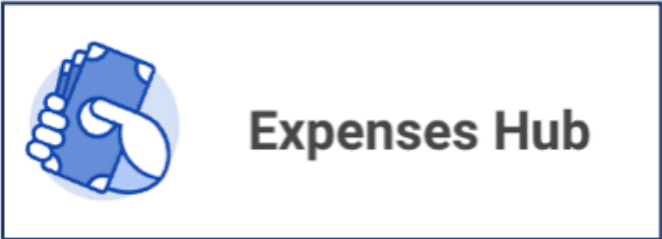


# Workday Expenses Hub Job Aid



An Interactive Guide for GSFB Team Members Who Use Company-Issued Credit Cards


## Workday Expenses Hub


The functions in the the Expenses Hub app in Workday replace the previously used Concur software at GCNA. The Expenses Hub allows team members to create expense reports and submit expenses for personal reimbursements including mileage. Team members can submit transactions made on company credit cards, itemize transactions, and add expenses for personal reimbursements (e.g. mileage) in a single report. The Expenses Hub app is located in your Workday apps list accessed via the Workday Menu.





## Expenses Hub Features

**Expenses Hub**

**Overview**

**Expense Reports**

**Expense Transactions**

**Payment Elections**

Click to expand/collapse tabs

Displays expense reports that need to be submitted and transactions that are not yet assigned to an expense report

Displays current and past expense reports; expense reports can be created and managed here

Displays all transactions and transaction statuses: New, Pending and/or Expensed; expense reports can be created and managed here

View and manage payment elections for reimbursements and regular pay.

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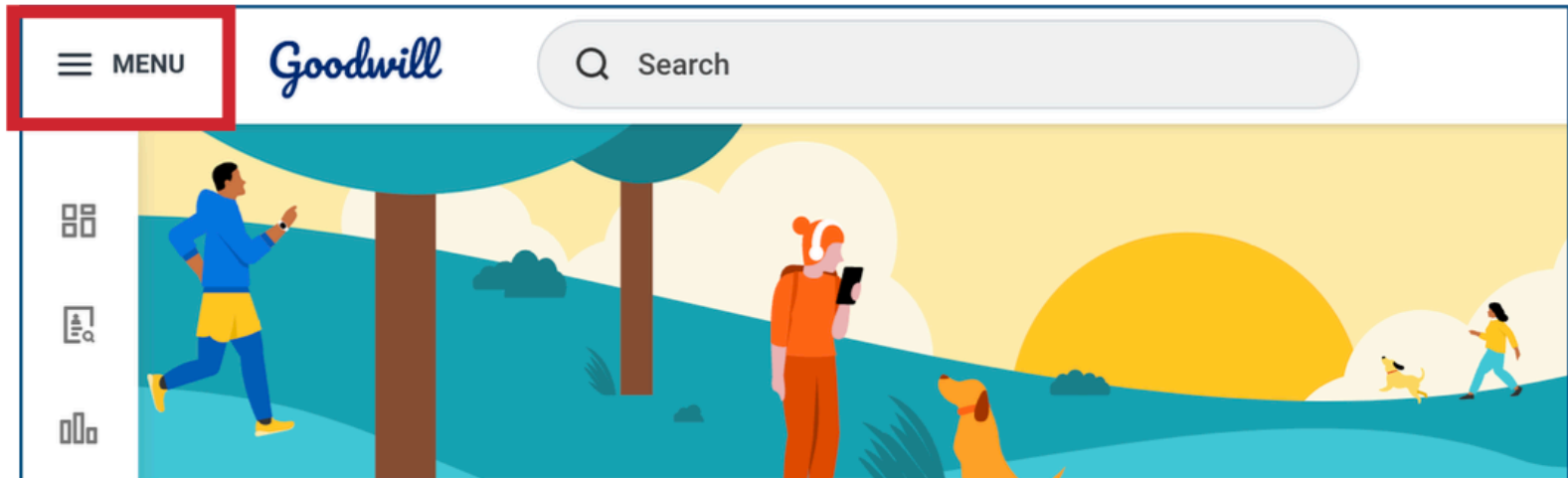
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# Table of Contents Page 2

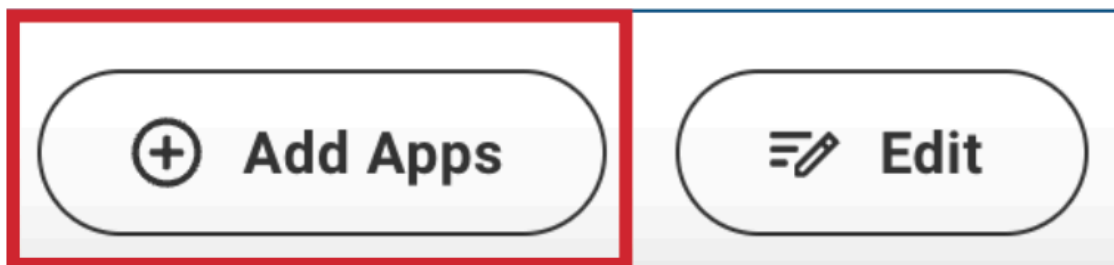
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<a href="#"><u>Workday Expenses Hub: Extended Course (Cardholders)</u></a> <i>Click this link to access the self-paced CBT</i>	External Link to LMS
<a href="#"><u>GSFB Workday Expenses Hub Training: GSFB Credit Card Holders</u></a>	External Link to Video Tutorial

# How to Access the Workday Expenses Hub App (Desktop)

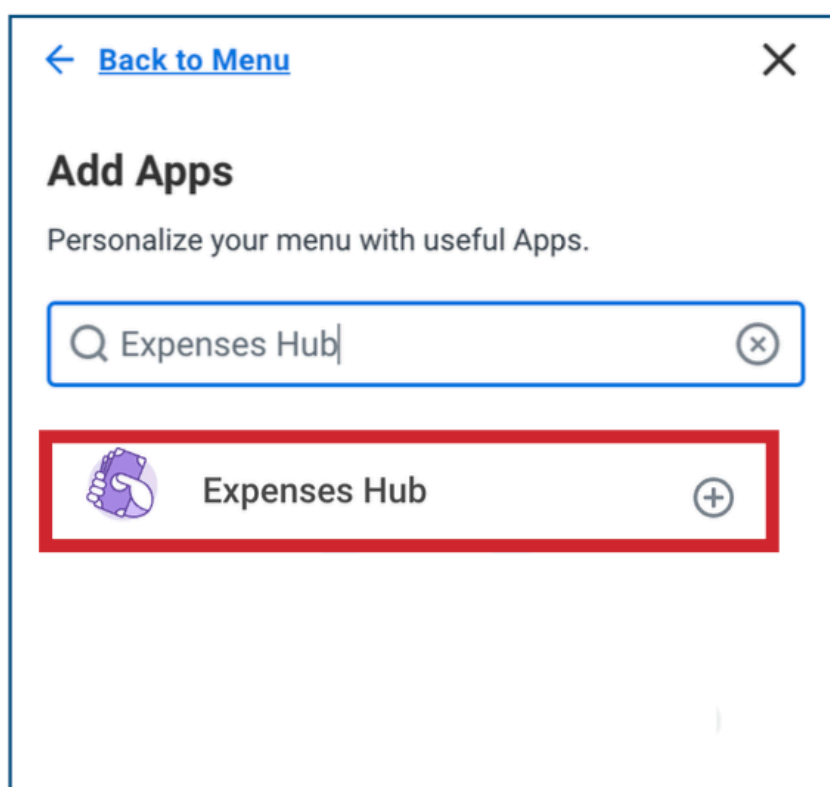
1. Login to Workday and click on **Menu**



2 Click **Add Apps** located at the bottom of the apps menu



3 Type "Expenses Hub" in the app search bar and click the on the Expenses Hub app



**Note:** Click the circular plus (+) icon next to the Expenses Hub to add it to your Workday Apps List. The Expenses Hub can then be accessed via your Workday apps menu list.



# How to Download and Access Workday Mobile

1. Click on the App Store app (iPhones) or the Google Play Store app (Androids) on your device.

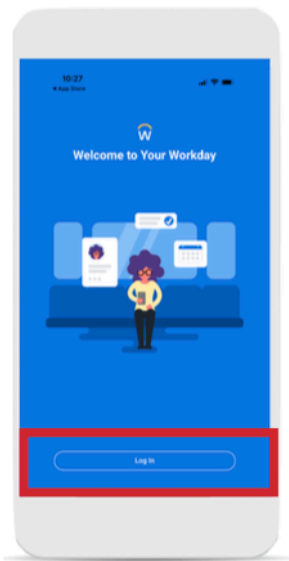


2. Search for “Workday” and click “Install” or “Get” to download the Workday Mobile App.

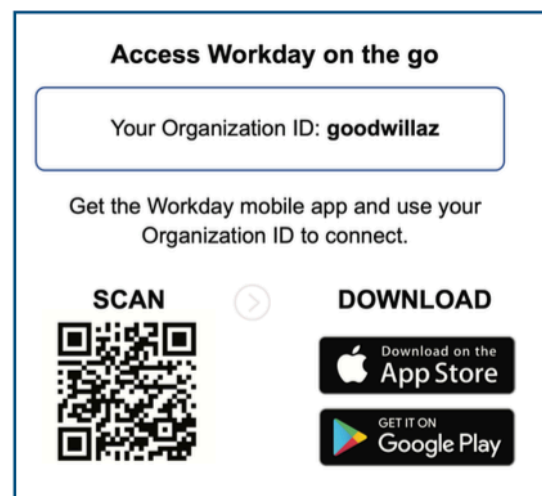
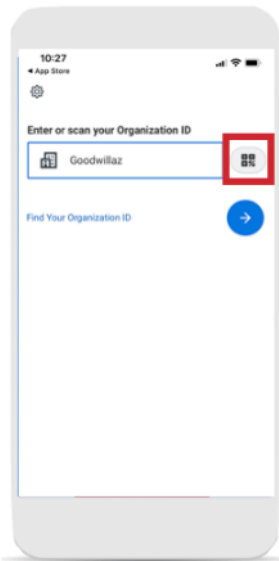


**Note:** Once downloaded, the Workday app will appear on the home screen of your device.

3. Open the app on your device and click **Log in**



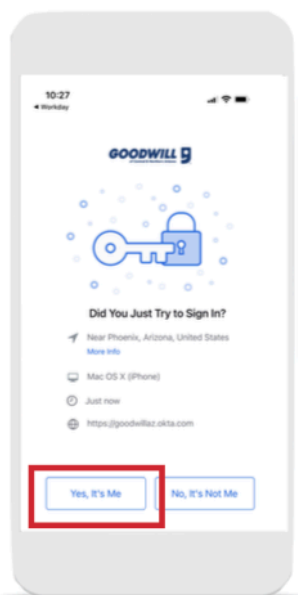
4. Type in the organizational ID **goodwillaz** or click the icon to access your device’s camera and scan the QR code.



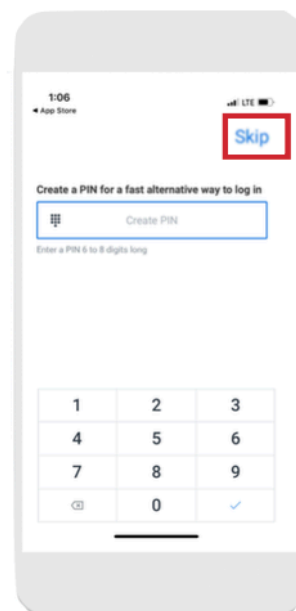
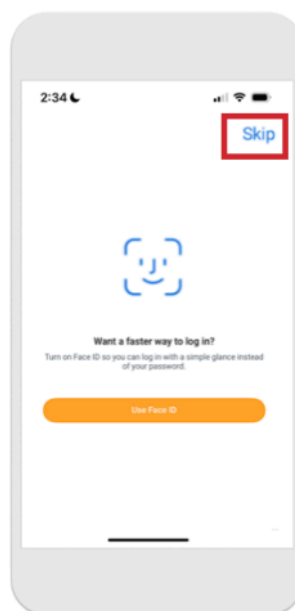
5. Sign in using your employee login details



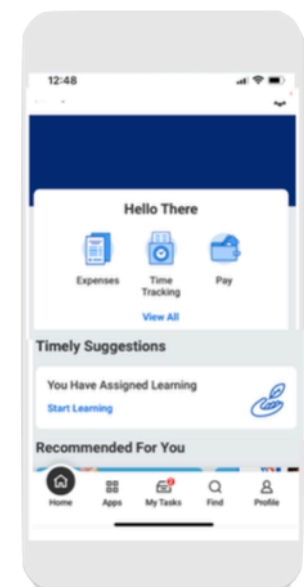
6. Confirm the login push from Okta, if prompted



7. Return to the Workday App, choose extra security settings (e.g. Face I.D., PIN Code) or click “Skip”.



8. Begin using Workday Mobile



# How to Setup Payment Elections for Reimbursements (Desktop)

**IMPORTANT!** Payment elections for reimbursements must be setup before expense reports can be made and funds for reimbursements can be distributed.

1. Click on the *Payment Elections* tab > Click Add

The screenshot shows the Goodwill system interface. On the left sidebar, the 'Payment Elections' tab is highlighted with a red box. In the main content area, the 'Add' button is highlighted with a red box. The page title is 'Payment Elections' for 'Team Member Joey [C]'. Below the title, there is a note: 'Select how to receive payment for each type of pay. For direct deposit, be sure to add bank accounts before payment elections.' The form fields show 'Person: Team Member Joey', 'Default Country: United States of America', 'Default Currency: USD', and 'Payment Election: No payment elections specified.'

2. Select the preferred payment method

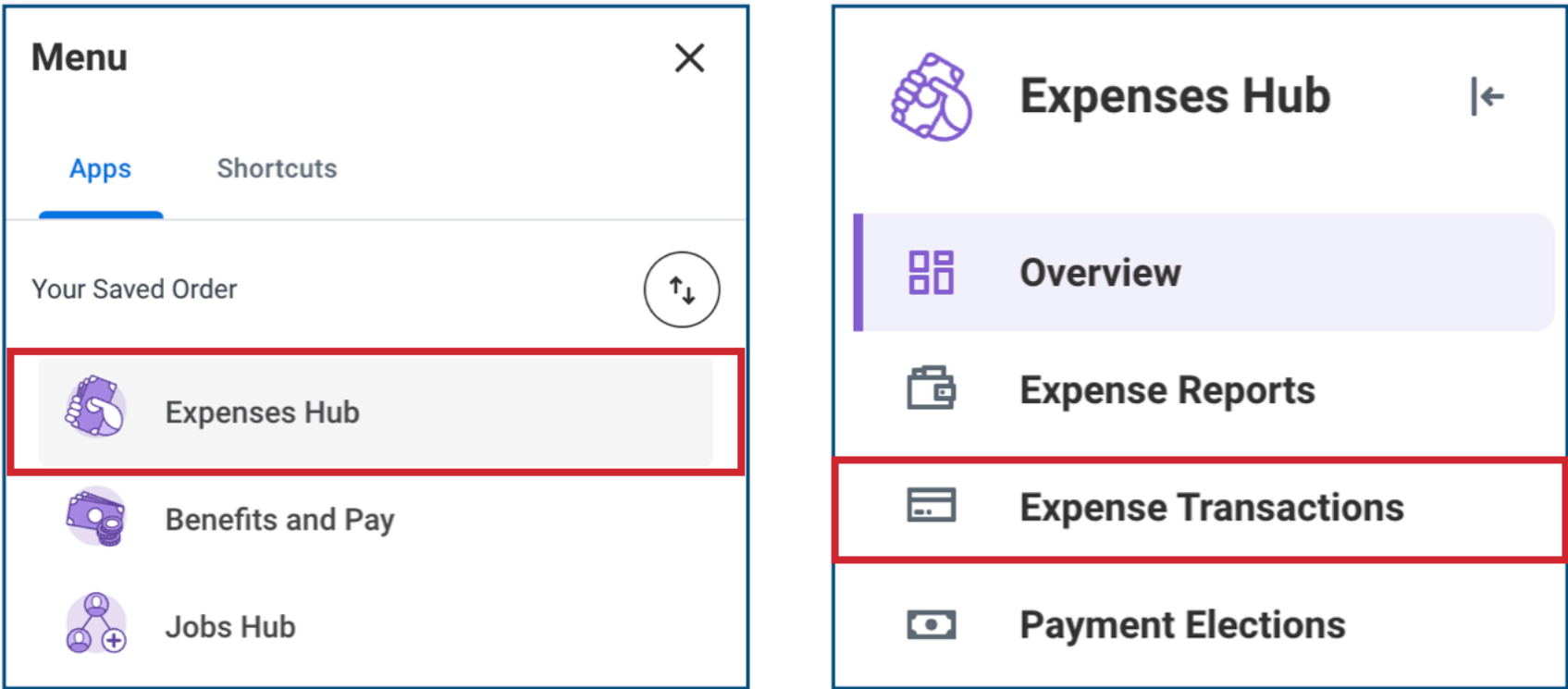
The screenshot shows the 'Preferred Payment Method' form. The 'Expenses' section has a dropdown menu with 'Direct Deposit' selected. The 'Account' section has a dropdown menu with 'Direct Deposit' selected. The 'Account Holder' section has a dropdown menu with 'Direct Deposit' selected. The 'Sample Check' section shows a sample check from 'Jonathan Doe' for \$100.00. The 'Account Information' section shows 'Account Type' as 'Checking' (selected) and 'Savings' (unselected).

3. Enter the required information > Click OK

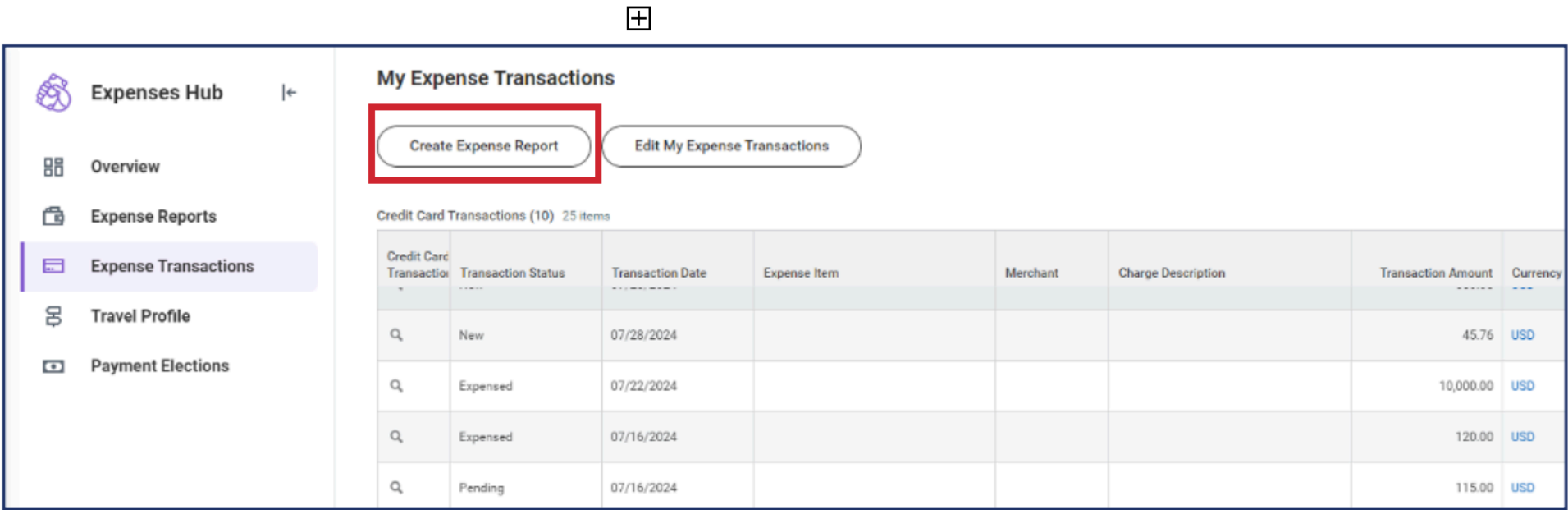
The screenshot shows the 'Account Information' form. The 'Account Type' section has 'Checking' selected (indicated by a blue dot) and 'Savings' unselected. The 'Routing Transit Number' field is required (marked with a red asterisk). The 'Account Number' field is required (marked with a red asterisk). The 'Bank Name' field is required (marked with a red asterisk). The 'Bank Identification Code' field is optional. The 'Account Nickname (optional)' field is optional. The 'OK' button is highlighted with a red box.

# How to Create an Expense Report for Transactions on Company Credit Cards (Desktop)

1. Navigate to the *Expenses Hub* and click the “Expense Transactions” tab



2. Click “Create Expense Report”



# How to Create an Expense Report for Transactions on Company Credit Cards (Desktop)

## 3. Review instructions and important information on the right side of the form.

**Note:** Most information auto-populates according to the cost center and related work tags that the team member is assigned to in Workday.

## 4. Create a "New Expense Report"

**Note:** It is not recommend to select “Copy Previous Expense Report” unless the team member is only submitting personal mileage where they often travel the same route.

# How to Create an Expense Report for Transactions on Company Credit Cards (Desktop)

5. Type a memo to include the team member’s name, “expense report” and the month and year.

Memo

\*

Jessica Sample Expense Report - July 2024

Company

\*

×

Goodwill of Central & Northern Arizona

...

⋮

Expense Report Date

\*

08/06/2024

📅

**IMPORTANT! DO NOT CHANGE THE COMPANY FIELD!**

Memo

\*

Jessica Sample Expense Report - July 2024

Company

\*

×

Goodwill of Central & Northern Arizona

...

⋮

Expense Report Date

\*

08/06/2024

📅

6. Change the Company on Expense Line to Goodwill of the San Francisco Bay

Create Expense Report

Expense Report Information

Expense Report For

\*

Contingent Worker: Team Member Wanda [C]

Creation Options

\*

☒

 Create New Expense Report

☐

 Copy Previous Expense Report

Memo

\*

Team Member Wanda-Expense Report-June 2025

Company

\*

×

Goodwill of Central & Northern Arizona

...

⋮

Expense Report Date

\*

06/09/2025

📅

Company on Expense Line

\*

×

Goodwill of Central & Northern Arizona

...

⋮

Create Expense Report

Expense Report Information

Expense Report For

\*

Contingent Worker: Team Member Wanda [C]

Creation Options

\*

☒

 Create New Expense Report

☐

 Copy Previous Expense Report

Memo

\*

Team Member Wanda-Expense Report-June 2025

Company

\*

×

Goodwill of Central & Northern Arizona

...

⋮

Expense Report Date

\*

06/09/2025

📅

Company on Expense Line

\*

×

Goodwill of the San Francisco Bay

...

⋮

# How to Create an Expense Report for Transactions on Company Credit Cards (Desktop)

**Note:** Project codes can be added under *Additional Worktags*. This is only recommended if all transactions in the expense report need to be tagged to a single project. Project codes for individual expenses should be added to the expense line. See the image in step 11 for details.

Cost Center \*

×

150515 Human Resources

⋮

Region \*

×

Human Resources

⋮

Business Unit \*

×

Administrative Overhead

⋮

Additional Worktags

⋮

7. Click OK

OK

Cancel

8. Click the **Select All** check box to select all available transactions that are not already on an expense report and then click **OK**.

**Note:** Transactions can also be individually selected by clicking the check box next to each transaction.

Credit Card Transactions

Select All

☒

2 items

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	Last 4 Digits of Credit Card Number
<div><input checked="" type="checkbox"/></div>	Q	07/28/2024				12.00	USD	VISA 0705	6777
<div><input checked="" type="checkbox"/></div>	Q	07/28/2024				15.00	USD	VISA 0705	6777

OK

Cancel



# How to Create an Expense Report for Transactions on Company Credit Cards (Desktop)

**Note:** The left of the screen shows all transactions included in the report. Workday automatically assigns an expense report number as indicated in the header of the form (EX-000138).

**Create Expense Report** EX-000138 Jessica Sample Expense Report - July 2024

Pay To: Employee: Jessica Sample    Status: Draft    Personal: 0.00 USD    Company Paid: 27.00 USD    Prior Balance Applied: 0.00 USD    Reimbursement: 0.00 USD    Total: 27.00 USD

Header    Attachments    **Expense Lines** 3 Errors

**Expense Line**

Drop files here  
or  
Select files

Itemization  
Use the button below only if your company's expense policy requires itemizations.  
Add  
0 items

Receipt Included ☐

Credit Card Transaction: 07/28/2024 15.00 USD

Expense Date: \* 07/28/2024

Expense Item: \*

The field Expense Item is required and must have a value.

Submit    Save for Later    Close

9. Select the appropriate expense item category from the drop down menu.

**Expense Line**

Drop files here  
or  
Select files

Item Details  
Number of Persons: \* 1

Itemization  
Use the button below only if your company's expense policy requires itemizations.  
Add  
0 items

Receipt Included ☐

Credit Card Transaction: 07/28/2024 15.00 USD

Expense Date: \* 07/28/2024

Expense Item: \*

Total Amount: 15.00

Submit    Save for Later    Close

**Note:** Some expense item categories (e.g. travel related costs and meals etc.) will prompt the user to choose additional selections under the *Item Details* section of the form for more information.

# How to Create an Expense Report for Transactions on Company Credit Cards (Desktop)

**IMPORTANT!** Some expense items are categorized differently in the Expenses Hub than in Concur. The expense item “Travel” is no longer an option. Instead, travel related expenses are categorized by items that are more specific. See the chart below for details.

Expense Item (Expenses Hub)	Expense Item Group (Concur)
Breakfast	Meals and Entertainment
Lunch	Meals and Entertainment
Dinner	Meals and Entertainment
Agency Booking Fees	Travel
Airfare	Travel
Airline Fees	Travel
Public Transport	Travel
Tolls/Road Charges	Travel
Uber/Lyft/Taxi	Travel
Hotel	Travel
Car Rental	Travel
Parking	Travel

# How to Create an Expense Report for Transactions on Company Credit Cards (Desktop)

**10.** Drag and drop or click the “Select files” button to upload a copy of the receipt of the transaction and then select the “Receipt Included” checkbox.

**IMPORTANT!** Receipts are required for all transactions except for personal mileage reimbursements.

The screenshot shows the 'Expense Line' form. On the left, there is a list of items: 'Breakfast' for 15.00 USD and another item for 12.00 USD. The main form area has a 'Drop files here' section with a 'Select files' button highlighted by a red box. Below this, the 'Credit Card Transaction' is set to '07/28/2024 15.00 USD'. The 'Expense Date' is '07/28/2024', and the 'Expense Item' is 'Breakfast'. The 'Total Amount' is '15.00'. On the right, the 'Item Details' section shows 'Number of Persons' as '1'. The 'Itemization' section has a note about company policy. The 'Receipt Included' checkbox is checked and highlighted by a red box. At the bottom, there are 'Submit', 'Save for Later', and 'Close' buttons.

**11.** Enter the business purpose for the expense in the memo section

The screenshot shows the 'Expense Line' form with the 'Memo' field highlighted by a red box. The 'Memo' field contains the text 'Example memo'. Below the 'Memo' field, there are fields for 'Company' (Goodwill of Central & Northern Arizona), '\*Cost Center' (150515 Human Resources), '\*Region' (Human Resources), and '\*Business Unit' (Administrative Overhead). The 'Additional Worktags' field is also highlighted by a red box. On the right, the 'Item Details' section shows 'Number of Persons' as '1'. The 'Itemization' section has a note about company policy. The 'Receipt Included' checkbox is checked. At the bottom, there are 'Submit', 'Save for Later', and 'Close' buttons. A red error message '1 Error' is visible in the top right corner.

**Note:** Project codes for individual transactions/expenses can be added under *Additional Worktags*.

# How to Create an Expense Report for Transactions on Company Credit Cards (Desktop)

**IMPORTANT!** If transactions need to be itemized make sure to itemize every necessary transaction before submitting the expense report. *See pages 19-21 for steps on how to itemize transactions.*

The screenshot shows the 'Expense Lines' form. On the left, a list of transactions for 'Sun, Jul 28' includes 'Breakfast' for 15.00 USD and another transaction for 12.00 USD with a red exclamation point icon. The main form area shows details for the selected transaction: 'Expense Line' with a screenshot upload, 'Comment' (Example receipt), 'Expense Date' (07/28/2024), 'Expense Item' (Breakfast), 'Total Amount' (15.00), and 'Currency' (USD). The 'Item Details' section shows 'Number of Persons' (1) and 'Itemization' options. The 'Receipt Included' checkbox is checked. At the bottom are 'Submit', 'Save for Later', and 'Close' buttons.

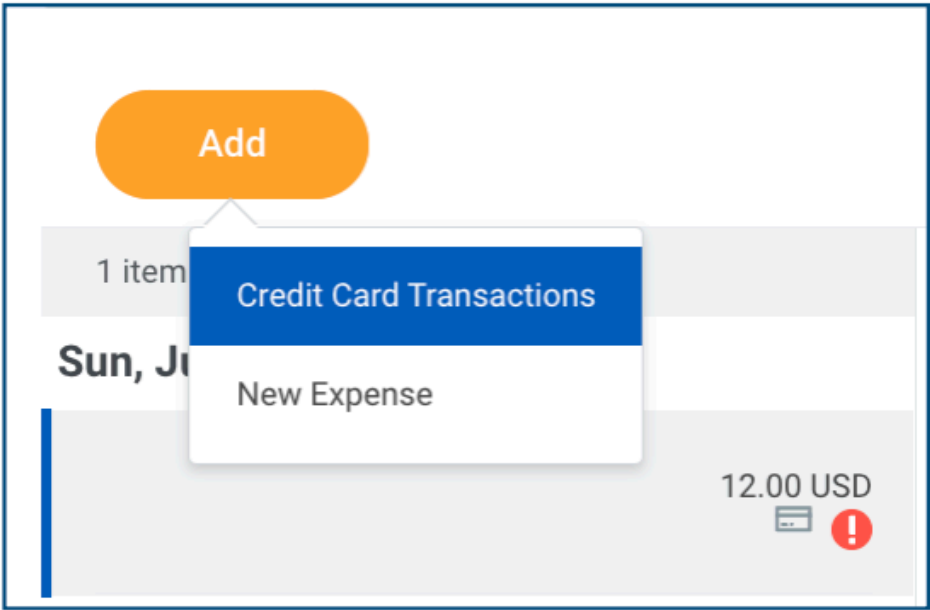
**12.** Click the next transaction from the column and repeat steps 8-10 for all transactions on the expense report.

**Note:** The red exclamation point (!) icon is an alert that indicates action is needed on a transaction.

This screenshot is identical to the previous one, but the transaction for 12.00 USD with the red exclamation point icon in the left-hand list is highlighted with a red rectangular box, indicating it is the next transaction to be processed.

# How to Create an Expense Report for Transactions on Company Credit Cards (Desktop)

**13. (Optional)** Click the **Add** button and then “Credit Card Transactions” to add additional additional credit card transactions or select “New Expense” to add expenses for personal reimbursements (e.g mileage).



**Note:** This option will only appear if there are transactions that are not already assigned to an expense report. Otherwise, clicking the *Add* button will directly route the user to the new expense line page in the form.

**Note:** To add mileage for personal reimbursement to the expense report, refer to pages 22-27 of the guide.

**14.** Click the **Submit** button to complete and the expense report.



**Note:** The team member can monitor the status of the report as the it moves through the business process. See pages 46-49 for more details.

# How to Itemize Transactions (Desktop)

1. Once all required information has been entered for the expense, click the add button to begin itemizing the transaction.

The screenshot shows a desktop application for entering expenses. On the left, there's a list of items for 'Sun, Jul 28', including 'Breakfast' for 15.00 USD and another 'Breakfast' for 12.00 USD. The main area is titled 'Expense Line' and contains a form for a 'Credit Card Transaction' dated 07/28/2024 for 12.00 USD. The form includes fields for Expense Date, Expense Item (selected as 'Breakfast'), Total Amount, Currency (USD), Memo ('Coffee with Mission Team Member'), Company ('Goodwill of Central & Northern Arizona'), Cost Center ('150515 Human Resources'), and Region ('Human Resources'). On the right, the 'Item Details' section shows 'Number of Persons' as 2. Below this, the 'Itemization' section has a note about company policy and an 'Add' button, which is highlighted with a red rectangle. At the bottom, there are 'Submit', 'Save for Later', and 'Close' buttons.

2. Click the add button again on the pop up window.

This screenshot shows a pop-up window for itemizing the expense. It displays the 'Remaining' amount as 12.00/12.00 USD and the 'Number of Persons' as 2. The form includes fields for Expense Date (07/28/2024), Expense Item (Breakfast), Total Amount (0.00), Memo, Company, Cost Center, Region, Business Unit, and Additional Worktags. There is a 'Personal Expense' checkbox. At the bottom, there is an 'Add' button highlighted with a red rectangle and a 'Done' button.

**Note:** This action adds another “itemization line” so the transaction can be divided and broken down (itemized). Clicking the add button again will further divide the transaction for itemization.



# How to Itemize Transactions (Desktop)

3. Edit the necessary information including the total amount.

Remaining7.50/12.00 USD

Number of Persons \*1

Expense Date \*07/28/2024

Expense Item \*× Breakfast

Total Amount \*4.50

MemoBlack coffee

Company× Goodwill of Central & Northern Arizona

\*Cost Center× 150515 Human Resources

\*Region× Human Resources

\*Business Unit× Administrative Overhead

Additional Worktags

Personal Expense☐

Remaining7.50/12.00 USD

Expense Date \*07/28/2024

Number of Persons \*2

Done

**Note:** The remaining balance of the transaction automatically calculates and appears at the top of the “itemization line”.

**Note:** Click the trash can icon to delete an itemization line.

# How to Itemize Transactions (Desktop)

4. Scroll down and edit the necessary information for the remaining itemization line(s).

**Note:** Change the cost center if necessary to expense the remaining balance to a different business. The region and business unit will automatically populate.

The screenshot shows a web-based expense itemization form. Several fields are highlighted with red rectangular boxes:

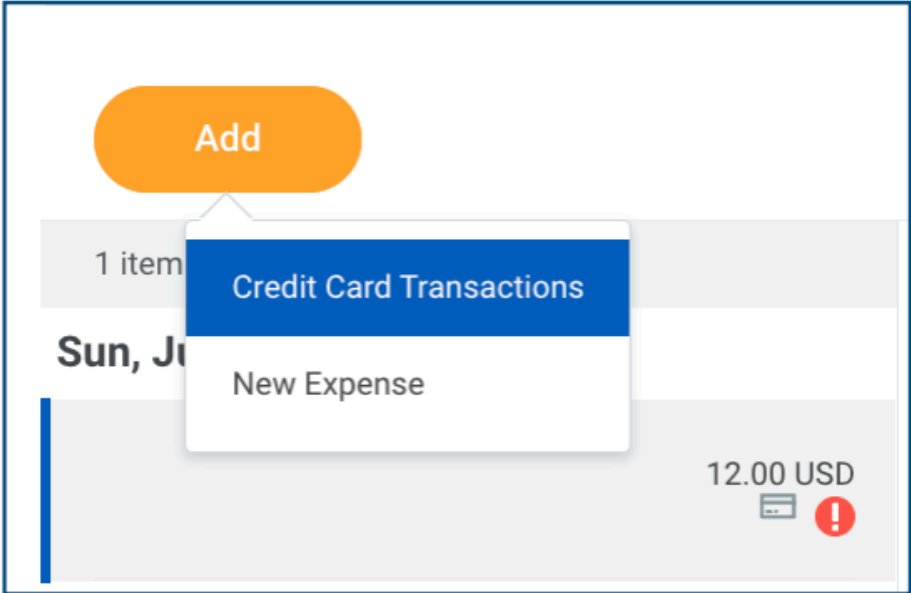
- Remaining:** 0.00/12.00 USD
- Number of Persons:** 1
- Expense Date:** 07/28/2024
- Expense Item:** Breakfast
- Total Amount:** 7.50
- Memo:** Coffee with Mission Team Member
- Company:** Goodwill of Central & Northern Arizona
- \*Cost Center:** 149000 Mission Services Management
- \*Region:** Mission Management
- \*Business Unit:** Mission
- Additional Worktags:** (empty)
- Personal Expense:** ☐
- Buttons:** "Add" and "Done" (highlighted with a red box)

**IMPORTANT!** The remaining balance of the transaction must calculate to \$0.00 after all itemizations have been entered to proceed.

5. Click **Done** when all itemizations have been entered.

# How to Add Personal Mileage Reimbursement to an Expense Report (Desktop)

**Note:** Click the **Add** button and then “Credit Card Transactions” to add additional additional credit card transactions or select “New Expense” to add expenses for personal reimbursements (e.g mileage).



**Note:** This option will only appear if there are transactions that are not already assigned to an expense report. Otherwise, clicking the *Add* button will directly route the user to the new expense line page in the form.

**OR** Create a new expense report, if necessary.

Expenses Hub

Overview

Expense Reports

Expense Transactions

Payment Elections

My Expense Reports

Jessica Sample

Create Expense Report

Find Expense Reports

My Expense Reports

12 items

Expense Report	Actions	Expense Report Date	Status	Memo	Total Amount	Reimbursement Amount	Worker Paid	Comp F Cr C Amo
EX-000126		08/02/2024	Approved	testing approval for 5-10k	5,100.00	0.00		5,100.00
EX-000107		07/31/2024	Paid	Expense Report with multiple cost centers	1,900.00	1,900.00	Yes	
EX-000104		07/31/2024	Canceled	Jessica Sample July expense report via desktop app on my phone	15.00	0.00		15.00
EX-000105	Actions	07/31/2024	Sent Back	Jessica Sample expense report for Hotel	1,850.54	300.00		1,550.54
EX-000106	Actions	07/31/2024	Draft	Expense report over the dollar threshold	110,000.00	110,000.00		
EX-000094		07/29/2024	Approved	Jessica Sample July 2024 Expense Report	1,086.60	0.00		1,086.60
EX-000095		07/29/2024	Approved	Jessica Sample July2 expense report	474.81	0.00		474.81

# How to Add Personal Mileage Reimbursement to an Expense Report (Desktop)

**IMPORTANT!** Team Members are only reimbursed for mileage that exceeds their normal commute. Mileage reimbursements are distributed to cover the difference. No need to submit mileage for travels that are equal to or shorter than your normal commute.

**IMPORTANT!** Team members who travel to multiple sites within the same day need to create a new mileage reimbursement expense line for every leg of their travels.

## 1. Select “Mileage Reimbursement” under Expense Item

Add

1 item

Expense Line

Drop files here

or

Select files

Expense Date \*

08/08/2024

Expense Item \*

Mileage Reimbursement

Rates Used

0.655

Total Amount

0.00

Currency \*

USD

Memo

Company

Goodwill of Central & Northern Arizona

\*Cost Center

150515 Human Resources

Submit

Save for Later

Close

Instructions

This Distance Calculation for Expenses feature uses Google Maps to calculate an estimated driving route distance between the addresses you submit in the address fields below. By submitting information to these address fields, you understand and agree that the following terms of service and privacy policy apply:

(1) [Google Terms of Service](#)

expense reporting system, must be submitted monthly expense report.

- Request for reimbursement must be included in an expense report that is processed within 60 days of the actual travel.
- Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

**Note:** Select the appropriate expense item category to submit for personal reimbursements for other expenses besides mileage.

# How to Add Personal Mileage Reimbursement to an Expense Report (Desktop)

2. Review the important information on the right of the screen.

Expense Date \* 08/08/2024

Expense Item \* Mileage Reimbursement

Rates Used 0.655

Total Amount 0.00

Currency \* USD

Memo

Company \* Goodwill of Central & Northern Arizona

\*Cost Center \* 150515 Human Resources

\*Region \* Human Resources

\*Business Unit \* Administrative Overhead

Additional Worktags

powered by Google

4 Errors and 1 Alert

Personal Car Mileage Reimbursement:

- Mileage reimbursement for personal car use for business purposes.
- Reimbursement for use of a personal automobile is based on the Company's mileage reimbursement rate. This rate is subject to change annually based on IRS guidelines.
- Mileage reimbursement is intended to cover gas, vehicle maintenance and insurance.
- All mileage reimbursement must be processed through the online expense reporting system, within a standard monthly expense report.
- Request for reimbursement must be included in an expense report that is processed within 60 days of the actual travel.
- Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Deductible/Non-Deductible Mileage

- Commute miles (from/to home to/from assigned work location) are not reimbursed.
- If commuting to another work location, mileage will only be reimbursed in excess of the normal commute from/to home/work.
- Individuals receiving an Auto Allowance will not be reimbursed for business mileage incurred.

Item Details

3. Enter the business purpose in the memo.

Currency \* USD

Memo Off Site Meeting

Company \* Goodwill of Central & Northern Arizona

\*Cost Center \* 150515 Human Resources

\*Region \* Human Resources

\*Business Unit \* Administrative Overhead

Additional Worktags

4. Under the *Item Details* section, enter your home address under the **Origin Address** and your regular work site address under **Destination Address** to calculate your personal one-way commute mileage.

Item Details

Origin Address \* Home Address

Destination Address \* 2626 West Beryl Avenue, Phoenix, AZ, USA

Unit of Measure for Distance Miles

Estimated Distance of Driving Route \* 9.4

One-Way Daily Commute Distance 9.4

Round Trip ☐

Distance to Expense \* 0

Receipt Included ☐

**IMPORTANT!** Record your “One-Way Daily Commute Distance” mileage for your records. Your personal one-way commute mileage is needed to accurately calculate the appropriate mileage to expense.



# How to Add Personal Mileage Reimbursement to an Expense Report (Desktop)

5. Clear the address details, and then enter the appropriate origin and destination addresses.

Item Details

Origin Address

\*

×

Home Address

⋮

Destination Address

\*

×

8325 West Glendale Avenue,  
Glendale, AZ, USA

⋮

Unit of Measure for Distance

Miles

Home Address

Estimated Distance of Driving Route

\*

15.4

One-Way Daily Commute Distance

0

Round Trip

☐

Distance to Expense

\*

15.4

Receipt Included

☐

6. Enter your personal one-way commute mileage under the “One-Way Daily Commute Distance” section

Item Details

Origin Address

\*

×

Home Address

⋮

Destination Address

\*

×

8325 West Glendale Avenue,  
Glendale, AZ, USA

⋮

Unit of Measure for Distance

Miles

Estimated Distance of Driving Route

\*

15.4

One-Way Daily Commute Distance

9.4

Round Trip

☐

Distance to Expense

\*

6

Receipt Included

☐

**Note:** Workday will automatically calculate the mileage as information is entered. As shown, for example, 15.4 subtracted by 9.4 = 6 miles to expense (one way).



# How to Add Personal Mileage Reimbursement to an Expense Report (Desktop)

7. Check the Round Trip check box, if applicable.

Item Details

Origin Address

×

Home Address

Destination Address

×

8325 West Glendale Avenue, Glendale, AZ, USA

Unit of Measure for Distance

Miles

Estimated Distance of Driving Route

15.4

One-Way Daily Commute Distance

9.4

Round Trip

☒

Distance to Expense

12

Receipt Included

☐

8. If no other mileage or transactions need to be included in the expense report, click the **Submit** button to complete.

Pay To

Employee: Christine McBride (On Leave)

Status

Draft

Personal

0.00 USD

Prior Balance Applied

0.00 USD

Reimbursement

6.16 USD

Total

6.16 USD

Header

Attachments

Expense Lines

Add

2 items

Sort By: ▾

Fri, Aug 9

Mileage Reimbursement Example

6.16 USD

Expense Line

Drop files here

or

Select files

Expense Date

08/09/2024

Expense Item

×

Mileage Reimbursement

Rates Used

0.655

Total Amount

6.16

Instructions

This Distance Calculation for Expenses feature uses Google Maps to calculate an estimated driving route distance between the addresses you submit in the address fields below. By submitting information to these address fields, you understand and agree that the following terms of service and privacy policy apply:

(1) Google Terms of Service

(2) Google Maps/Google Earth Additional Terms of Service

(3) Google Privacy Policy

powered by Google

Personal Car Mileage Reimbursement:

• Mileage reimbursement for personal car use for business purposes.

• Reimbursement for use of a personal automobile is based on the Company's mileage reimbursement rate. This rate is subject to

Submit

Save for Later

Close

Table of Contents

23

# How to Add Personal Mileage Reimbursement to an Expense Report (Desktop)

9. To add a new expense line to an expense report, click the **Add** button.

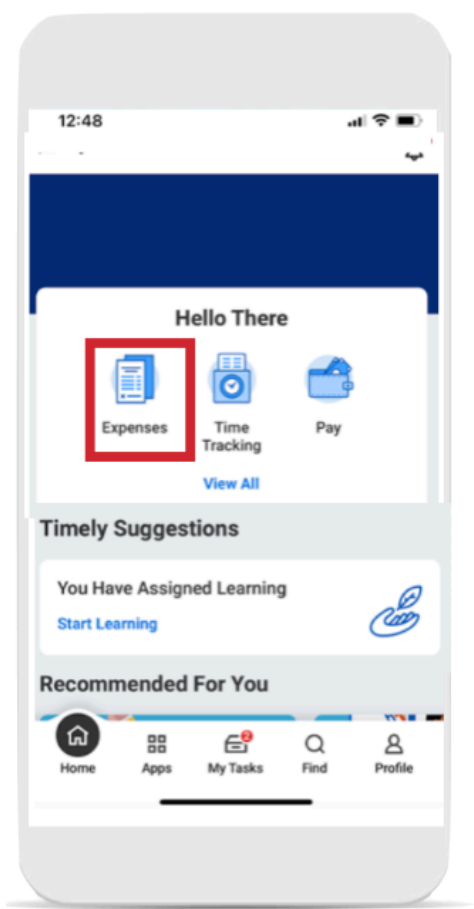
The screenshot shows the 'Expense Lines' tab in an expense report interface. At the top, there's a header with fields: 'Pay To' (Employee: Christine McBride (On Leave)), 'Status' (Draft), 'Personal' (0.00 USD), 'Prior Balance Applied' (0.00 USD), 'Reimbursement' (6.16 USD), and 'Total' (6.16 USD). Below the header, there are tabs: 'Header', 'Attachments', and 'Expense Lines' (which is active). In the 'Expense Lines' tab, there's a list of items. The first item is 'Fri, Aug 9' with a sub-item 'Mileage Reimbursement Example' for 6.16 USD. To the right of the list, there's a large 'Add' button highlighted with a red box. Below the list, there's a section for 'Expense Line' with a 'Drop files here' area and a 'Select files' button. To the right of this, there's an 'Instructions' section with text about Google Maps and links to Google Terms of Service, Google Maps/Google Earth Additional Terms of Service, and Google Privacy Policy. Below the instructions, there's a 'Personal Car Mileage Reimbursement' section with bullet points: 'Mileage reimbursement for personal car use for business purposes.' and 'Reimbursement for use of a personal automobile is based on the Company's mileage reimbursement rate. This rate is subject to'. At the bottom, there are three buttons: 'Submit', 'Save for Later', and 'Close'.

10 Repeat steps 1-8 to add additional mileage. Then click the **Submit** button when complete.

**IMPORTANT!** Team members who travel to multiple sites within the same day need to create a new mileage reimbursement expense line for every leg of their travels.

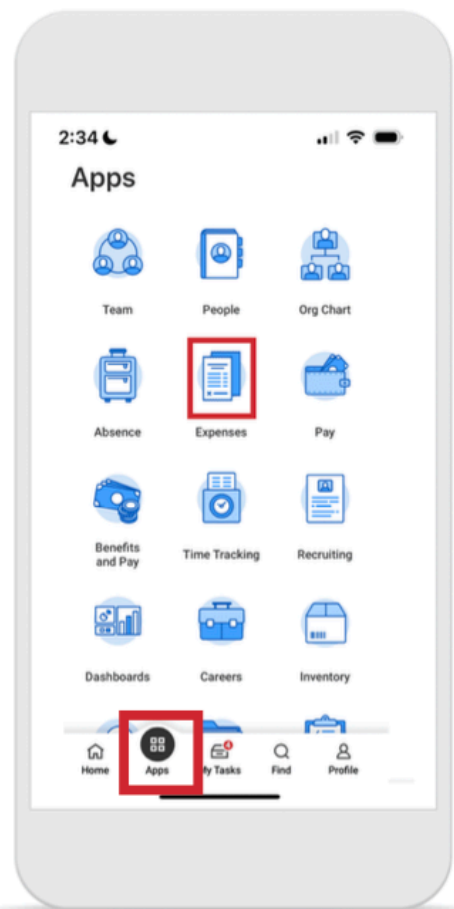
11. Return to the “Expense Reports” tab in the *Expenses Hub* to view the status of your expense reports and the reimbursement amount.

# How to Add Personal Mileage Reimbursement to an Expense Report (Mobile)

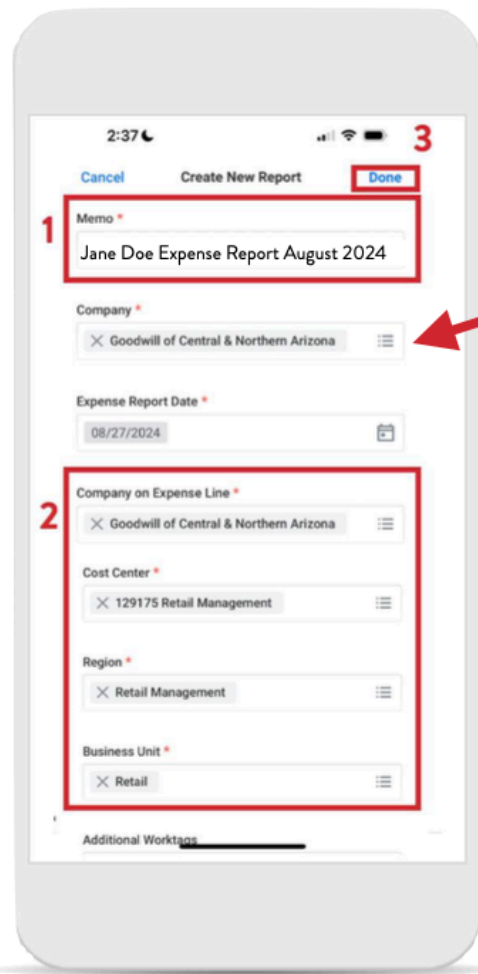
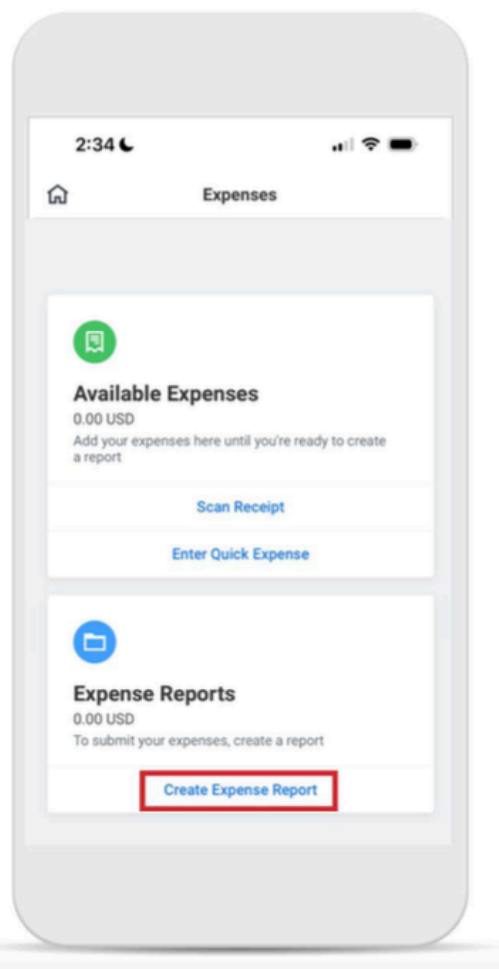


1. Login to Workday Mobile and click on the *Expenses* app

**Note:** Click on *Apps* at the bottom of the screen if the Expenses app does not appear on your Workday Mobile Home Page



2. Click *Create Expense Report*

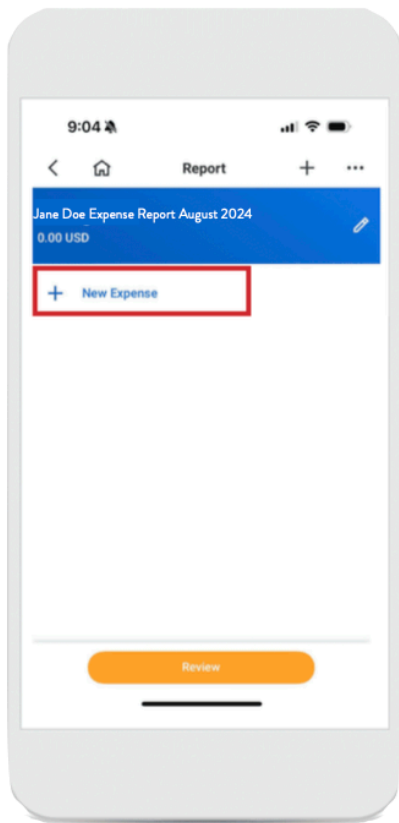


3. Enter all necessary information

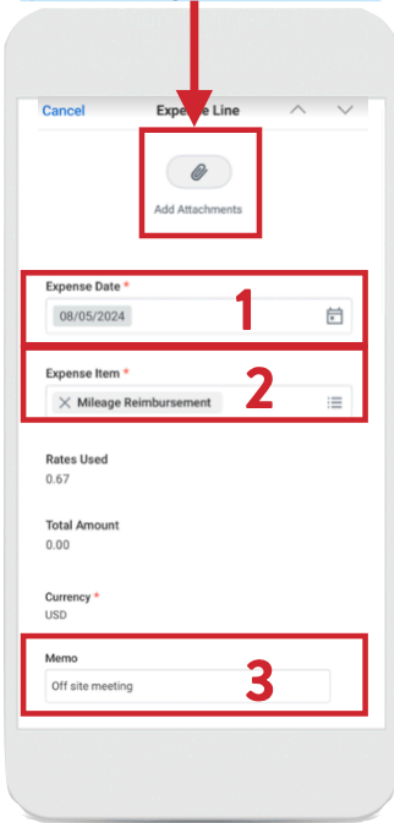
- 1. Enter the name of the expense report (team member name, month and year).  
**DO NOT CHANGE THE COMPANY LINE!**
- 2. If the expense needs to be assigned to a different company select the appropriate option under the "Company on Expense Line" section.  
**Note:** The Cost Center, Region and Business Unit will auto-populate.
- 3. Click Done

# How to Add Personal Mileage Reimbursement to an Expense Report (Mobile)

4. Click *New Expense*

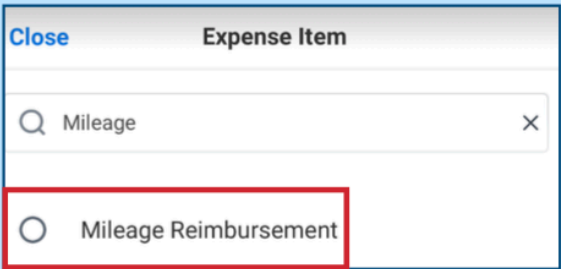


**Note:** Receipts are not needed for personal mileage reimbursements.



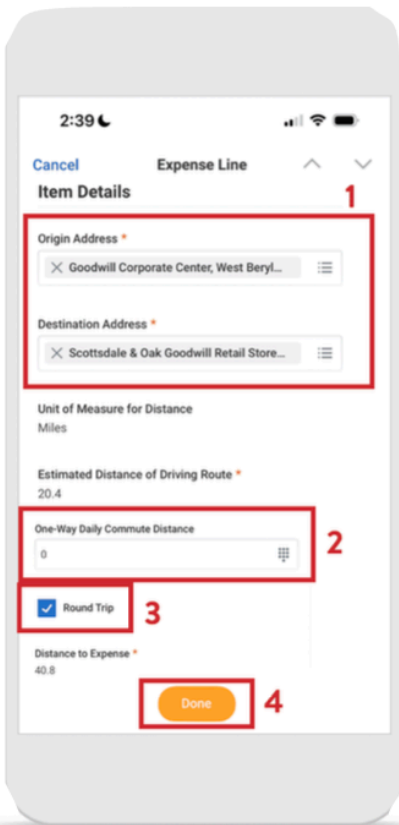
5. Enter all relevant information

1. Enter the date of the expense
2. Click the expense item section > type mileage in the search bar > select mileage reimbursement



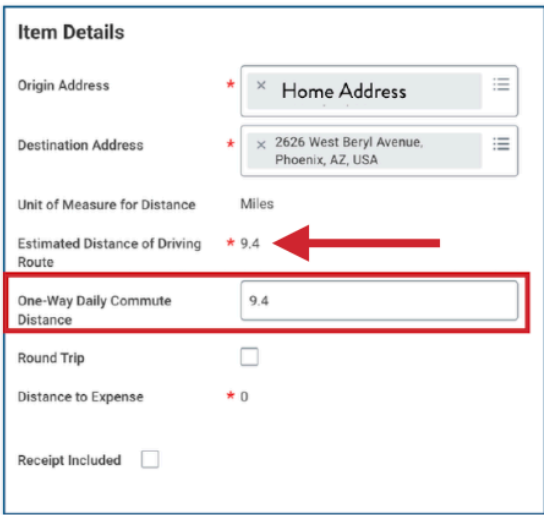
3. Enter the business purpose for the mileage expense

6. *Scroll down* and enter all relevant information



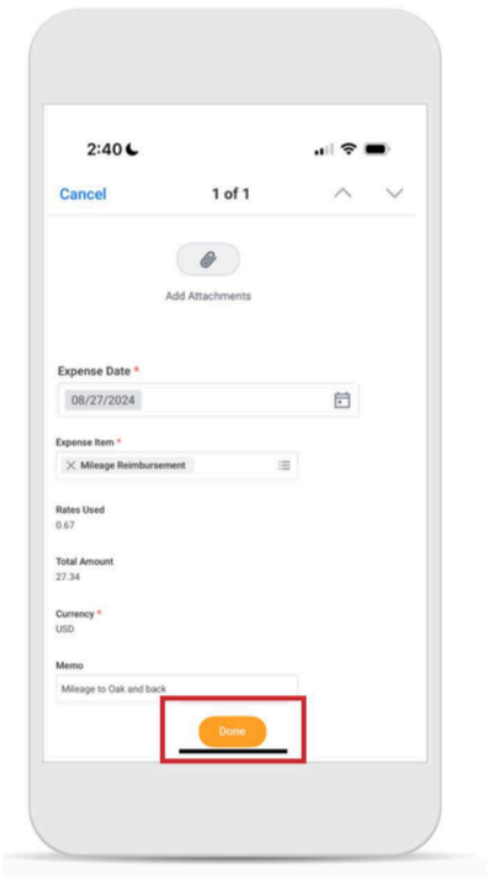
1. Enter the appropriate origin and destination addresses
2. Enter your personal one-way mileage commute distance under the “One-Way Daily Commute Distance” section, if applicable
3. Select the “Round Trip” check mark, if applicable
4. Click Done

*Under the **Item Details** section, enter your home address under the **Origin Address** section and your regular work site address under **Destination Address** to calculate your personal one-way distance commute.*

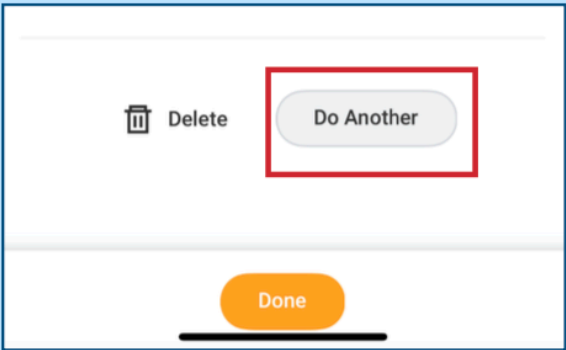


# How to Add Personal Mileage Reimbursement to an Expense Report (Mobile)

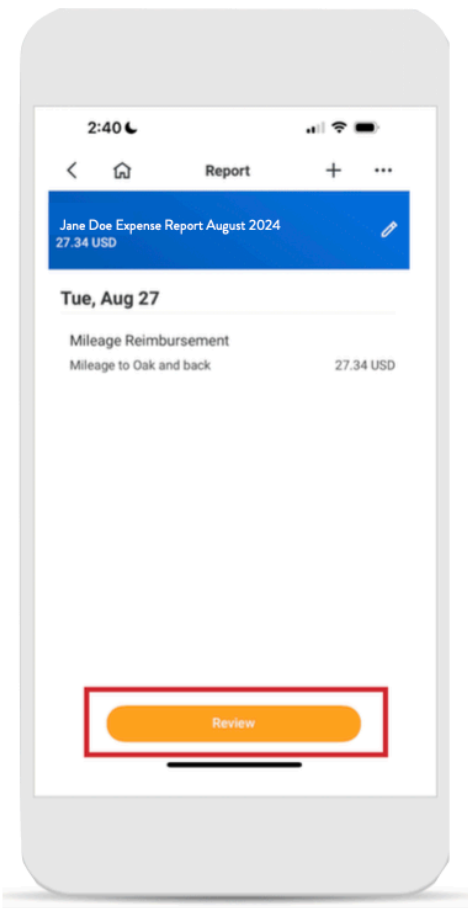
7. Review the information on the page and then click *Done*



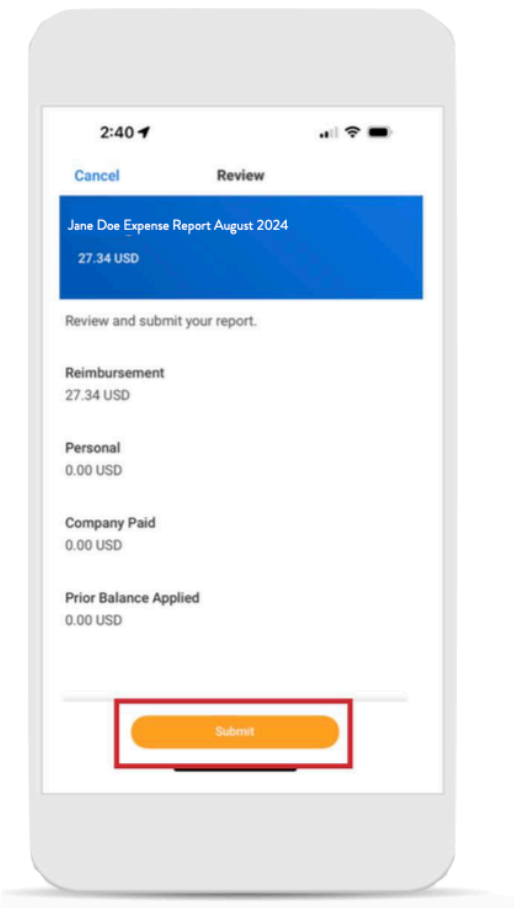
**Note:** Alternately, click the *Add Another* button to add another expense line to the report. Team Members who travel to multiple sites on the same day must add a new expense line for every leg of their travels.



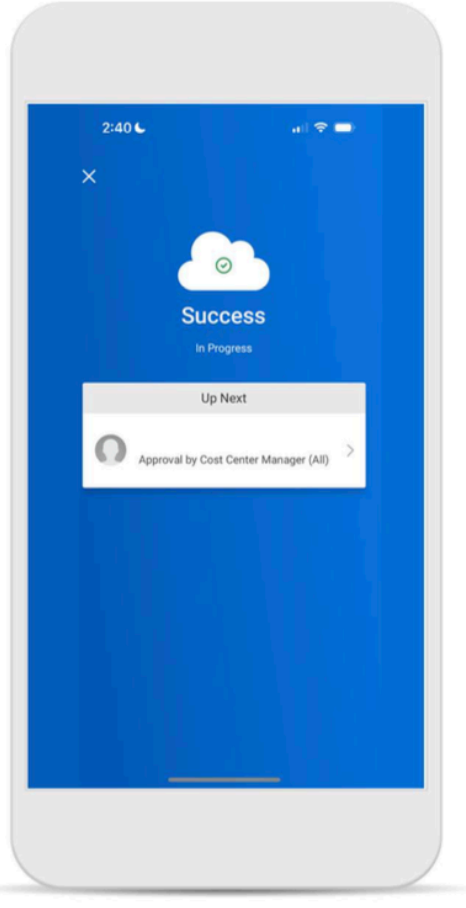
8. Click *Review*



9. Click *Submit*



10. The next steps in the business process appear on the screen.



# How to Add a Personal Expense for Reimbursement to Expense Reports (Desktop)

1. Click the **Add** button to add additional expenses to the report.

The screenshot shows the 'Expense Lines' form. The 'Add' button is highlighted with a red box. The form includes sections for 'Expense Line' (with a screenshot upload, comment, and 'Upload' button), 'Item Details' (with 'Number of Persons' set to 1), and 'Itemization' (with an 'Add' button and 'Receipt Included' checkbox). The 'Expense Line' section shows a credit card transaction for 15.00 USD on 07/28/2024 for 'Breakfast'.

2. Click “New Expense”

The screenshot shows the 'Add' button and the 'New Expense' option in the dropdown menu. The 'Add' button is highlighted with a red box, and the 'New Expense' option is also highlighted with a red box.

**Note:** This option will only appear if there are transactions that are not already assigned to an expense report. Otherwise, clicking the *Add* button will directly route the user to the expense line page in the form.

**OR** Create a new expense report, if necessary.

The screenshot shows the 'Expenses Hub' dashboard. The 'Create Expense Report' button is highlighted with a red box. The dashboard includes sections for 'New Way to Submit Expenses', 'Tasks', and 'Needs attention'.



# How to Add a Personal Expense for Reimbursement to Expense Reports (Desktop)

3. Enter all required information and upload the receipt.

The screenshot shows the 'Expense Line' form. A red box highlights the 'Expense Line' section, which includes a receipt upload area (labeled 'IMAGE.JPG' with a 'Successfully Uploaded!' message), a comment field, and an 'Upload' button. Another red box highlights the 'Paid with Corporate Card' checkbox, which is currently checked. Below this, various fields are filled out: Expense Date (09/24/2024), Expense Item (Employee Engagement - Food/Meals), Total Amount (35.87), Currency (USD), Memo (Lunch meeting), Company (Goodwill of Central & Northern Arizona), \*Cost Center (150522 Enterprise Project Management Office (EPMO)), \*Region (EPMO), and \*Business Unit (Administrative Overhead). To the right, the 'Instructions' section states: 'This is intended for internal employee engagement for food and meals. This would include holiday parties and lunch meetings ect.' Below this, the 'Itemization' section has an 'Add' button and a 'Receipt Included' checkbox, which is also checked and highlighted with a red box. At the bottom, there are 'Submit', 'Save for Later', and 'Close' buttons.

4. Uncheck the “Paid with Corporate Card” check box

The diagram shows two versions of the 'Expense Line' form side-by-side, connected by a red arrow pointing from left to right. On the left, the 'Paid with Corporate Card' checkbox is checked. On the right, the same checkbox is unchecked. The other fields in the form (Expense Date, Expense Item, Total Amount, Currency, Memo, Company) remain the same between the two versions.

5. Click **Submit** to finalize the expense report **OR** click **Add** to add more transactions to the report.

The screenshot shows two buttons side-by-side. On the left is a large orange 'Submit' button. On the right is a smaller orange 'Add' button, which is highlighted with a red box. Below the 'Add' button is a dropdown menu with three options: 'Credit Card Transactions' (highlighted in blue), 'Quick Expenses', and 'New Expense'.

# Quick Expense(s) FAQs

**What Is A “Quick Expense”?** A quick expense is a transaction that is manually documented in the Workday Mobile App, but not yet added to an expense report.

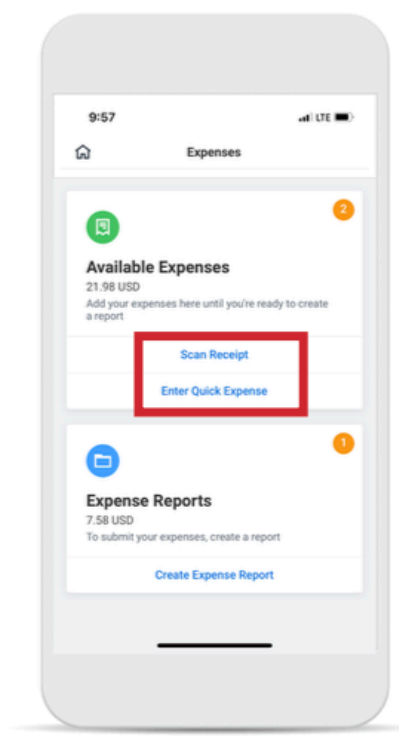
**Why Create Quick Expenses?** Creating quick expenses allows users to—quickly—document transactions and/or receipts to compile into an expense report at a later time.

**Do GCNA Team Members Have to Create Quick Expenses?** No. Creating quick expenses is an optimal feature that is designed to simply save the team member time when creating expense reports. Team members who do not create quick expenses in the Workday Mobile App will not see them appear in the Expenses Hub in the Desktop version of Workday.

**How To Create Quick Expenses?** Quick expenses are documented/created in the Workday Mobile App in two different ways but can be viewed, edited, deleted and added to expense reports in the *Expenses Hub App* in the Desktop version of Workday.

**What Are The Two Ways That Quick Expenses Are Created?** Quick expenses can be created by scanning a receipt and/or by entering a quick expense in the Workday Mobile App.

**What is the Difference Between “Scanning a Receipt” and “Entering a Quick Expense”?**

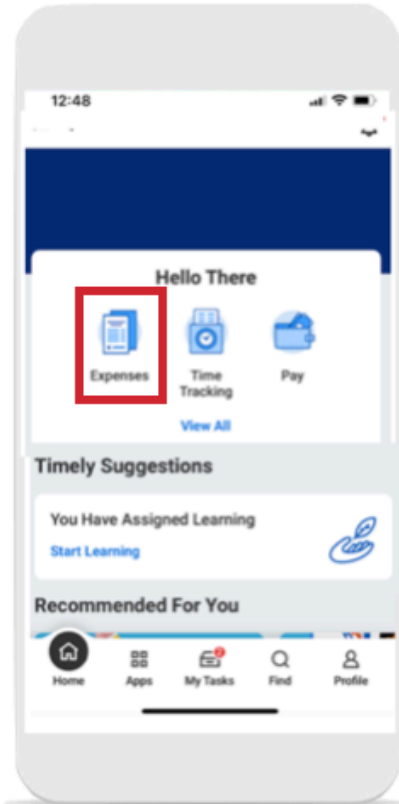


**Scan Receipt:** Clicking *Scan Receipt* prompts the user to take a picture of a receipt. This allows the user to quickly document the receipt and return to it a later time to add the expense details and assign it to an expense report.

**Enter Quick Expense:** Clicking *Enter Quick Expense* prompts the user to manually enter information about an expense in an expense line not yet assigned to an expense report. A receipt can also be photographed and uploaded to the expense line. This allows the user to quickly document details of an expense with a receipt and return to it a later time to assign the expense line to an expense report.

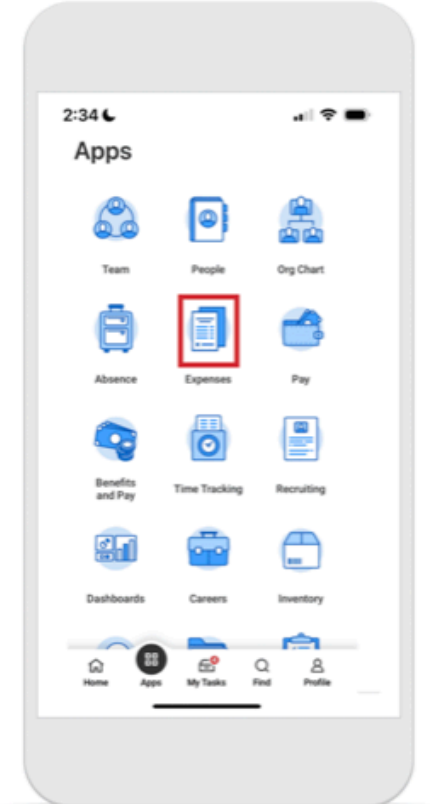
# How to Create Quick Expenses in the Workday Mobile App (Mobile)

## How to Create a Quick Expense Option 1: Scan A Receipt

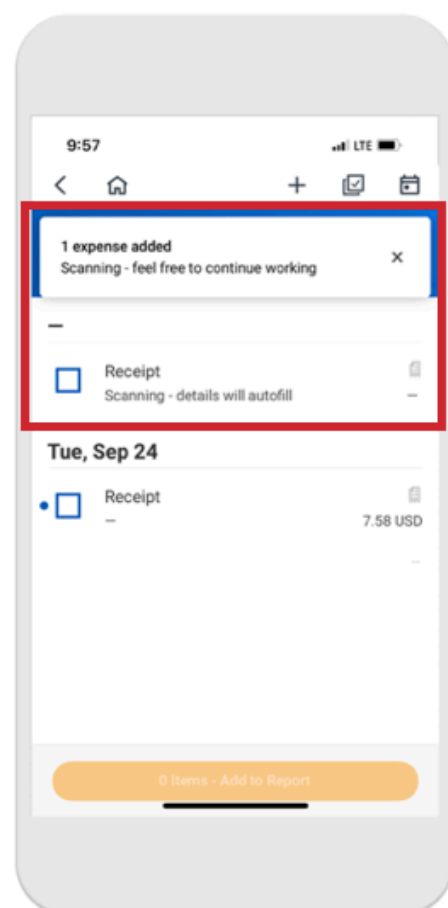
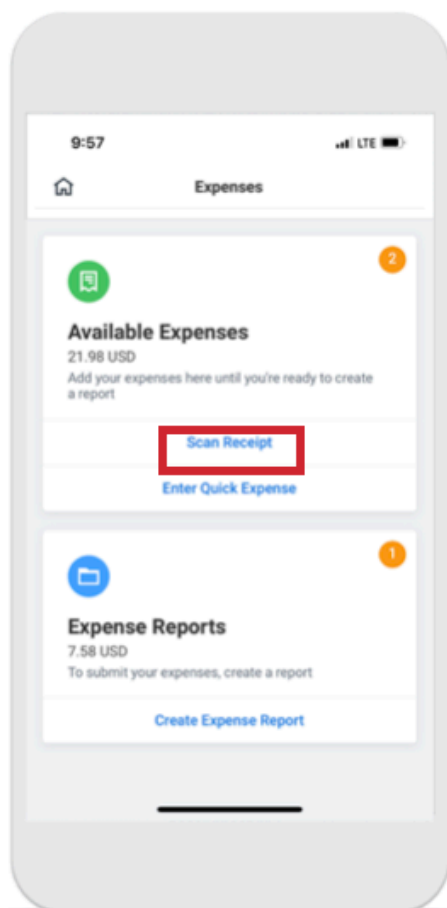


1. Login to Workday Mobile and click on the **Expenses** app

**Note:** Click on **Apps** at the bottom of the screen if the Expenses app does not appear on your Workday Mobile Home Page



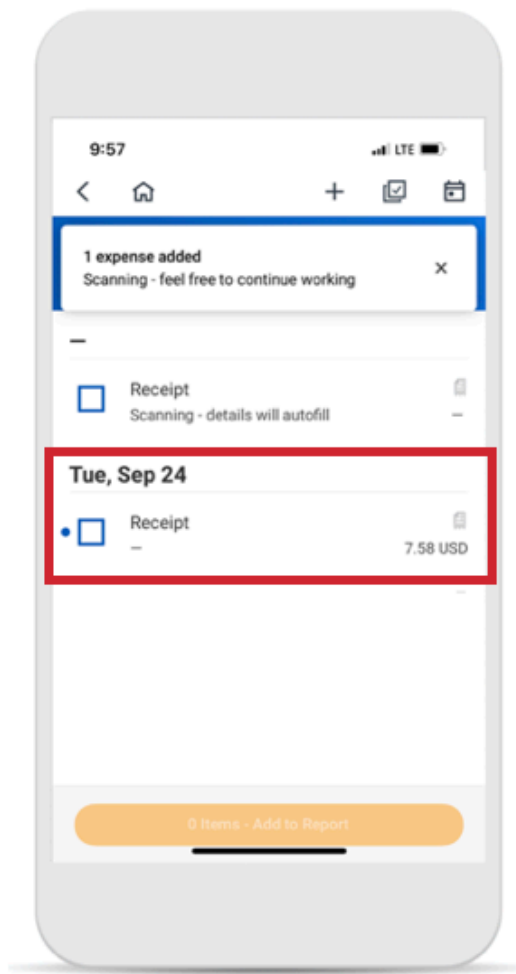
2. Click **Scan Receipt**



3. Take a picture of the receipt and wait for Workday to scan it to extract relevant information.

**Note:** The team member can continue working in the Mobile App while the receipt is being scanned.

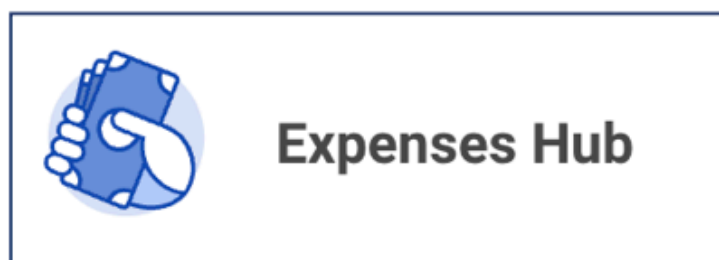
# How to Create Quick Expenses in the Workday Mobile App (Mobile)



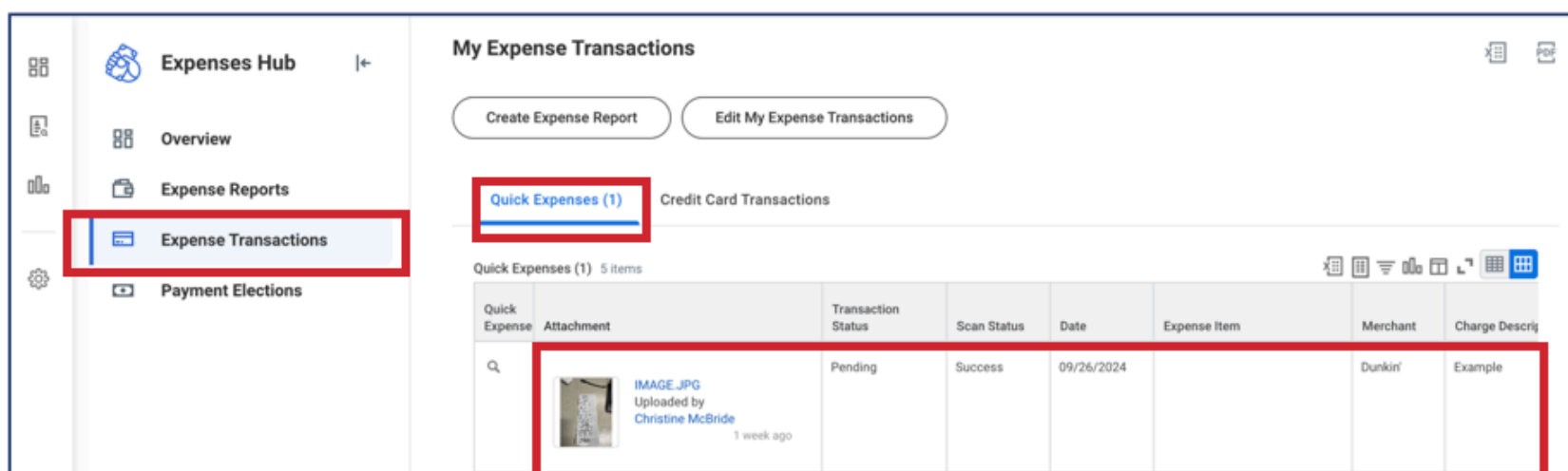
**Note:** Once the receipt has been scanned, information that could be extracted from the receipt will populate (e.g. date of transaction, merchant, amount and currency). A blue circle will also appear by the receipt to indicate that the scan is complete.

**IMPORTANT!** Team members can exit the Mobile App at this stage and return to the receipt/quick expense at a later time to enter/edit information and assign it to an expense report. The remaining process can be done the Desktop version of Workday.

*The receipt can be found in the Desktop version of Workday by navigating to the **Expenses Hub** > **Click the Expense Transactions tab** > **Click the Quick Expenses tab** to view your receipts.*

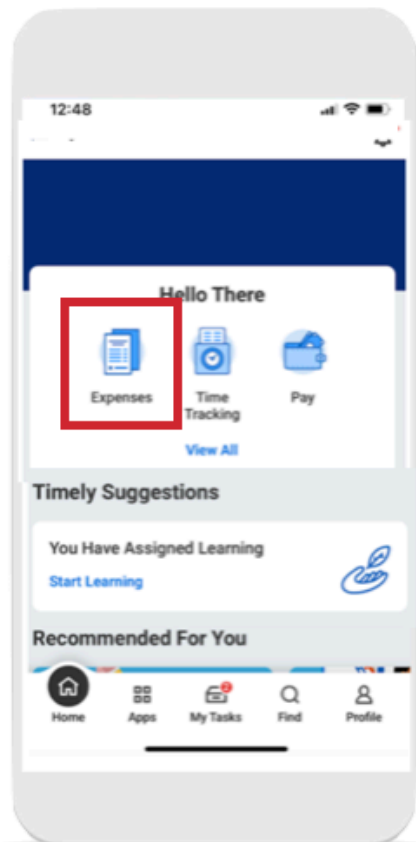


**Expenses Hub**



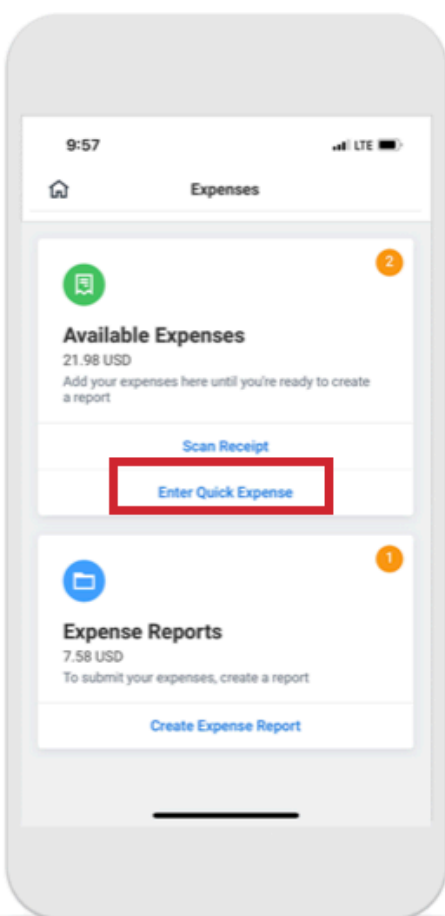
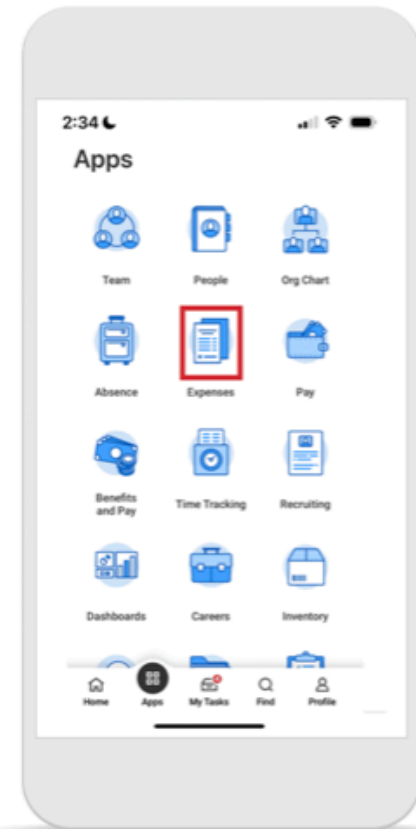
# How to Create Quick Expenses in the Workday Mobile App (Mobile)

## How to Create a Quick Expense Option 2: Enter A Quick Expense



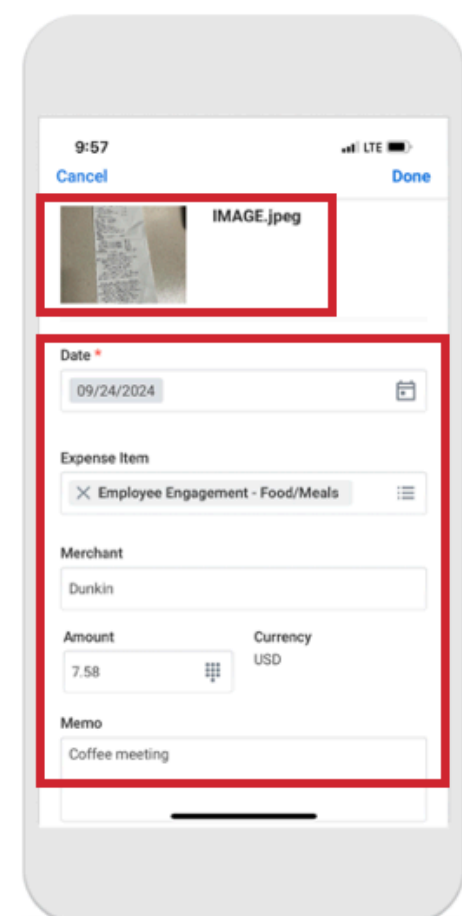
1. Login to Workday Mobile and click on the *Expenses* app

**Note:** Click on *Apps* at the bottom of the screen if the Expenses app does not appear on your Workday Mobile Home Page



2. Click *Enter Quick Expense*

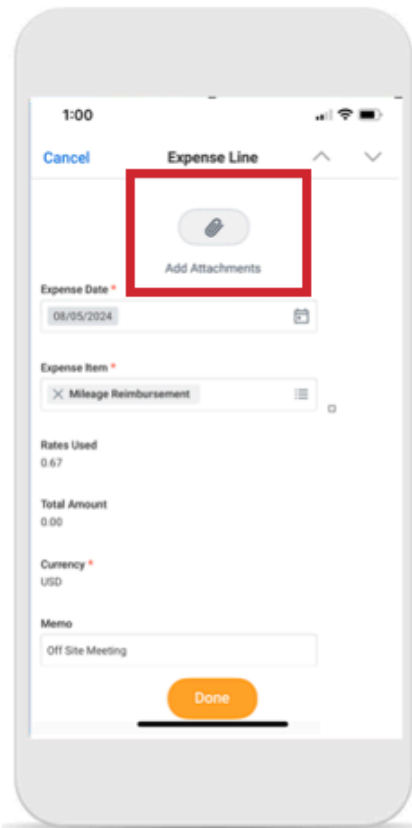
3. Enter the expense details (e.g. date of transaction, expense item category, merchant, amount, and business purpose for the expense).



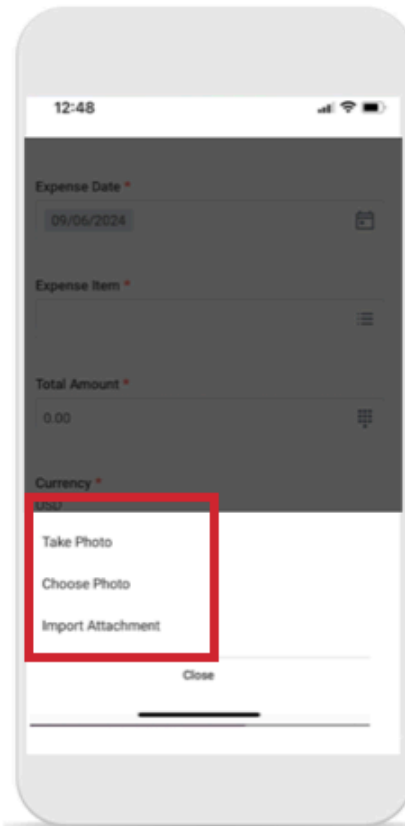


# How to Create Quick Expenses in the Workday Mobile App (Mobile)

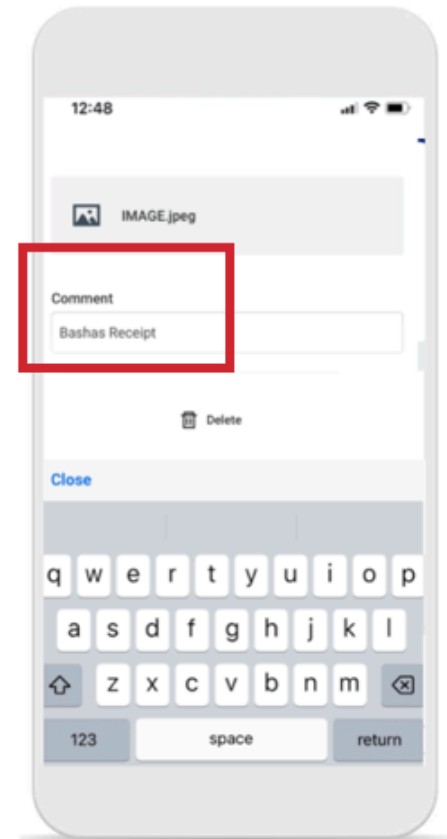
4. To upload a receipt to the expense line click **Add Attachments**



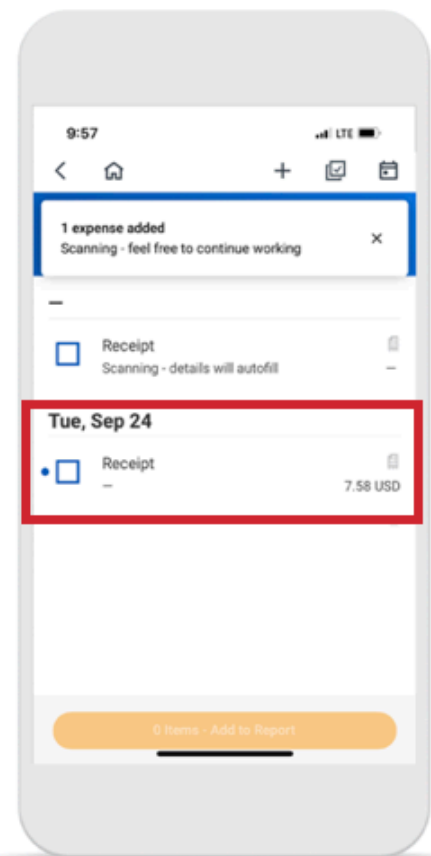
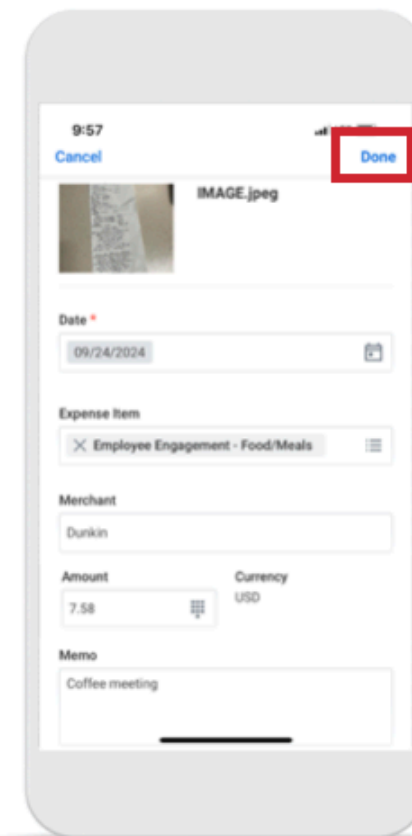
5. Select Take Photo, Choose Photo from your camera roll or Import an Attachment



6. Add a comment for the receipt (optional)



7. Click **Done**

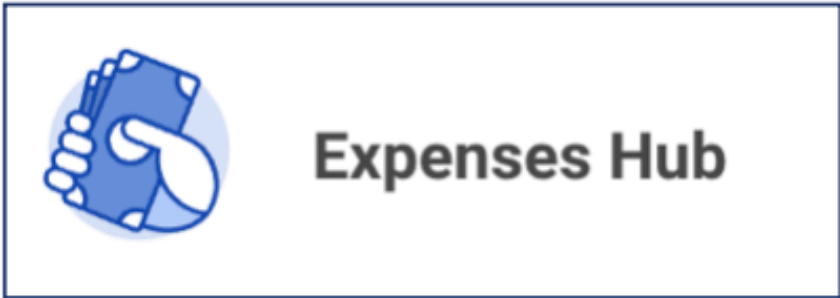


**IMPORTANT!** Team members can exit the Mobile App at this stage and return to the quick expense at a later time to and assign it to an expense report. The remaining process can be done the Desktop version of Workday.



# How to Create Quick Expenses in the Workday Mobile App (Mobile)

The “quick expense” can be found in the Desktop version of Workday by navigating to the **Expenses Hub** > **Click the Expense Transactions tab** > **Click the Quick Expenses tab** to view your receipts/quick expenses.



Expenses Hub

Overview

Expense Reports

Expense Transactions

Payment Elections

My Expense Transactions


Create Expense Report

Edit My Expense Transactions

Quick Expenses (1)

Credit Card Transactions

Quick Expenses (1) 5 items

Quick Expense	Attachment	Transaction Status	Scan Status	Date	Expense Item	Merchant	Charge Description
	 <div>IMAGE.JPG Uploaded by Christine McBride 1 week ago</div>	Pending	Success	09/26/2024		Dunkin'	Example

# How to Add Quick Expenses Made on Company Credit Cards to an Expense Report (Desktop)

**IMPORTANT!** A “Quick Expense” made on company credit card must be linked to its corresponding credit card transaction to add it to an expense report. An error alert appears and blocks the user from submitting the expense report if the quick expense and its corresponding credit card transaction is not linked.

Errors

1. Page Error

Paid with Corporate Card Checkbox Error  
If this is an out of pocket expense, clear the Paid with Corporate Card check box. If you used a corporate credit card, follow these steps to link the expense to the credit card transaction:  
1.Delete this expense line.  
2.Add a new line and select the related credit card transaction.  
3.Link the Quick Expense or Travel Booking Record to the credit card transaction line when applicable.

To add a quick expense to an expense report complete the steps in the following procedure:

**1A.** If necessary, Create a New Expense Report > Select the Appropriate Credit Transaction(s)

Expenses Hub

Overview

Expense Reports

Expense Transactions

Payment Elections

New Way to Submit Expenses

Share with Workday Mobile App

Tasks

Create Expense Report

Credit Card Transactions

Quick Expenses

Select All

Include?	Transaction	Date	Expense Item	Merchant
<input checked="" type="checkbox"/>		09/06/2024		PHOENIX AIRPORT 0638
<input checked="" type="checkbox"/>		09/08/2024		LA MADELEINE
<input checked="" type="checkbox"/>		09/08/2024		AMERICAN AI
<input checked="" type="checkbox"/>		09/11/2024		1488-PHO TODAY S4-R32

OK Cancel

**OR**

**1B.** Navigate to the *Expense Lines* tab of an expense report in progress and Click **Add** > **Credit Card Transactions**

Header

Attachments

Expense Lines

Add

Credit Card Transactions

Quick Expenses

New Expense

# How to Add Quick Expenses Made on Company Credit Cards to an Expense Report (Desktop)

2. Select the appropriate credit card transaction from the side bar on the left, and then click the stacked bars icon in the “Linked Quick Expense” section of the form.

3. Click *All Quick Expenses* to see a list of all quick expenses not yet assigned to an expense report **OR** Click *Suggested Matches* to see the quick expense(s) Workday suggests as the match for the credit card transaction. Then select the appropriate quick expense option that matches the credit card transaction.

**Note:** Workday automatically scans the receipt uploaded in the quick expense to identify the date of the transaction, merchant and amount to populate the *Suggested Matches* option(s) for credit card transactions.

# How to Add Quick Expenses Made on Company Credit Cards to an Expense Report (Desktop)

4. Review the information and edit/enter all required information, if applicable.

**Note:** The receipt and any information that was entered in the quick expense should automatically populate once the quick expense is selected.

Linked Quick Expense


09/08/2024 La Madeleine

8.98 USD

...

⋮

Add

IMG\_6070.JPG

2 weeks ago

Receipt Included ☒

Credit Card Transaction 09/08/2024 8.98 USD

Expense Date \* 09/08/2024

Expense Item \* 

Employee Engagement - Food/Meals

Total Amount 8.98

Currency \* USD

Memo Coffee Meeting

Company 

Goodwill of Central & Northern Arizona

\*Cost Center 

150522 Enterprise Project Management Office (EPMO)

\*Region 

EPMO

\*Business Unit 

Administrative Overhead

Additional Worktags

5. Click **Submit** to finalize the expense report **OR** click **Add** to add more transactions to the report.

Submit

Header

Attachments

Expense Lines

Add

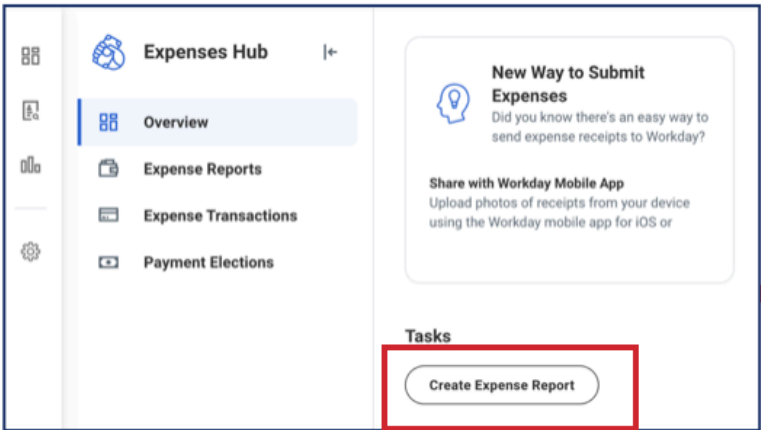
Credit Card Transactions

Quick Expenses

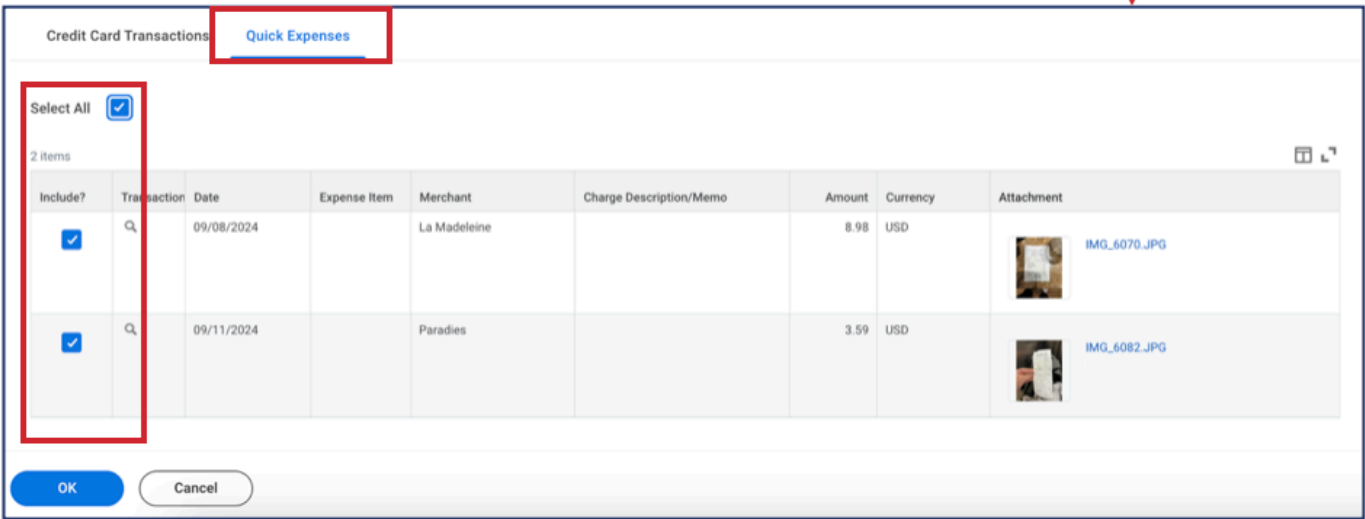
New Expense

# How to Add Quick Expenses Made on a Personal Payment Method to an Expense Report For Personal Reimbursement in Workday (Desktop)

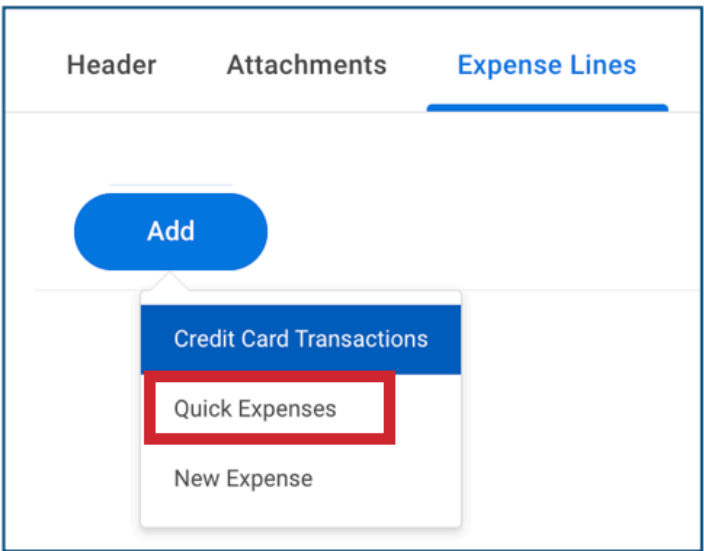
**IMPORTANT!** Quick expenses made on personal payment methods are considered personal expenses but appear under the “Quick Expenses” tab in Workday when they are documented via the “Scan Receipt” and/or “Enter a Quick Expense” actions in the Workday Mobile App.



**1A.** If necessary, Create a New Expense Report > Click the Quick Expenses tab > Select the appropriate Quick Expense(s)



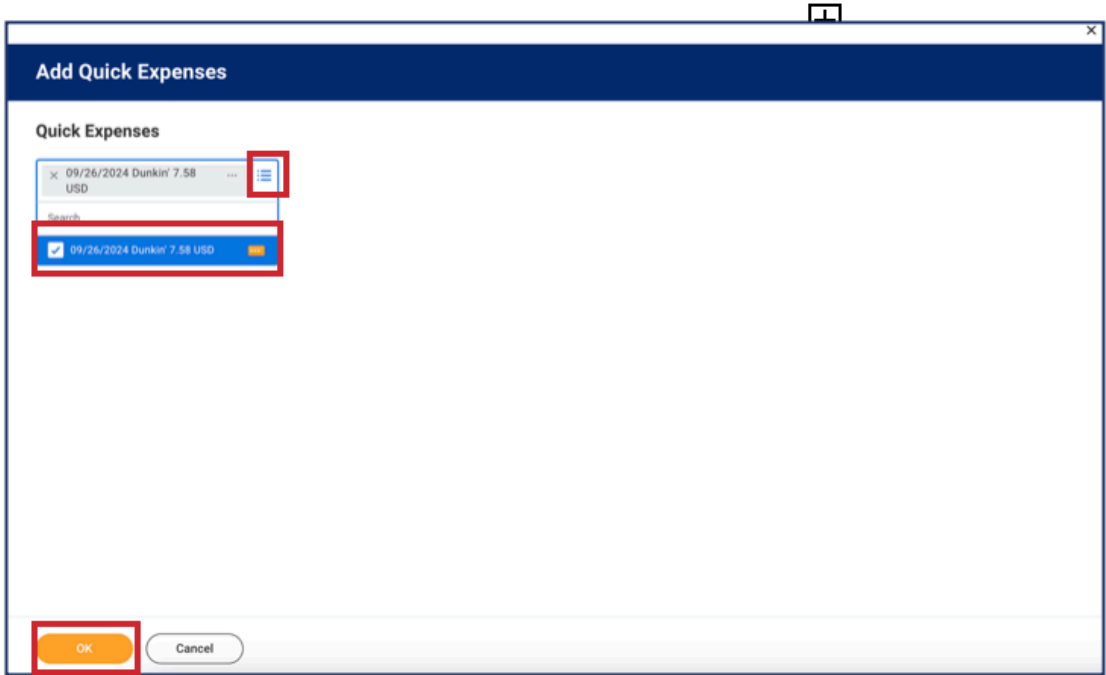
**1B.** Navigate to the *Expense Lines* tab of an expense report in progress and Click Add > Quick Expenses



**IMPORTANT!** The “Quick Expenses” option in the expense line only appears if a quick expense was already created in the Workday Mobile App and has not already been assigned to an existing expense report.

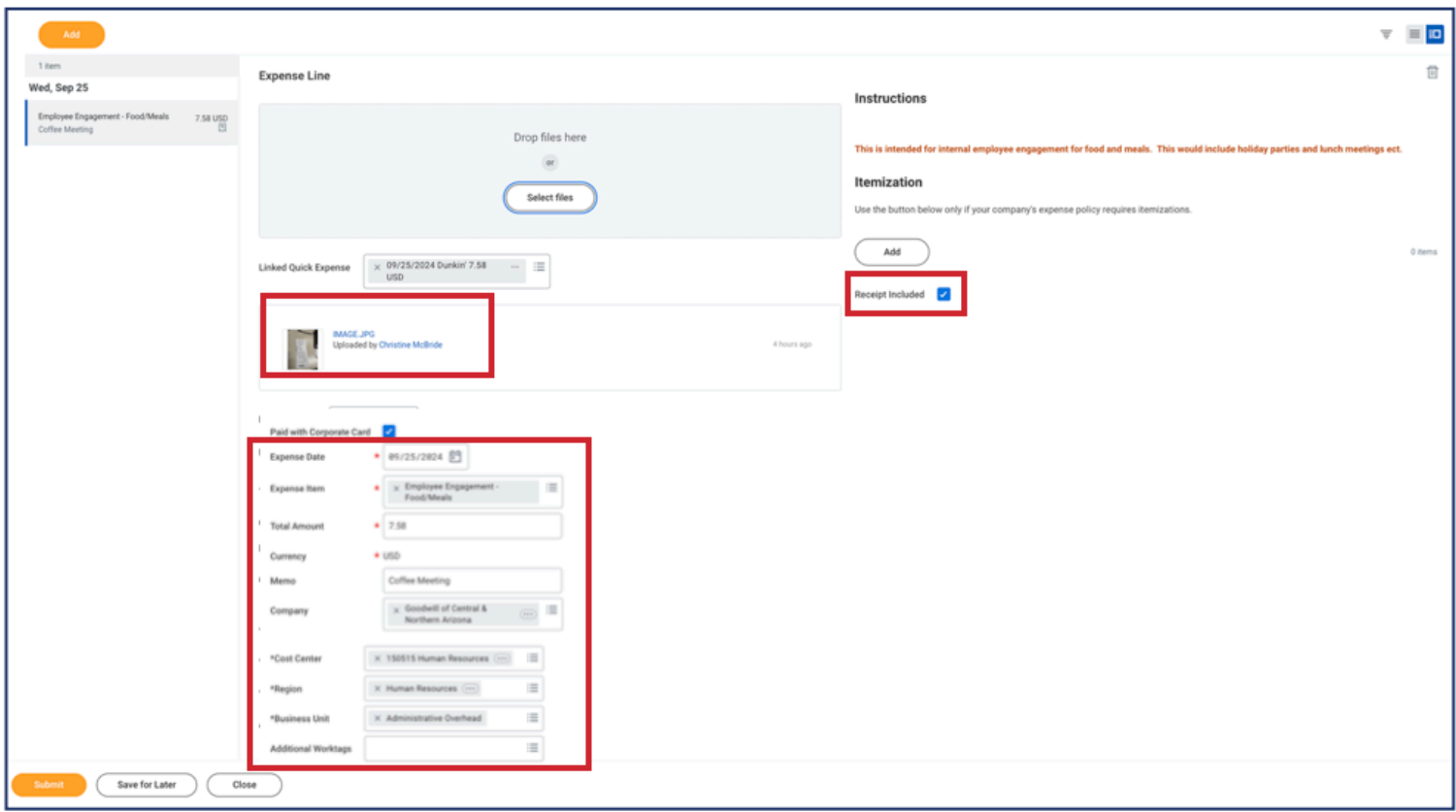
# How to Add Quick Expenses Made on a Personal Payment Method to an Expense Report For Personal Reimbursement in Workday (Desktop)

**2B.** Click on the Stacked Bar Icon > Select the Appropriate Quick Expense Option(s) > Click OK



**2.** Review the information and edit/enter all required information, if applicable.

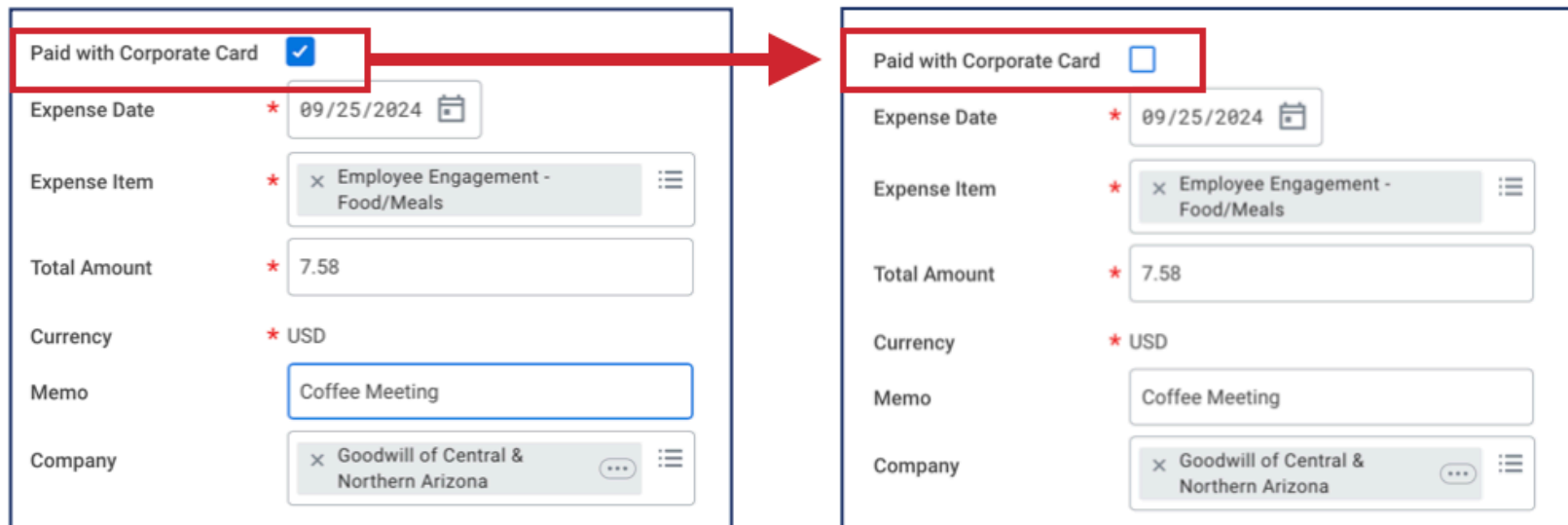
**Note:** The receipt and any information that was entered in the quick expense should automatically populate once the quick expense is selected.





# How to Add Quick Expenses Made on a Personal Payment Method to an Expense Report For Personal Reimbursement in Workday (Desktop)

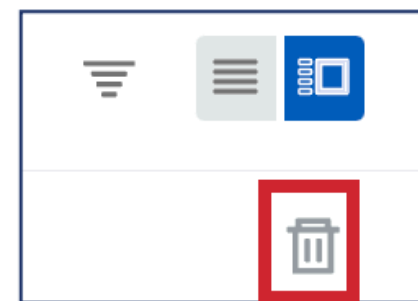
## 3. Uncheck the “Paid with Corporate Credit Card” check box



The image shows two side-by-side screenshots of the Workday expense report form. A red arrow points from the left screenshot to the right one. In the left screenshot, the 'Paid with Corporate Credit Card' checkbox is checked (indicated by a blue checkmark). In the right screenshot, the same checkbox is unchecked (indicated by an empty box). Both screenshots show the following fields: Expense Date (09/25/2024), Expense Item (Employee Engagement - Food/Meals), Total Amount (7.58), Currency (USD), Memo (Coffee Meeting), and Company (Goodwill of Central & Northern Arizona).

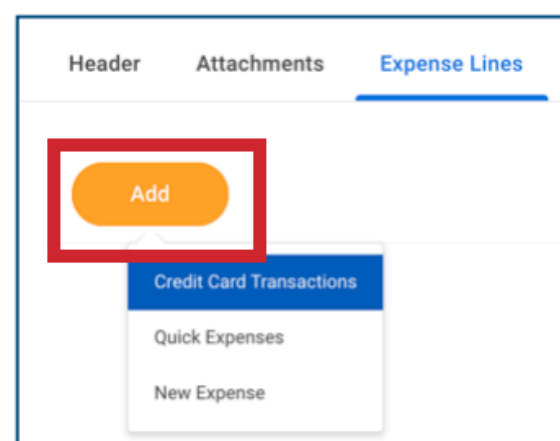
**IMPORTANT!** If the quick expense was made using a company credit card, delete the expense line and refer to the *How to Add Quick Expenses Made on Company Credit Cards to Expense Reports in Workday (Desktop)* section of the job aid for instructions.

**Note:** To delete an expense line, Click the Expense Line From the Left Side Bar > Click the Trash Can Icon in the Top Right Corner.



## 4. Click **Submit** to finalize the expense report **OR** click **Add** to add more transactions to the report.

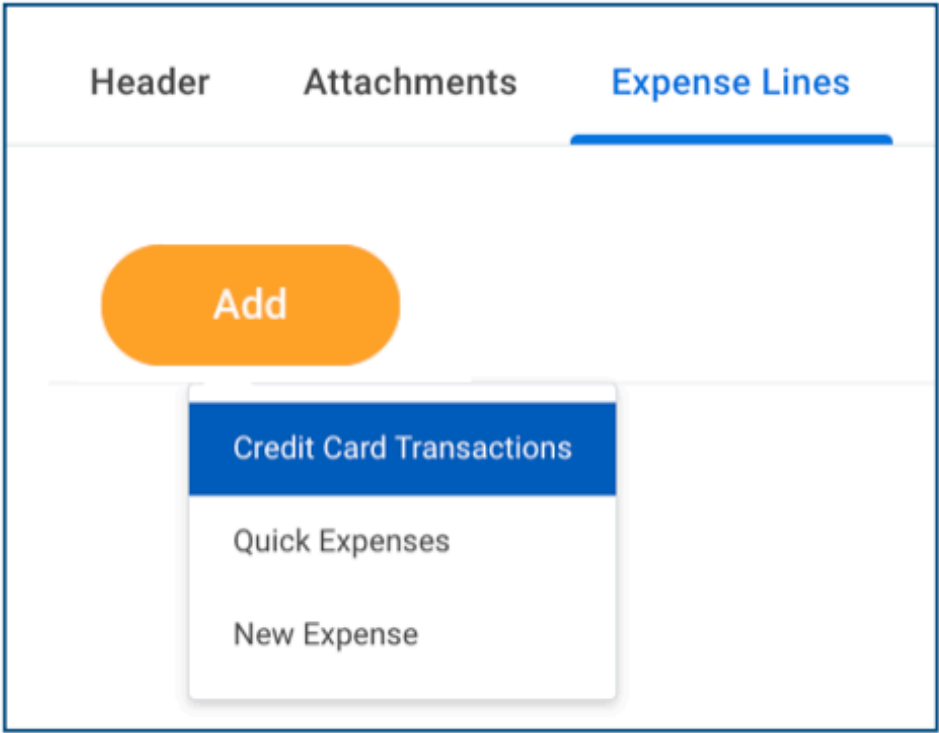
**Submit**



The image shows a screenshot of the 'Expense Lines' tab in the Workday interface. The 'Add' button is highlighted with a red rectangle. Below it is a dropdown menu with the following options: Credit Card Transactions, Quick Expenses, and New Expense.

# How to Add Additional Credit Card Transactions, New Expenses, and/or Quick Expenses to an Expense Report

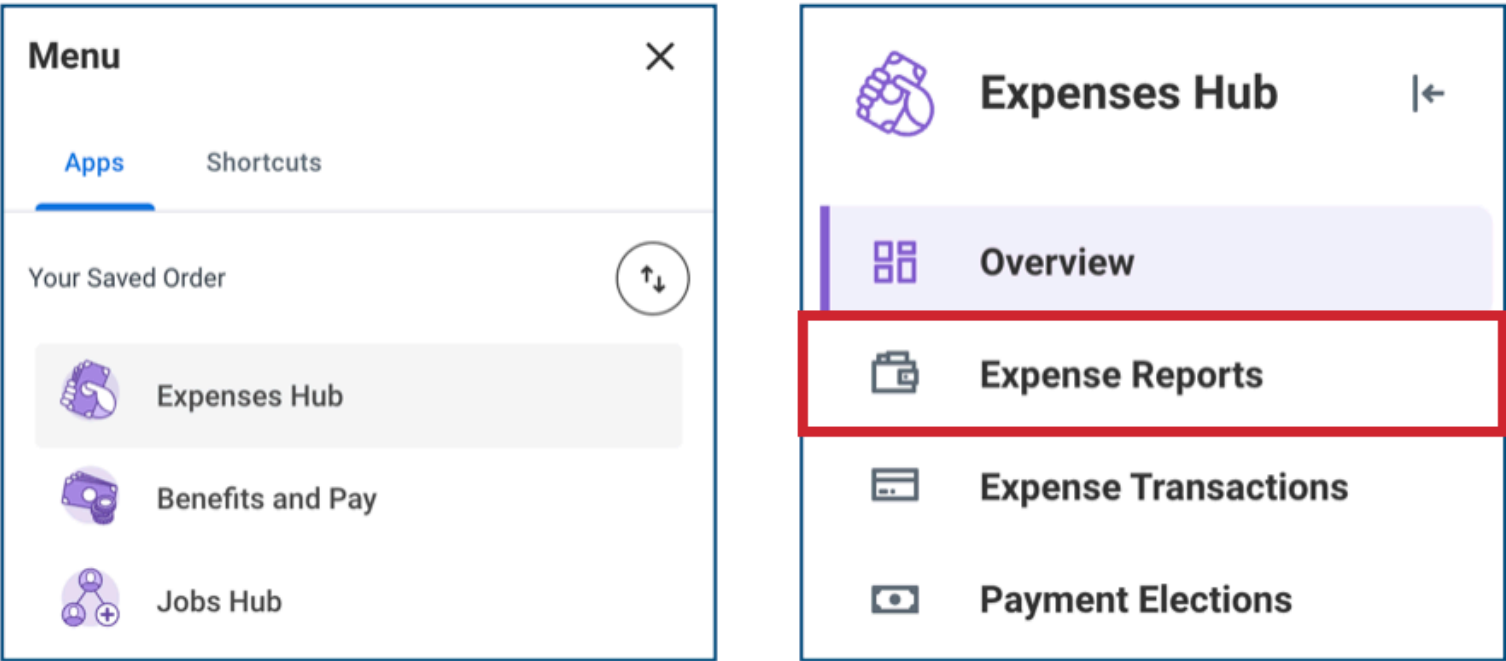
**Note:** Click the **Add** button and then click **Credit Card Transactions** to add credit card transactions or click **New Expense** to add expenses for personal reimbursements or click **Quick Expenses** to add quick expenses/receipts documented in the mobile app.



**Note:** The options of adding credit card transactions and/or quick expenses only appear if there are credit card transactions and/or quick expenses that are not already assigned to an expense report. Otherwise, clicking the *Add* button will directly route the user to a new expense line page in the expense report.

# How to Monitor the Status of a Submitted Expense Report (Desktop)

1. Navigate to the *Expenses Hub* and click the “Expense Reports” tab



2. View the status of the desired expense report in the chart the under the “Status” column.

The screenshot shows the 'My Expense Reports' page for 'Jessica Sample'. It includes a table with 11 items. The 'Status' column is highlighted with a red box. The table contains the following data:

Expense Report	Actions	Expense Report Date	Status	Memo	Total Amount	Reimbursement Amount	Worker Paid	Comp F Cr C Amo
EX-000138	Actions	08/06/2024	Waiting on Cost Center Manager	Jessica Sample Expense Report - July 2024	27.00	0.00		27
EX-000139	Actions	08/06/2024	Approved	expense report to test approval for >\$10k	10,500.00	10,500.00		
EX-000126	Actions	08/02/2024	Approved	testing approval for 5-10k	5,100.00	0.00		5,100
EX-000107		07/31/2024	Paid	Expense Report with multiple cost centers	1,900.00	1,900.00	Yes	
EX-000104		07/31/2024	Canceled	Jessica Sample July expense report via desktop app on my phone	15.00	0.00		15
EX-000105	Actions	07/31/2024	Sent Back	Jessica Sample expense report for Hotel	1,850.54	300.00		1,550
EX-000106	Actions	07/31/2024	Draft	Expense report over the dollar	110,000.00	110,000.00		

# How to Monitor the Status of a Submitted Expense Report (Desktop)

3. Click on the **Actions** button to cancel or edit an expense report.

**Note:** Expense reports that have already been “canceled” or “paid” cannot be edited.

Expenses Hub

Overview

Expense Reports

Expense Transactions

Payment Elections

My Expense Reports

Jessica Sample

Create Expense Report

Find Expense Reports

My Expense Reports 11 Items

Expense Report	Actions	Expense Report Date	Status	Memo	Total Amount	Reimbursement Amount	Worker Paid	Comp P Cr C Amo
EX-000138	Actions	08/06/2024	Waiting on Cost Center Manager	Jessica Sample Expense Report - July 2024	27.00	0.00		27
EX-000139	Actions	08/06/2024	Approved	expense report to test approval for >\$10k	10,500.00	10,500.00		
EX-000126	Actions	08/02/2024	Approved	testing approval for 5-10k	5,100.00	0.00		5,100
EX-000107		07/31/2024	Paid	Expense Report with multiple cost centers	1,900.00	1,900.00	Yes	
EX-000104		07/31/2024	Canceled	Jessica Sample July expense report via desktop app on my phone	15.00	0.00		15
EX-000105	Actions	07/31/2024	Sent Back	Jessica Sample expense report for Hotel	1,850.54	300.00		1,550
EX-000106	Actions	07/31/2024	Draft	Expense report over the dollar	110,000.00	110,000.00		

4. Click on the number of the expense report to view more information.

Expenses Hub

Overview

Expense Reports

Expense Transactions

Payment Elections

My Expense Reports

Jessica Sample

Create Expense Report

Find Expense Reports

My Expense Reports 11 Items

Expense Report	Actions	Expense Report Date	Status	Memo	Total Amount	Reimbursement Amount	Worker Paid	Comp P Cr C Amo
EX-000138	Actions	08/06/2024	Waiting on Cost Center Manager	Jessica Sample Expense Report - July 2024	27.00	0.00		27
EX-000139	Actions	08/06/2024	Approved	expense report to test approval for >\$10k	10,500.00	10,500.00		
EX-000126	Actions	08/02/2024	Approved	testing approval for 5-10k	5,100.00	0.00		5,100
EX-000107		07/31/2024	Paid	Expense Report with multiple cost centers	1,900.00	1,900.00	Yes	
EX-000104		07/31/2024	Canceled	Jessica Sample July expense report via desktop app on my phone	15.00	0.00		15
EX-000105	Actions	07/31/2024	Sent Back	Jessica Sample expense report for Hotel	1,850.54	300.00		1,550
EX-000106	Actions	07/31/2024	Draft	Expense report over the dollar	110,000.00	110,000.00		

# How to Monitor the Status of a Submitted Expense Report (Desktop)

5. Click on the **Business Process** tab

View Expense ReportEX-000138 Jessica Sample Expense Report - July 2024

Pay ToEmployee: Jessica Sample

StatusWaiting on Cost Center Manager

Personal0.00 USD

Company Paid27.00 USD

Prior Balance Applied0.00 USD

Reimbursement0.00 USD

Total27.00 USD

Header

Attachments

Business Process

Expense Lines

2 itemsSort By: ▾

Sun, Jul 28

Breakfast

Coffee with Mission Team Member

12.00 USD

Breakfast

Example memo

15.00 USD

Expense Line

Screenshot 2024-08-07 at 9:44:57 AM.png

Uploaded by Jessica Sample

Comment (empty)

Credit Card Transaction

07/28/2024 12.00 USD

Expense Date

★ 07/28/2024

Expense Item

★ Breakfast

Total Amount

12.00

Currency

★ USD

Item Details

Number of Persons ★ 2

Itemization

Remaining Amount to Itemize0.00/12.00 USD

View Details

2 items

Memo

Coffee with Mission Team Member

Breakfast

Sun, Jul 28, 2024

4.50 USD

Go to Expenses Hub

6. View **Awaiting Action(s)** under the status column.

View Expense ReportEX-000138 Jessica Sample Expense Report - July 2024

Pay ToEmployee: Jessica Sample

StatusWaiting on Cost Center Manager

Personal0.00 USD

Company Paid27.00 USD

Prior Balance Applied0.00 USD

Reimbursement0.00 USD

Total27.00 USD

Header

Attachments

Business Process

Expense Lines

Business Process31 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
	Director						
Expense Report Event	Approval by Construction Vice President	Not Required				0	
Expense Report Event	Approval by Fleet Warehouse Manager	Not Required				0	
Expense Report Event	Approval by Fleet Warehouse Director	Not Required				0	
Expense Report Event	Approval by Fleet Warehouse Senior Director	Not Required				0	
Expense Report Event	Approval by Fleet Warehouse VP	Not Required				0	
Expense Report Event	Approval by Cost Center Manager (All)	Awaiting Action			Bobby Ghisolfo (Cost Center Manager)	1	

Items per page30 ▾

1-30 of 31 items

<< < 1 2 > >>

Go to Expenses Hub

# How to Monitor the Status of a Submitted Expense Report (Desktop)

7. The supervisor(s) who need to take action/approve the expense report appear under the *Person* column

**IMPORTANT!** Sometimes approval is needed by multiple supervisors. Check all pages of the business process chart to see how many supervisors need to take action.

View Expense ReportEX-000138 Jessica Sample Expense Report - July 2024

Pay ToEmployee: Jessica Sample

StatusWaiting on Cost Center Manager

Personal0.00 USD

Company Paid27.00 USD

Prior Balance Applied0.00 USD

Reimbursement0.00 USD

Total27.00 USD

HeaderAttachmentsBusiness ProcessExpense Lines

Business Process31 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
	Director						
Expense Report Event	Approval by Construction Vice President	Not Required				0	
Expense Report Event	Approval by Fleet Warehouse Manager	Not Required				0	
Expense Report Event	Approval by Fleet Warehouse Director	Not Required				0	
Expense Report Event	Approval by Fleet Warehouse Senior Director	Not Required				0	
Expense Report Event	Approval by Fleet Warehouse VP	Not Required				0	
Expense Report Event	Approval by Cost Center Manager (All)	Awaiting Action			Bobby Ghisolfo (Cost Center Manager)	1	

Items per page301-30 of 31 items12>>

Go to Expenses Hub

**Note:** Click on the the arrow or number(s) to view all of the pages of the business process chart.

View Expense ReportEX-000138 Jessica Sample Expense Report - July 2024

Pay ToEmployee: Jessica Sample

StatusWaiting on Cost Center Manager

Personal0.00 USD

Company Paid27.00 USD

Prior Balance Applied0.00 USD

Reimbursement0.00 USD

Total27.00 USD

HeaderAttachmentsBusiness ProcessExpense Lines

Business Process31 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Expense Report Event	Approval by Cost Center Manager (All)	Awaiting Action			Cindy Woodward (Cost Center Manager)	1	


Items per page3031-31 of 31 items<<12>>

Go to Expenses Hub



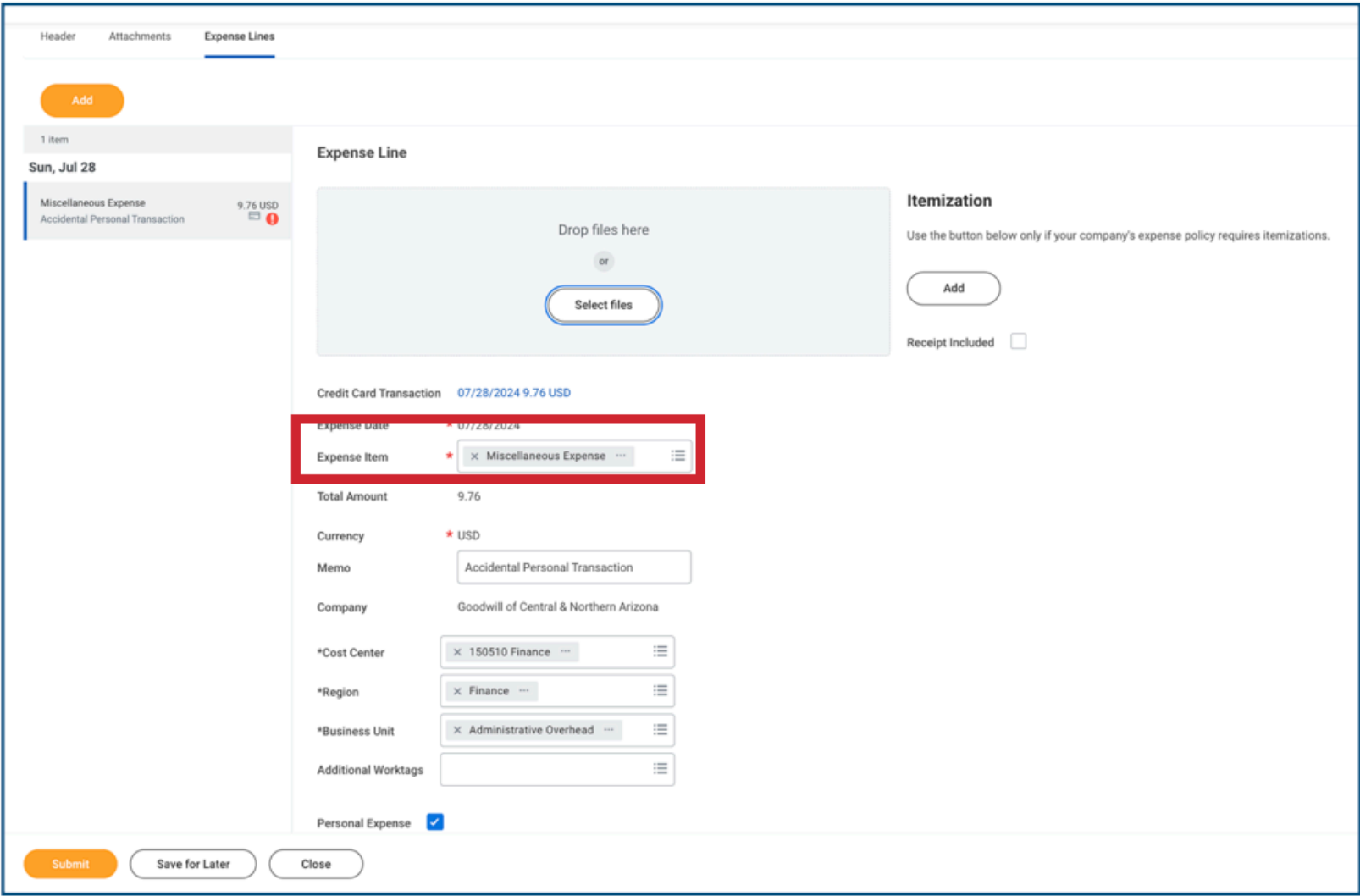
# How to Report an Accidental Personal Transaction Made on a Company Credit Card

If you accidentally use your company issued credit card for a personal expense. Report the transaction in an expense report using the following procedure. If you have questions and/or need additional support email [WDExpenseHelp@goodwillaz.org](mailto:WDExpenseHelp@goodwillaz.org) for assistance.

- 1. Create a new expense report or add the accidental transaction to an existing (unsubmitted) report in the *Expenses Hub* 

**Note:** If you have other company transactions and/or expenses to submit you can include the accidental personal transaction in the same expense report.

- 2. Under the *Expense Item* select “Miscellaneous Expense”



# How to Report an Accidental Personal Transaction Made on a Company Credit Card

### 3. Enter “Accidental Personal Transaction” under Memo

The screenshot shows the 'Expense Lines' form in a web application. The 'Memo' field is highlighted with a red rectangular box and contains the text 'Accidental Personal Transaction'. Other visible fields include 'Expense Date' (07/28/2024), 'Expense Item' (Miscellaneous Expense), 'Total Amount' (9.76), 'Company' (Goodwill of Central & Northern Arizona), and 'Personal Expense' (checked). The 'Itemization' section on the right has an 'Add' button and a 'Receipt Included' checkbox.

### 4. Select the “Personal Expense” checkbox

The screenshot shows the 'Expense Lines' form with the 'Personal Expense' checkbox highlighted by a red rectangular box. The checkbox is checked. A blue callout box on the right contains the following text: **Note:** Once “Personal Expense” is checked, the Company will lock in as Goodwill of Central & Northern Arizona. Other fields visible include 'Memo' (Accidental Personal Transaction), 'Company' (Goodwill of Central & Northern Arizona), and 'Expense Date' (07/28/2024).

# How to Report an Accidental Personal Transaction Made on a Company Credit Card

5. Under Cost Center, enter 150525 > Select any active GCNA Cost Center

**IMPORTANT!** The Cost Center must be changed to an active GCNA Cost Center.

The screenshot shows a form for selecting a cost center. The 'Company' field is set to 'Goodwill of Central & Northern Arizona'. The '\*Cost Center' field is set to '150525 Administrative - Non Operating'. Below this, there is a 'Search' bar and a list of 'Active Cost Centers'. The list includes '110039 Oak Store' (selected), '110042 Redesign 101 Store', '110045 Rittenhouse Store', '110046 Cotton Store', '110047 Ocotillo Store', '110048 Dunlap2 Store', '110049 Queen Creek Store', '110050 Signal Butte Store', and '110055 19th Ave Store'. The 'Personal Expense' checkbox is checked.

6. Instead of uploading a receipt, create a Word Document that contains the following information:

- Team Member Name
- Expense Amount (e.g., \$6.00)
- A note that explains the charge is a personal expense (e.g., “Accidental Personal Expense”)

7. Upload the Word Document as a PDF > Click the **Submit** button, **OR** Click the **Add** button to add more expenses

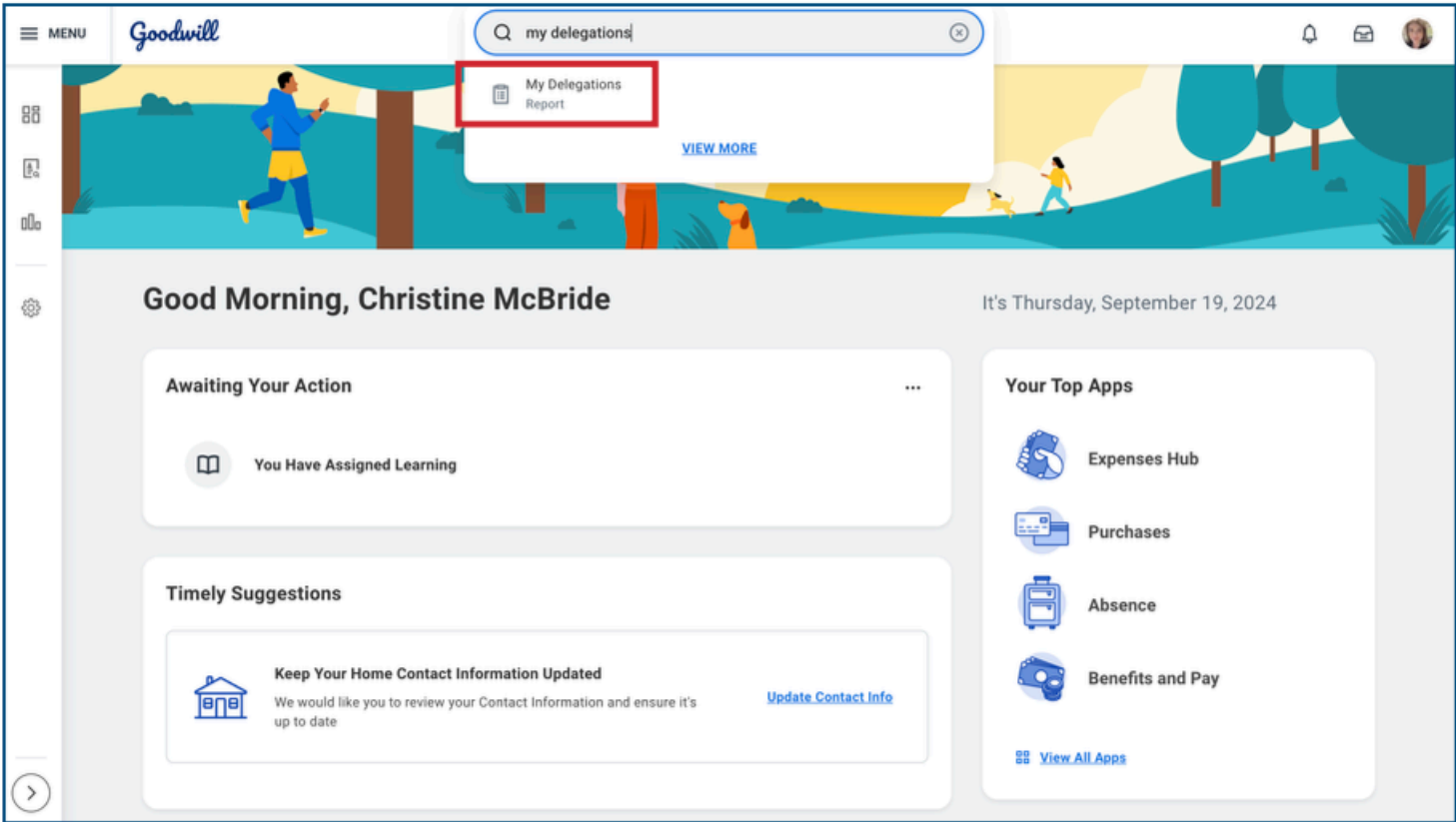
**IMPORTANT!** Team Members are required to reimburse Goodwill of Central & Northern Arizona for personal expenses via Check or Money Order.

The balance owed will appear on the *Overview Tab* in the Expenses Hub App

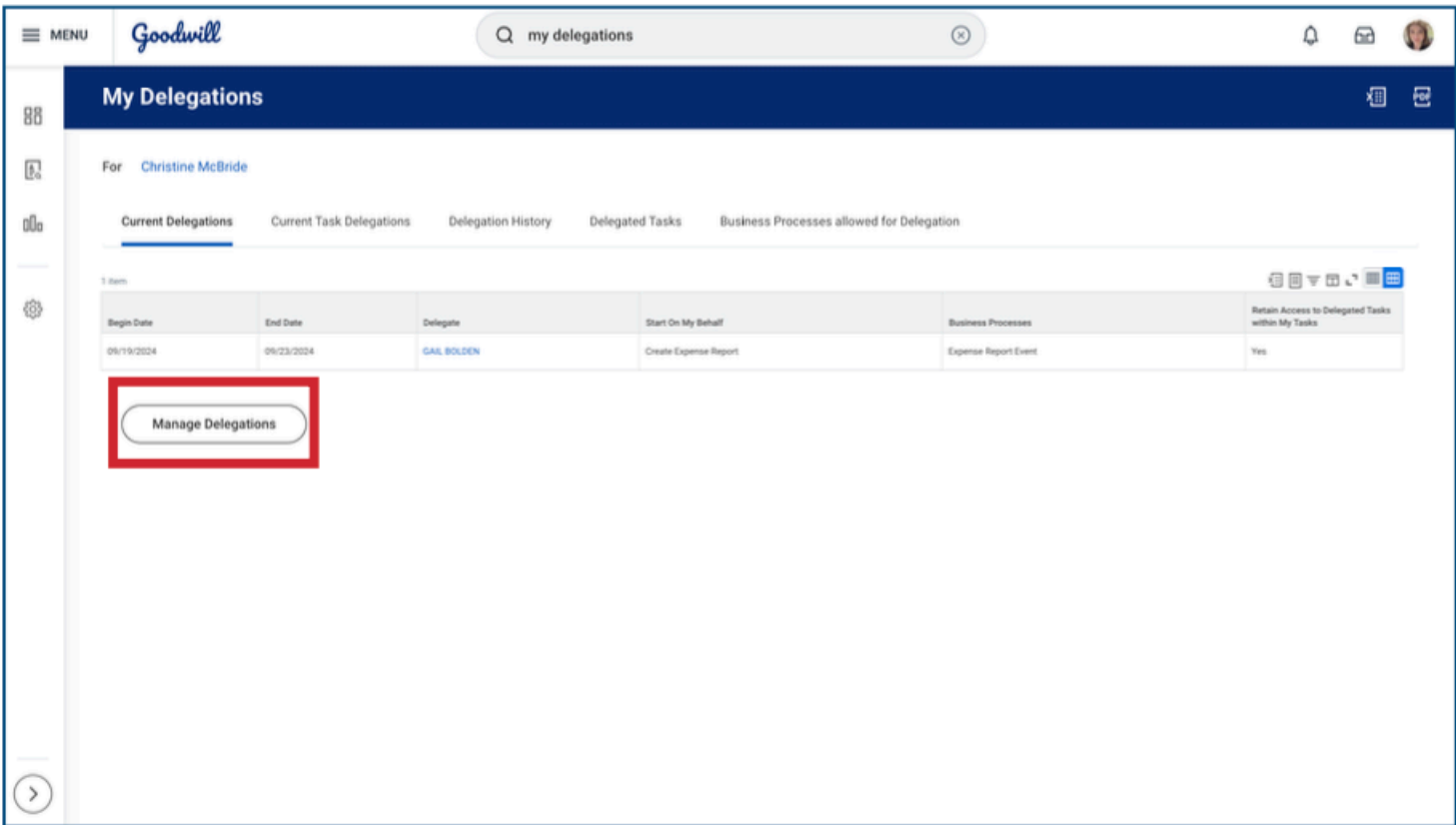
The screenshot shows a screen titled 'Expense Balance Owed'. Below the title, it says 'Personal charges that you incurred on your corporate card and need to repay'. The balance is displayed as '\$9.76' with 'You Owe' underneath. There is a horizontal line below the balance and a small icon in the bottom right corner.

# How to Assign Delegates to Create Expense Reports on Your Behalf (Desktop)

1. Navigate to the Workday Search Bar and type “My Delegations” then select the *My Delegations Report*



2. Click *Manage Delegations*



# How to Assign Delegates to Create Expense Reports on Your Behalf (Desktop)

3. Select the delegation **Begin** and **End Dates** and the appropriate **Delegate**.

Manage Delegations Christine McBride

> Business Processes allowed for Delegation

New Delegation 1 item

*Begin Date	End Date	*Delegate	Start On My Behalf	Do My Tasks On My Behalf
09/19/2024	09/22/2024	X GAIL BOLDEN		<input type="radio"/> For all Business Processes <input type="radio"/> For Business Process <input checked="" type="radio"/> None of the above

enter your comment

Attachments

Submit Save for Later Cancel

4. Under *Start on My Behalf*, select **By Business Process Type** > **Expense Report Event** > **Create Expense Reports**

Start On My Behalf

Search

By Business Process Type

All

Start On My Behalf

Search

By Business Process Type

Absence Calendar

Change Emergency Contacts

Create Ideas

Expense Report Event

Receipt Adjustment

Spend Authorization

Start On My Behalf

Search

Create Expense Report

Expense Report Event

Create Expense Report

5. Click **Submit**

Manage Delegations Christine McBride

> Business Processes allowed for Delegation

New Delegation 1 item

*Begin Date	End Date	*Delegate	Start On My Behalf	Do My Tasks On My Behalf
09/19/2024	09/22/2024	X GAIL BOLDEN		<input type="radio"/> For all Business Processes <input type="radio"/> For Business Process <input checked="" type="radio"/> None of the above

enter your comment

Attachments

Submit Save for Later Cancel

# How to Assign Delegates to Create Expense Reports on Your Behalf (Desktop)

**IMPORTANT!** An alert appears to inform the team member that the delegate will have access to all previous expense reports and expense transactions.

6. Click **Submit** again after the alert appears.

Manage DelegationsChristine McBride

Business Processes allowed for Delegation

Errors and Alerts Found

New Delegation1 item

	*Begin Date	End Date	*Delegate	Start On My Behalf	Do My Tasks On My Behalf
	09/19/2024	09/22/2024	GAIL BOLDEN	Create Expense Report	<div><div>For all Business Processes</div><div>For Business Process</div><div>None of the above</div></div> <div>Retain Access to Delegated Tasks within My Tasks</div> <div>Delegation Rule</div>

Attachments

Submit

Save for Later

Cancel

7. The team member’s supervisor will have to approve the delegation request before the delegate can act on the team member’s behalf.

You have submitted

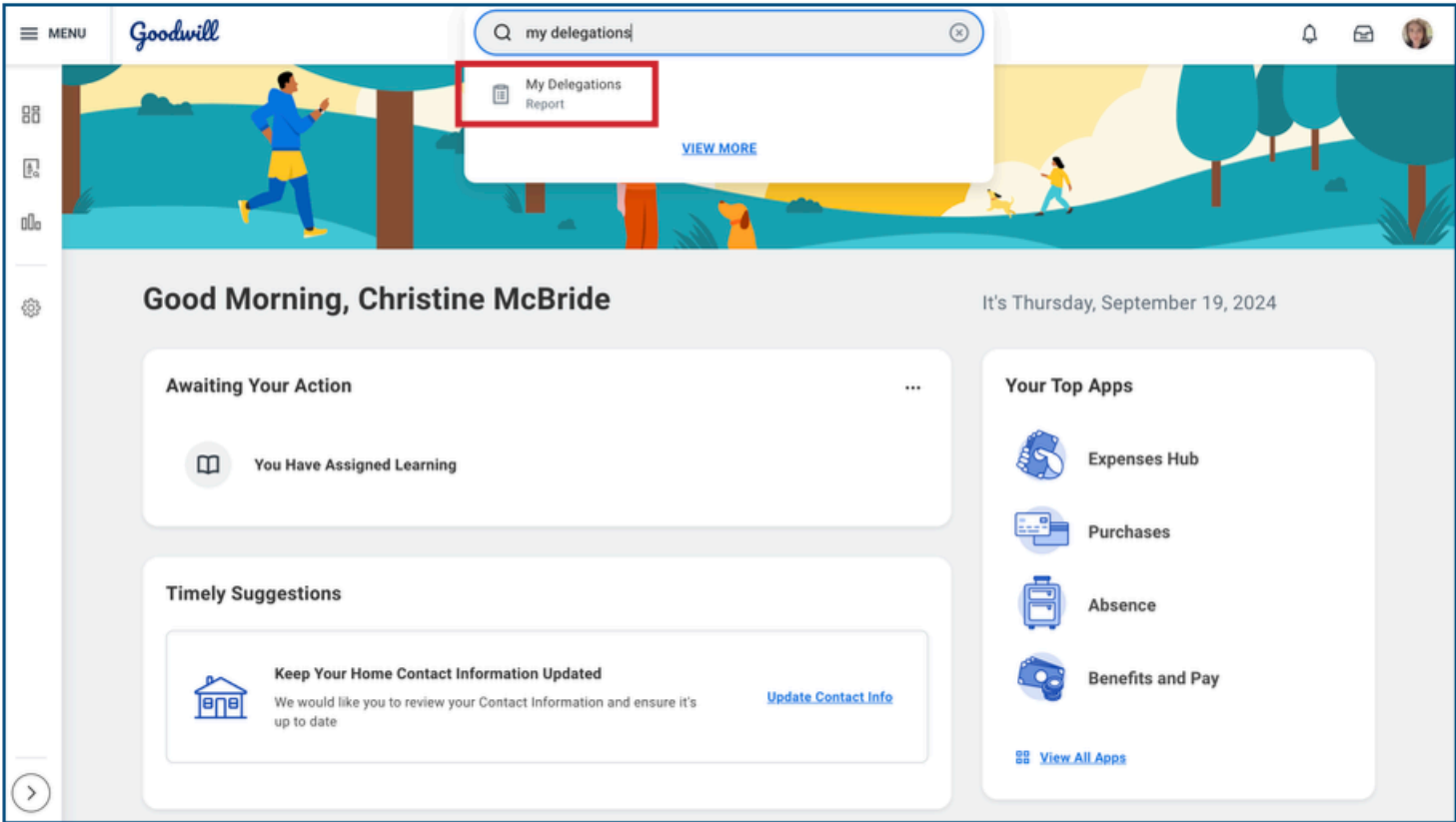
Up Next: Jessica Sample | Approval by Manager | Due Date 09/20/2024

[View Details](#)

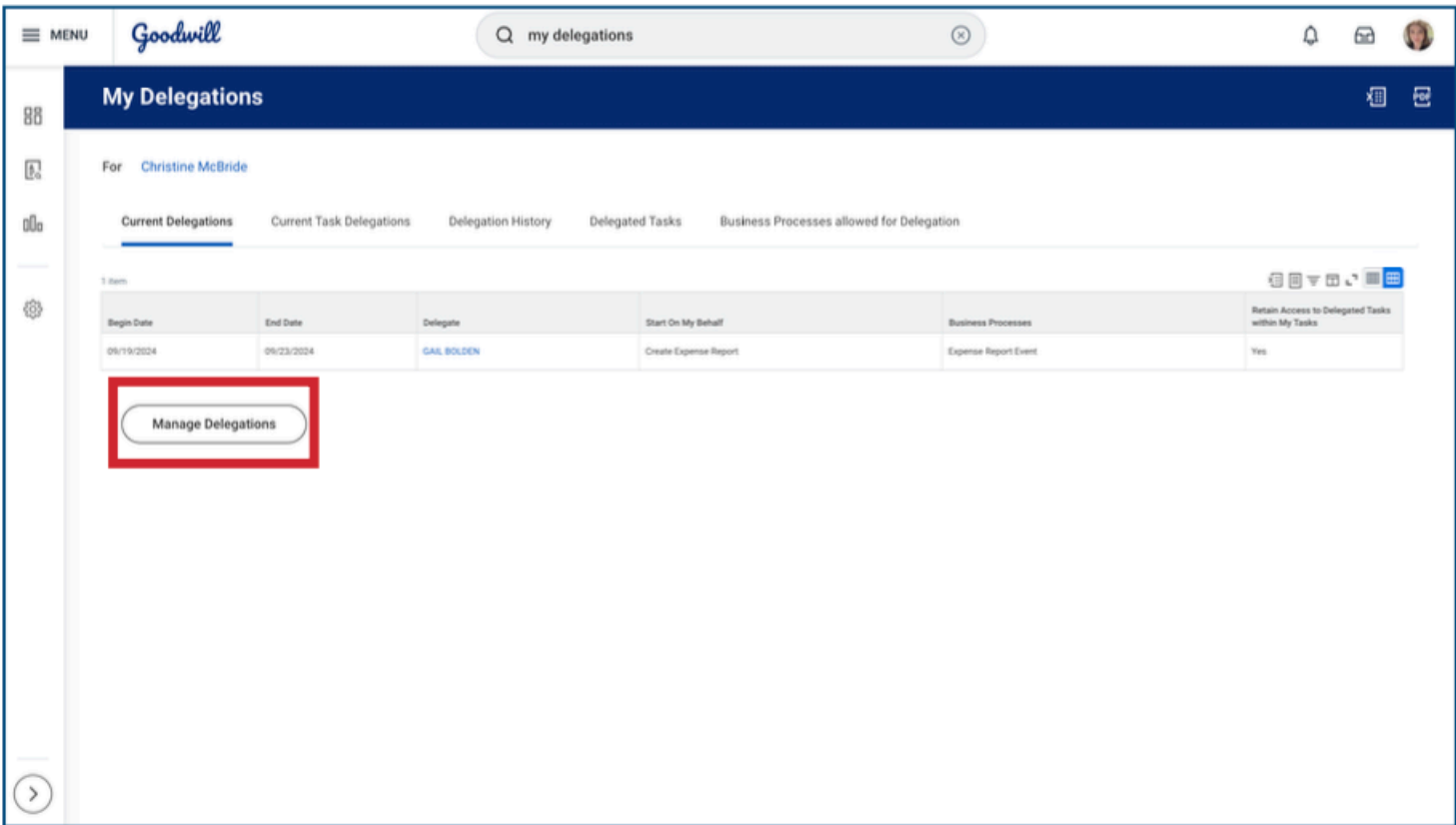


# How to Revoke/Cancel Delegate Access (Desktop)

1. Navigate to the Workday Search Bar and type “My Delegations” then select the *My Delegations Report*



2. Click *Manage Delegations*



# How to Revoke/Cancel Delegate Access (Desktop)

### 3. Click the Minus Icon (-) > Submit

Manage DelegationsChristine McBride

> Business Processes allowed for Delegation

New Delegation1 item

	*Begin Date	End Date	*Delegate	Start On My Behalf	Do My Tasks On My Behalf
<div><div><div></div><div></div></div></div>	<div>09/19/2024</div>	<div>09/22/2024</div>	<div><div>X</div>GAIL BOLDEN</div>		<div><div><div></div>For all Business Processes</div><div><div></div>For Business Process</div><div><div></div></div><div><div></div>None of the above</div></div> <div><div>Retain Access to Delegated Tasks within My Tasks</div><div></div></div> <div>Delegation Rule</div>

enter your comment

Attachments

Submit

Save for Later

Cancel

**Note:** The team member and the delegate will receive a notification in Workday that delegation access has been revoked.

### Workday Delegated Tasks Update

1 hour(s) ago

The following Delegation has been stopped to revoke Delegation Access to your Inbox tasks and notifications:

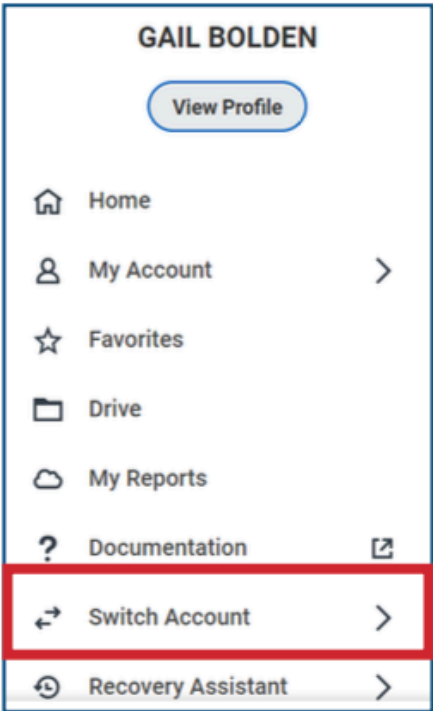
Delegate: GAIL BOLDEN  
Begin Date: 09/19/2024  
End Date: 09/22/2024  
All Business Processes: No  
Specific Business Processes: Expense Report Event  
Retain Access to Delegated Tasks: Yes

My Delegations

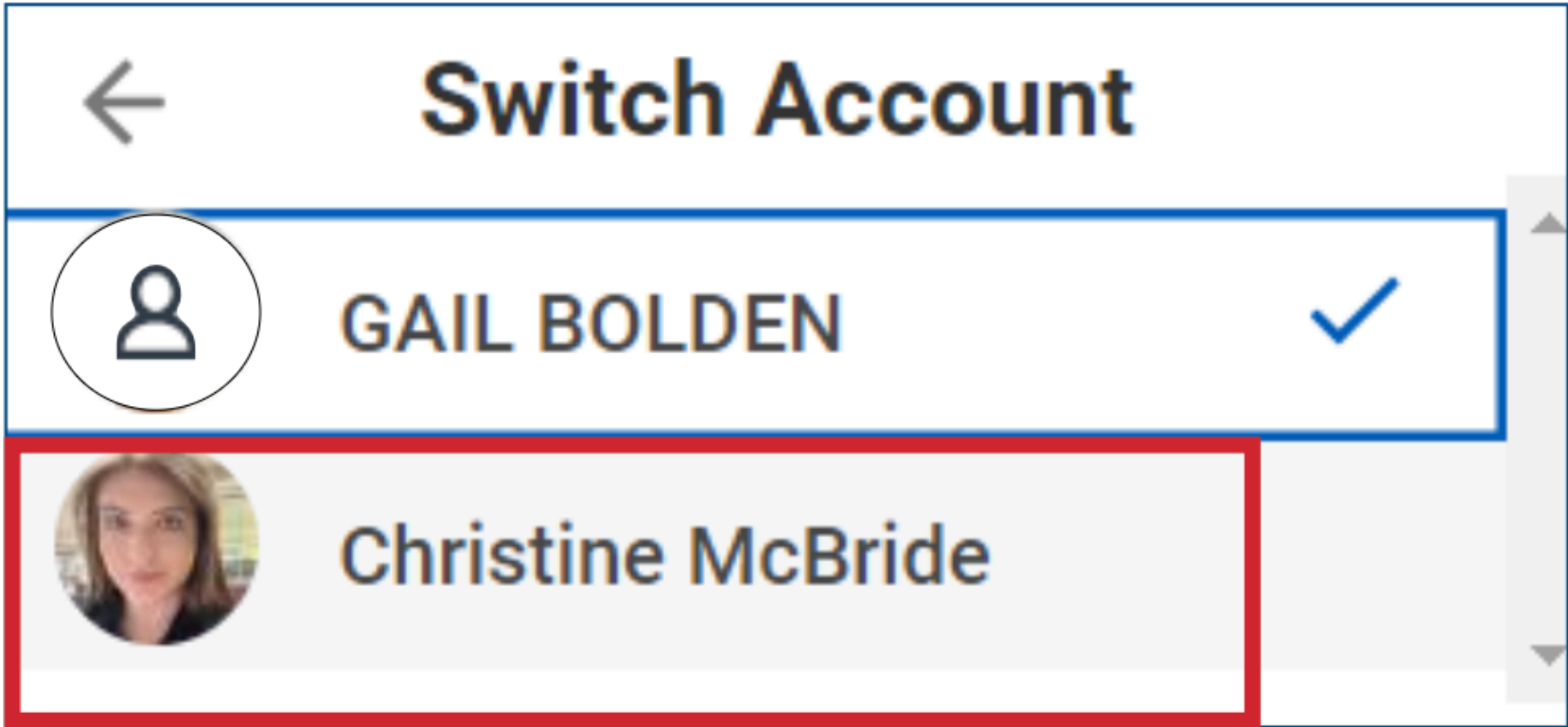
# As a Delegate, How to Submit an Expense Report on Behalf of a Team Member (Desktop)

1. Navigate to your Workday profile and click *Switch Account*.

**Note:** Scroll down to view all options if you do not see the “Switch Account” option.

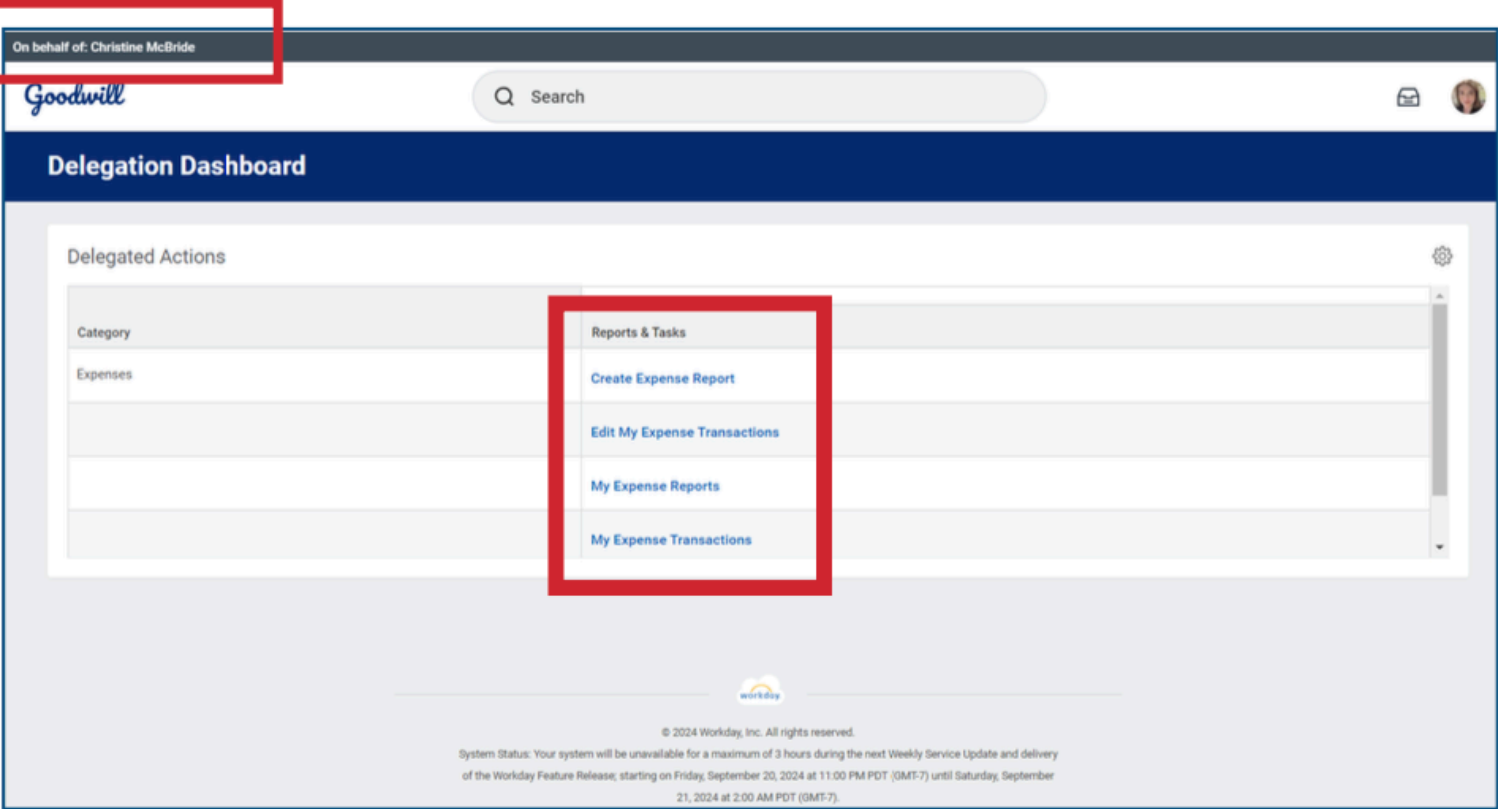


2. Click on the appropriate account to act on their behalf.



# As a Delegate, How to Submit an Expense Report on Behalf of a Team Member (Desktop)

3. Click on the appropriate tasks and/or reports to act on behalf of the team member



**Note:** The banner at the top of the page indicates to the delegate that they are acting on behalf of another team member.

A screenshot of the 'Create Expense Report' form. The form is titled 'Create Expense Report' and has a close button (X) in the top right corner. It is divided into two main sections: 'Expense Report Information' and 'Instructions'. The 'Expense Report Information' section contains several fields: 'Expense Report For' (Employee: Christine McBride), 'Creation Options' (radio buttons for 'Create New Expense Report' and 'Copy Previous Expense Report'), 'Memo' (text area), 'Company' (dropdown menu showing 'Goodwill of Central & Northern Arizona'), 'Expense Report Date' (calendar icon showing '09/19/2024'), 'Company on Expense Line' (dropdown menu showing 'Goodwill of Central & Northern Arizona'), and 'Cost Center' (dropdown menu showing '150515 Human Resources'). The 'Instructions' section contains a list of 10 numbered instructions regarding credit card usage and reporting. At the bottom of the form are 'OK' and 'Cancel' buttons.