

# Expense Reports for Travel

How to create an Expense Report to reconcile travel purchases

# Before Starting

Prior to starting an Expense Report, you will need to have copies of the receipts for everything you paid for in relation to travel. If you do not have a receipt, we cannot reimburse you for any personal payments.

## What to include on your Expense Report

Fees that you paid for on a personal credit card or by personal check, such as:

- Hotel/lodging
- Food/per diem
- Conference registration
- Parking fees
- Anything you did not include on your Spend Authorization

Airfare if you booked externally using a personal credit card

- We know mistakes can happen, but please book through the university on future travel

## What to exclude from your Expense Report

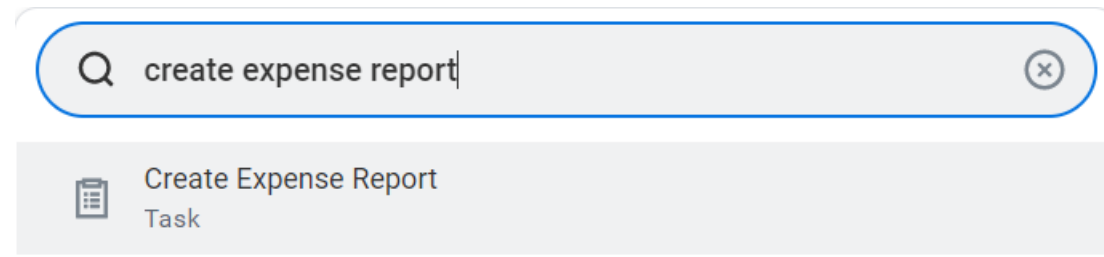
Fees that were **not** paid for by yourself on a personal credit card (ex: a university Pcard was used for payment)

Airfare booked through the university

- As of 7/1/22, all airfare charges will be expensed for you via the travel office

Another thing you will want to know before starting is which Worktags are funding these reimbursements. These will likely be the same Worktags that you used on your Spend Authorization. If you are uncertain about what your Worktags are, please contact Fiscal Officer Jackie Shreves via email at [shreves.5@osu.edu](mailto:shreves.5@osu.edu)

Once you are ready, log in to [workday.osu.edu](http://workday.osu.edu) and in the search box, type **Create Expense Report**. The task will pop up below the search box. Click on it to proceed.



At the top of the page are a few boxes that need filled in.

## Create Expense Report

### Expense Report Information

Expense Report For \* [Employee: Jackie Shreves](#)

Creation Options \*

Create New Expense Report


Copy Previous Expense Report

Create New Expense Report from Spend Authorization

Memo

Company \*

Expense Report Date \*



Business Purpose \*

Clicking in this box will show you the open Spend Authorization that is associated with your travel. Click it to add it to your expense report and proceed to the next slide.



Pay To

\*  ⋮

Creation Options

\*  Create New Expense Report  
 Copy Previous Expense Report  
 Create New Expense Report from Spend Authorization

NOTE: If this is the final (or only) Expense Report needed for your travel, select this checkbox. If you do not need reimbursed for anything else for your travel, check this box.

Final Expense Report for Spend Authorization

Memo

Company

\* The Ohio State University

Expense Report Date

\* 08/29/2022 📅

Business Purpose

\*  ⋮

Most everything will now auto-fill for you based upon your Spend Authorization.

This will auto-fill after selecting your Spend Authorization.

This is also auto-fill for you and will likely be one of the following:

- Conference
- Research Travel
- Blanket Travel (for several trips that will be done over a longer period of time)



Scroll down to view the Worktags boxes. Here you will input the Worktags for the fund that is reimbursing you for your travel. It may have auto-filled, but it is good to verify you worktags.

Cost Center	*	<input type="text" value="X CC12316 Arts and Sciences ...   Art"/>	← CC#s go here
Balancing Unit	*	<input type="text" value="X BL1462 Arts and Sciences   Arts and Humanities"/>	← BL#s will autopopulate based on your CC#
Fund	*	<input type="text" value="X FD100 General Fund ..."/>	← FD#s will also autopopulate for you
Gift		<input type="text"/>	← If you have a GF#, input that here
Grant		<input type="text"/>	← If you have a GR#, input that here
Program		<input type="text"/>	← If you have a PG#, input that here
Project		<input type="text"/>	← If you have a PJ#, input that here
Additional Worktags	*	<input type="text" value="X Function: FN100 Instruction and Departmental Research ..."/>	← FN#s will autopopulate for you. If you have an AE# or AS#, input those in this section as well

This is all you need to input on this page. Click **Submit** at the bottom of the page to proceed.

# Create Expense Report

ER-0000226985



This is your Expense Report number. If you ever need to find this request again, you can search for this number in Workday

Pay To  
Employee: Jackie Shreves

Status  
Draft

Personal  
0.00 USD

Company Paid  
0.00 USD

Prior Balance Applied  
0.00 USD

Cash Advance Applied  
0.00 USD

Reimbursement  
0.00 USD

Total  
0.00 USD

Header

Attachments

Expense Lines

Add



Click here to add an item to expense



There's nothing here

Add

Each item you expense needs to be in its own section (ex: one section for per diem, one for hotel, so on). Click **Add** again to enter additional items *if needed*.

1 item

### Expense Line

Drop files here

or

Select files

### Itemization


Remaining Amount to Itemize 0.00/0.00 USD

Add

Receipt Included

Here, select the receipt you have related to this reimbursement and upload it

The date will autopopulate and does not need edited

Date \* 08/29/2022 

Expense Item \* 

Enter the Total Amount shown on the receipt

Total Amount \* 0.00

Currency \* USD

The Memo field can be left blank

Memo

The Expense Item will be the same as what you requested on the Spend Authorization, such as:


- Airfare
- Mileage
- Lodging
- Per Diem
- Car rental
- Gas
- Conference registration



*Cost Center	<input type="text" value="CC12316 Arts and Sciences   Art"/>
*Balancing Unit	<input type="text" value="BL1462 Arts and Sciences   Arts and Humanities"/>
*Fund	<input type="text" value="FD100 General Fund"/>
Gift	<input type="text"/>
Grant	<input type="text"/>
Program	<input type="text"/>
Project	<input type="text"/>
*Additional Worktags	<input type="text" value="Function: FN100 Instruction and Departmental Research"/>

Scrolling down, you will see another Worktags section. This will have pulled information you already put in, so you should not need to edit it, but you can verify that it is using the worktags you want.

Available Spend Authorization Lines



- Airfare - 265.96 USD
- Conference Registration - 600.00 USD
- Lodging - 597.00 USD
- Per Diem (Pre-Trip) - 276.00 USD

At the bottom of the page, you will be able to select the associated estimate you made in the Spend Authorization that applies to this reimbursement. This is why it is important to ensure your Spend Authorization includes all expenses, because the reimbursement must link back to that estimate. Select the appropriate option from the list.

Continue to add more Expense Lines until you have input everything you need, then **Submit**.

You can input multiple Expense Reports if you receive your receipts slowly in different batches, just make sure that you mark the last one as the **Final Expense Report for Spend Authorization** as shown on slide 5.

If you run into errors or questions, feel free to contact Jackie Shreves at [shreves.5@osu.edu](mailto:shreves.5@osu.edu)