Expense Reports

How to create an Expense Report for reimbursement

Before Starting

Prior to starting an Expense Report, you will need three things:

1. Copies of the receipts for the goods/services you paid for
2. The reason why the purchase was necessary (often referred to as a "business purpose")
3. The Worktags that are funding these reimbursements. If you are uncertain about what your Worktags are, please contact ASC-Music-Finance@osu.edu

What is an itemized receipt?

Itemized receipts are needed for reimbursement.

An itemized receipt has all the following pieces of information on it:
- Business Name
- Date
- Item(s) Purchased
- Price of Each Item
- Total Amount of Bill
- Method of Payment

Good Receipt

1) Business

2) Date

3) Item Purchased

4) Price of Item

6) Method of Payment

5) Amount of Bill

Greater Cincinnati Northern Kentucky International Airport
Operated By Standard Parking

Fee Computer Number: 12
Cashier: FITZGERALD Id #106
Transaction Number: 35836
Entered: 11/09/2013 06:44
Exited: 11/14/2013 20:00
Ticket #12313 Dispenser #14
Lot: Lot 2
Area: Area 2
Rate: VarRate 2
Parking Fee: $ 48.00
AAA Discount Long Term(6) -$ 6.00
Subtotal $ 42.00
Total Fee: $ 42.00
Mastercard A $ 42.00
Credit Card Number: ************XXXX
Total Paid: $ 42.00

Thank You
For Comments or Questions
Call 859-767-3105

Once you are ready, log in to 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
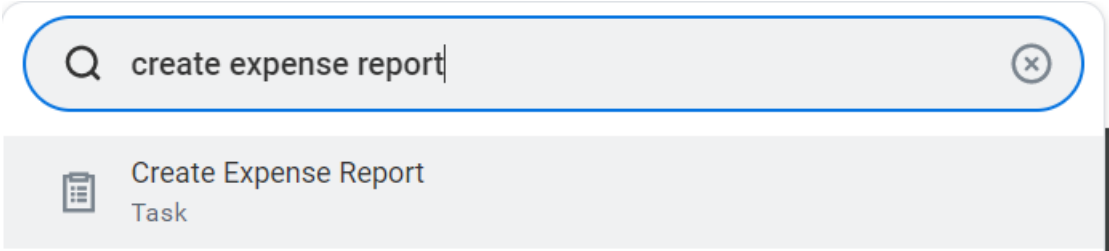
A pop up box will appear with your name associated

Create Expense Report

∨ **Expense Report Information**

Expense Report For   * Employee: Jackie Shreves

Creation Options   * ● Create New Expense Report ← Make sure this box is selected. If you have similar repeated Expense Reports, you may be able to copy previous ones, but most often it will be a New Expense Report.

○ Copy Previous Expense Report [☰]

○ Create New Expense Report from Spend Authorization
[☰]

Memo   [   ]

Company   *   [✕ The Ohio State University ⋯] [☰]

Expense Report Date   *   08/24/2022 📅

Business Purpose   *   [☰] ← From the drop-down menu, select **Non-Travel**

Scroll down to view the Worktags boxes. Here you will input the Worktags for the fund that is reimbursing you.

Cost Center * ☒ CC12316 Arts and Sciences | Art ··· ☰ ← CC#s go here

Balancing Unit * ☒ BL1462 Arts and Sciences | Arts and Humanities ··· ☰ ← BL#s will autopopulate based on your CC#

Fund * ☒ FD100 General Fund ··· ☰ ← FD#s will also autopopulate for you

Gift ☰ ← If you have a GF#, input that here

Grant ☰ ← If you have a GR#, input that here

Program ☰ ← If you have a PG#, input that here

Project ☰ ← If you have a PJ#, input that here

Additional Worktags * ☒ Function: FN100 Instruction and Departmental Research ··· ☰ ← FN#s will auto populate 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	Status	Personal	Company Paid	Prior Balance Applied	Cash Advance Applied	Reimbursement	Total
Employee: Jackie Shreves	Draft	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD

Header   Attachments   Expense Lines

Add

Click here to add an item to expense

There's nothing here

Each item you expense needs to be in its own section (ex: one section for a sheet music purchase, another section for an instrument). Click **Add** again to enter additional items *if needed*.

Add ←

1 item

Expense Line

Itemization

Drop files here

or

Select files

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 should match the date on your receipt

Date   * 08/29/2022 📅

Expense Item * [   ] ☰

The Expense Item is a term associated with what you purchased. You can type keywords into this box and hit Enter to search for relevant matches.
- For sheet music, you can use the **Publications**
- For memberships to organizations, you can use **Dues and Memberships**
- **Office Supplies** can be used for office materials
- **Food-Not restaurants or catering** can be used for non-catered snacks provided at events

Enter the Total Amount shown on the receipt

Total Amount * 0.00

Currency   * USD

The Memo field can be left blank

Memo   [   ]

Once you have selected an Expense Item, a box will appear on the right-hand side.

🗑 **Item Details**

Here, enter the reason why the purchase was needed.

→ Business Reason   *   [   ]

Type in the name of the vendor you purchased from here

→ Merchant   *   [   ]

Requisition Number (SERVICE CENTER USE ONLY)   [   ]

Exception Reason (SERVICE CENTER USE ONLY)   [   ]

Itemization

This is all you need to enter in this section.

Remaining Amount to Itemize   0.00/0.00 USD

(Add)   0 items

Receipt Included   ☐

*Cost Center	✕ CC12316 Arts and Sciences | Art ⋯ ☰
*Balancing Unit	✕ BL1462 Arts and Sciences | Arts and Humanities ⋯ ☰
*Fund	✕ FD100 General Fund ⋯ ☰
Gift	☰
Grant	☰
Program	☰
Project	☰
*Additional Worktags	✕ 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 to use.

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

If you run into errors or questions, contact ASC-Music-Finance@osu.edu