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 <u>include</u> on your Expense Report	What to <u>exclude</u> from 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 Airfare if you booked externally using a personal credit card • We know mistakes can happen, but please book through the university on future travel	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

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

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 ASC-Music-Finance@osu.edu

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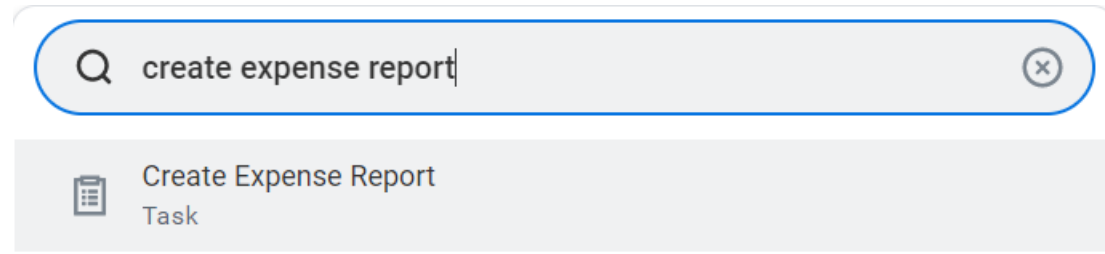
At the top of the page are a few boxes that need filled in.

Create Expense Report

∨ **Expense Report Information**

Expense Report For   * Employee: Jackie Shreves

Creation Options   *   ● Create New Expense Report

       ○ Copy Previous Expense Report   [☰]   ← 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.

       ○ Create New Expense Report from Spend Authorization

         [☰]

Memo

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

Expense Report Date   *   08/24/2022 📅

Business Purpose   *   [☰]

Pay To

* [≡]

Creation Options

* ○ Create New Expense Report

  ○ Copy Previous Expense Report

  [≡]

  ● Create New Expense Report from Spend Authorization

  [≡]

Most everything will now auto-fill for you based upon your 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. When in doubt, leave it as is.

Final Expense Report for Spend Authorization   ☐

Memo

[   ]

This will auto-fill after selecting your Spend Authorization.

Company   * The Ohio State University

Expense Report Date   * 08/29/2022 📅

Business Purpose   * [✕ Research Travel ⋯   ≡]

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)

6

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 * | × 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 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	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

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 * [   ] ≔ ←

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

Enter the Total Amount shown on the receipt →

Total Amount * 0.00

Currency   * USD

The Memo field can be left blank →

Memo

*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.

Available Spend Authorization Lines

Search	☰
◯ 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 page 6.

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