVEL & ENTERTAINMENT CARD TRANSACTIONS

1. Log into Workday and Click the “Expenses” application.



2. In the Actions Column, click “Create Expense Report”.



3. Under Expense Report Information, you will need to complete the following required fields:

- MEMO-provide as much information as possible-where you went, why, and the dates, etc.
- Expense Report Date-if need be, you can back date the report to match the transaction date.
- BUSINESS PURPOSE-use the 3 bars located on the right-hand side of the field to search for the appropriate business purpose

If necessary, reallocate from the default Cost Center, to the appropriate Gift, Grant, or Cost Center that is covering your expenses.

Once you have completed the required fields, scroll down on the page.

The screenshot shows the 'Expense Report Information' section of a web form. The form is for an employee named Nancy Coleman. It includes a 'Creation Options' section with 'Create New Expense Report' selected. The 'Memo' field is highlighted with a red box. Below it, the 'Company' is set to 'Wellesley College' and the 'Expense Report Date' is '02 / 28 / 2020'. The 'Business Purpose' field is also highlighted with a red box. A larger red box encompasses a group of fields: 'Gift', 'Grant', 'Cost Center' (set to 'CC1900 Growth Initiatives'), 'Fund' (set to 'FD100 Operating'), 'Division' (set to 'PRV Provost'), 'Program' (set to 'PG210 Auxiliary Enterprises'), and 'Additional Worktags'. To the right, an 'Instructions' section provides guidance on charges and receipts. Below the instructions, a 'Required Fields' list includes 'Memo' and 'Business Purpose'.

- At the bottom of the page, you will find all of your “New” T&E card transactions. You have the option to “Select All” at the top; or select the charges related to the trip you are creating the Expense report for, by clicking into the individual boxes below. Click “OK” at the bottom after you have made your selections.

Credit Card Transactions Quick Expenses

Select All

8 items

Include?	Transaction	Date	Expense Item	Merchant
<input type="checkbox"/>	Q	09/13/2019		SNCF TGV.COM
<input type="checkbox"/>	Q	12/15/2019		DELTA AIR 0062410293734
<input type="checkbox"/>	Q	12/15/2019		DELTA AIR 0062410452339
<input type="checkbox"/>	Q	12/15/2019		DELTA AIR 0062410066096
<input type="checkbox"/>	Q	01/07/2020		BUDGET RENT-A-CAR
<input type="checkbox"/>	Q	01/08/2020		MARRIOTT HILTON HEAD
<input type="checkbox"/>	Q	01/22/2020		LOGAN PARKING MASSPORT
<input type="checkbox"/>	Q	01/22/2020		RESIDENCE INN LAKE BUE

OK Cancel

- Now you are in the Expense Report, and the transactions you selected will appear on the left. (You will also see errors, that is normal!) The errors will go away, as you complete the report!

Create Expense Report
ER-026348 test [Action](#)

Pay To: Employee: Marquez, Jackie | Status: Draft | Personal: 0.00 USD | Company Paid: 68.00 USD | Cash Advance Applied: 0.00 USD | Reimbursement: 0.00 USD | Total: 68.00 USD

Header | Attachments | **Expense Lines** | 1 Error

Expense Line

Drop files here
or
[Select files](#)

Itemization
Remaining Amount to Itemize: 34.00/34.00 USD
[Add](#) | 0 items
Receipt Included

Credit Card Transaction: 06/01/2020 AGENT FEE 8900797416 34.00 USD
Charge Description: AGENT FEE 8900797416203
Date: * 06/01/2020
Expense Item: * [⋮](#)
Error: The field Expense Item is required and must have a value.

- In the **Expense Item** field, use the 3 bars on the right-hand side of the field to search for your expense, or type it in. In the example below, we typed “air” into the field and hit the “enter” key.

Header | Attachments | **Expense Lines**

[Add](#)

3 items | Sort By: ▾

Sun, Dec 15

DELTA AIR 0062410452339	201.60 USD
DELTA AIR 0062410293734	123.30 USD
DELTA AIR 0062410066096	458.00 USD

Expense Line

Linked Quick Expense [⋮](#)

Credit Card Transaction

Charge Description

Date: *

Expense Item: * [⋮](#)

Total Amount: 201.60

Currency: * USD

Search Results (2)

- Airfare - Domestic
- Airfare - International

air [X](#)

- After you select “Airfare-Domestic or –International”, you may be prompted to enter more information to the right of the Expense Item underneath “Item Details”. (depending on the Expense Item you selected) Use the 3 bars on the right-hand side of the field(s) to search and select, or type into the field and hit “enter” to search that way.

The screenshot shows the 'Expense Line' form. On the left, there are fields for 'Linked Quick Expense', 'Credit Card Transaction' (12/15/2019 DELTA AIR 00624104 201.60 USD), 'Charge Description' (DELTA AIR 0062410452339), 'Date' (12/15/2019), 'Expense Item' (Airfare - Domestic), 'Total Amount' (201.60), 'Currency' (USD), and 'Memo'. On the right, there is an 'Instructions' section and an 'Item Details' section highlighted with a red border. The 'Item Details' section includes fields for 'Airline' (Delta), 'Arrival Date', 'Departure Date', 'Class of Service', and 'Destination', each with a search icon on the right.

- If you do not need to split a charge, you can skip ahead to step 9. If you need to “split” a charge between two different funds, click on “Add” under “Itemization”.

The screenshot shows the 'Expense Line' form with a summary on the left: '1 item', 'Wed, Jan 29', 'PDGPRODEV', '175.00 USD'. The main form shows 'Linked Quick Expense', 'Credit Card Transaction' (01/29/2020 PDGPRODEV 175.00 USD), 'Charge Description' (PDGPRODEV), 'Date' (01/29/2020), and 'Expense Item' (Meeting Registration Fees). On the right, the 'Itemization' section is highlighted with a red border, showing 'Remaining Amount to Itemize' (175.00/175.00 USD) and an 'Add' button.

A new window will open. Click “add” again to add a second line. Enter the amount, Expense Item and funding source for both lines and then click “done”.

The screenshot shows the 'Itemization' form. It has a 'Remaining' amount of 175.00/175.00 USD and a 'Date' of 01/29/2020. The 'Expense Item' is 'Meeting Registration Fees'. There are fields for 'Quantity' (1), 'Per Unit Amount' (0.00), and 'Total Amount' (0.00). On the right, there are dropdown menus for 'Cost Center' (CC2360 Purchasing), 'Fund' (FD100 Operating), 'Division' (FIN Finance and Administration), and 'Program' (PG150 Institutional Support). There is also an 'Additional Worktags' field and a 'Personal Expense' checkbox. At the bottom, there is an 'Add' button highlighted with a red border and a 'Done' button.

9. Directly below the wording "Expense Line", you will need to attach a receipt for the item. You can click on the "Select Files" button to search for and upload the receipt, or you can drag and drop it from your desktop.

Note: The receipt MUST show what you bought (itemized), the date, and how you paid (the last four numbers of the card used).

The screenshot displays a web interface for managing expense lines. At the top, there are tabs for 'Header', 'Attachments', and 'Expense Lines'. Below the tabs is an 'Add' button and a list of items. The main area is titled 'Expense Line' and contains a large file upload area with the text 'Drop files here' and a 'Select files' button. To the right of the upload area are sections for 'Instructions', 'Item Details', and 'Itemization'. The 'Item Details' section includes fields for Airline, Arrival Date, Departure Date, Class of Service, and Destination. The 'Itemization' section is partially visible at the bottom.

Date	Amount
Mon, Jun 1	34.00 USD
Fri, Jun 12	34.00 USD

Expense Line

Drop files here
or
Select files

Instructions
If Destination city is not found, please select nearest city.

Item Details

Airline *

Arrival Date * MM/DD/YYYY

Departure Date * MM/DD/YYYY

Class of Service *

Destination *

Itemization

Credit Card Transaction 06/01/2020 AGENT FEE 8900797416 34.00 USD

Charge Description AGENT FEE 8900797416203

Date * 06/01/2020

Expense Item *

Total Amount 34.00

10. After you have attached the receipt for that line, scroll up to the top of the page, and click into the next line. As you can see below, the error for the first line that you completed has cleared. Now, you will repeat steps 5-9 until you have completed all of the expense lines.

The screenshot shows the 'Expense Lines' interface. On the left, there is a list of items. The first item is 'Airfare - Domestic' with a value of 34.00 USD and a red error icon. The second item, 'AGENT FEE 8900797416212', is highlighted with a red box and has a value of 34.00 USD. The main area is titled 'Expense Line' and contains a 'Drop files here' section with a 'Select files' button. To the right, the 'Itemization' section shows 'Remaining Amount to Itemize' as 34.00/34.00 USD and an 'Add' button. Below this, there is a 'Receipt Included' checkbox. At the bottom, transaction details are shown: 'Credit Card Transaction' on 06/12/2020 for 34.00 USD, 'Charge Description' as 'AGENT FEE 8900797416212', and 'Date' as 06/12/2020.

11. When you have completed the Expense Report, click "Submit" at the bottom of the page. After clicking "Submit", be sure your screen reads "Success! Event Submitted".

The screenshot shows a success message: 'Success! Event submitted' in a blue box. Below it, the text reads 'Expense Report: ER-023612, [REDACTED] on 02/28/2020 for \$782.90' with an 'Actions' button. The 'Up Next' section shows a profile for 'Shennan, Andrew' with a 'Review Expense Report' button and a 'Due Date' of 02/29/2020. A red box highlights a '> Details and Process' link. The 'Do Another' section includes links for 'Create Expense Report' and 'Create Expense Report for Pre-Hire'.