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 your reimbursable purchases. If you do not have a receipt, we cannot reimburse you for any personal payments. The only exception is per diem, which is a rate for meals calculated by the government and does not require receipts.

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.

If you are busy and do not have time available to do your Expense Report, please email your receipts to ASC-Music-Finance@osu.edu. Your health and education are important and we are here to help! The fiscal team can then complete an expense report on your behalf.

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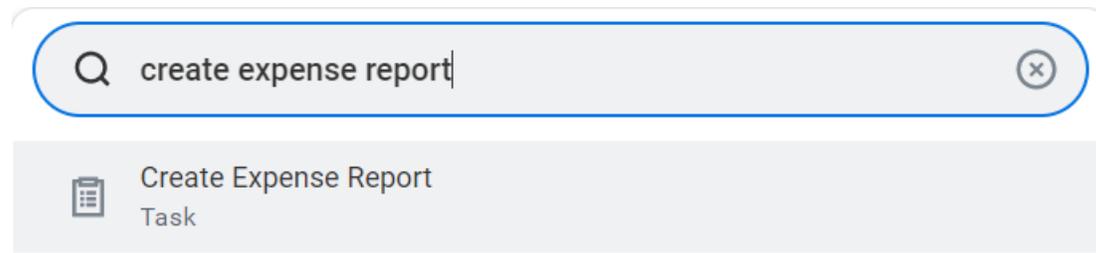
At the top of the page are a few boxes that need filled in.

Create Expense Report

ᵛ **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   * [✕ The Ohio State University ···] ☰

Expense Report Date * 08/24/2022 🗓

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

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

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

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

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

Create Expense Report ER-0000226985 •••

Pay To
Employee: Jackie Shreves

Status	Personal	Company Paid	Prior Balance Applied	Cash Advance Applied	Reimbursement	Total
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

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

Drop files here

or

Select files

Itemization

Remaining Amount to Itemize   0.00/0.00 USD

Add

Receipt Included ☐

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

Total Amount * 0.00

Currency   * USD

Memo   [   ]

Add

1 item

Expense Line

Drop files here

or

Select files

For the total amount, you may be limited by the amount of your grant. **Example:** if you have a travel grant for $700, but your hotel stay was $900, you would only enter $700 as the total. If your grant covers the whole amount, then you can enter the actual total.

The amount you enter here is the amount you will be reimbursed.

Itemization

Remaining Amount to Itemize   0.00/0.00 USD

Add

Receipt Included ☐

Date   * 08/29/2022 📅

Expense Item *

Total Amount * 0.00

Currency   * USD

Memo

Scroll down to view the Worktags boxes. Here you will input the Worktags for the fund that is reimbursing you for your travel. You will not need to fill in every box, just the ones that fit the tags you were given.

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

If you have multiple funding sources, you will have different worktags for each source. You would create a new line for each source.

Example: If you wish to pay for a $750 hotel from two different grants, you would have a section for each grant funding source.

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.

If an unexpected change came up and you are asking for reimbursement for something not on this list, simply leave the box blank.

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. You are only limited by the amount of your grant.

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