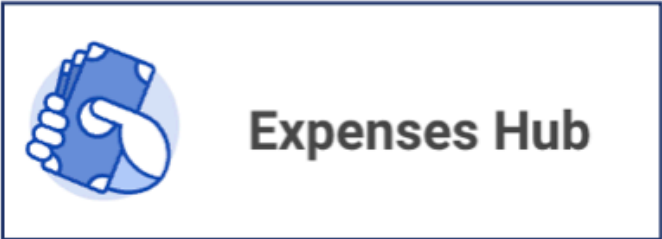


Workday Expenses Hub Job Aid



An Interactive Guide for GSFB Team Members Who Do Not 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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<u>How to Create an Expense Report for Personal Mileage Reimbursement (Desktop)</u>	Pages 7-14
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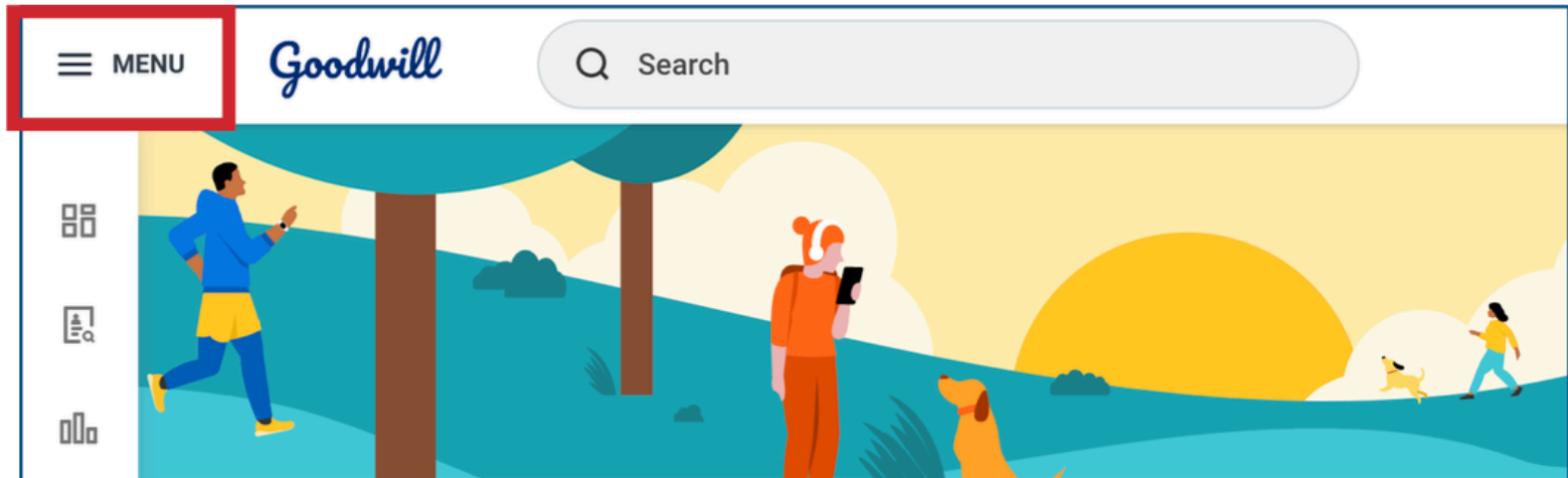
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<u>Quick Expense(s) FAQs</u>	Page 20
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<u>How to Monitor the Status of a Submitted Expense Report (Desktop)</u>	Pages 30-33
<u>Workday Expenses Hub: Basic Course (Non-Cardholders)</u> <i>Click this link to access the self-paced CBT</i>	External Link to LMS
<u>Workday Expense Training for GSFB Team Members Who Do NOT Use Company Credit Cards</u>	External Link to Video Tutorial

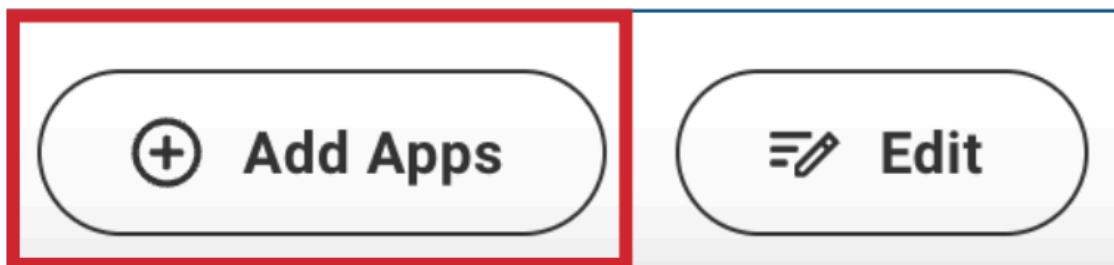
← **Table of Contents Page 1**

How to Access the Workday Expenses Hub App (Desktop)

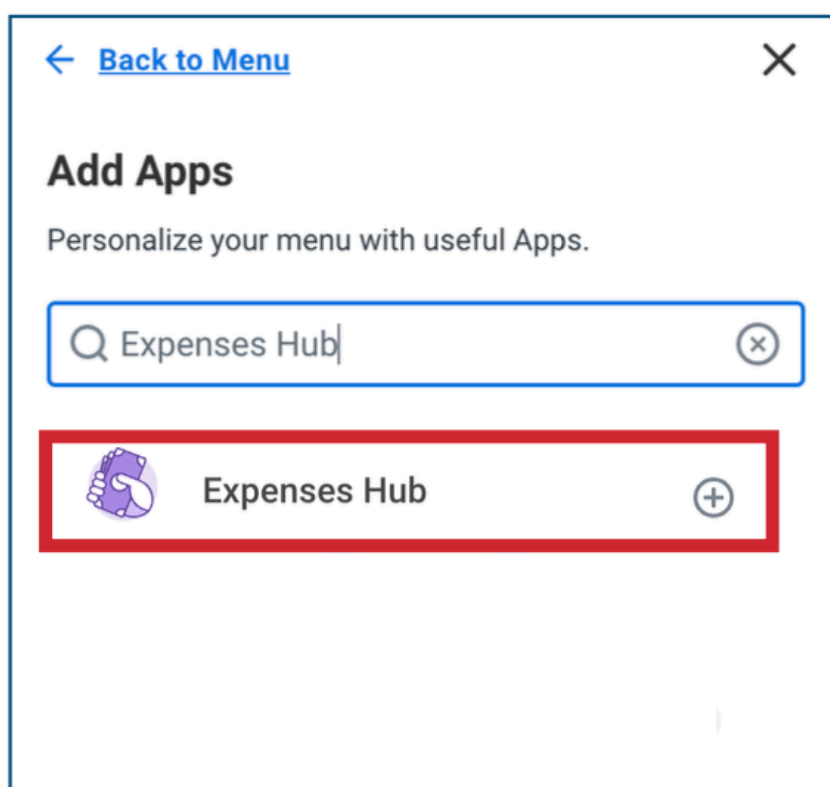
1. Login to Workday and click on **Menu**



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.

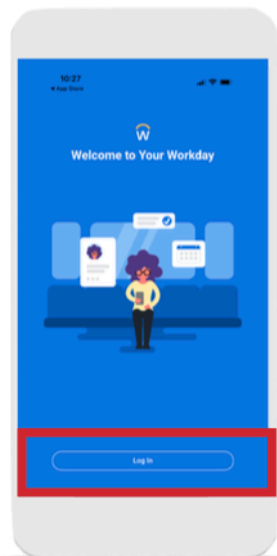


2. Search for “Workday” and click “Install” or “Get” to download the Workday Mobile App.

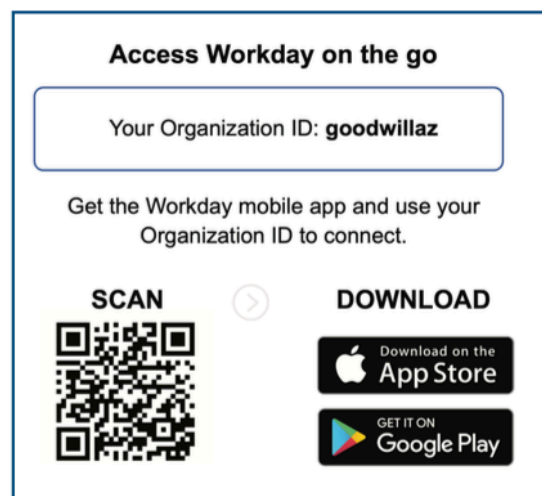
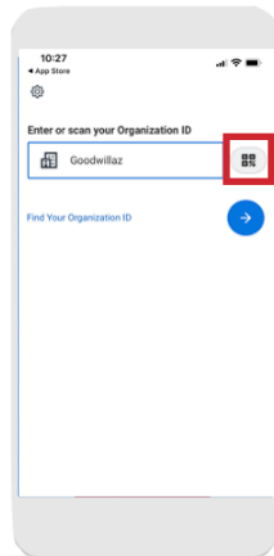


Note: Once downloaded, the Workday app will appear on the home screen of your device.

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



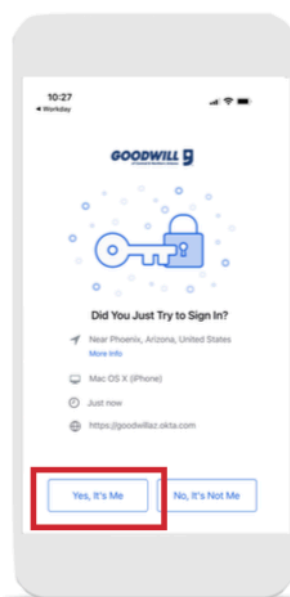
4. Type in the organizational ID **goodwillaz** or click the icon to access your device’s camera and scan the QR code.



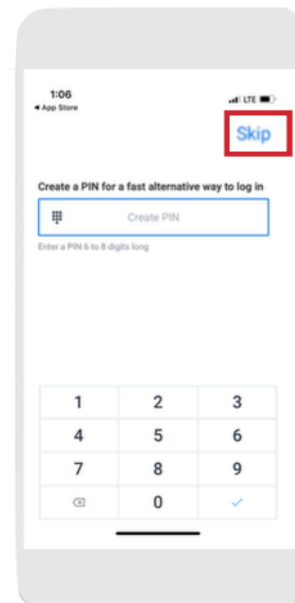
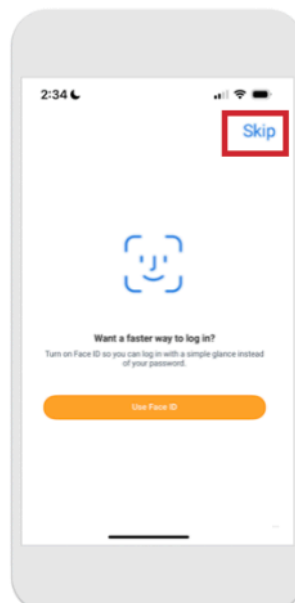
5. Sign in using your employee login details



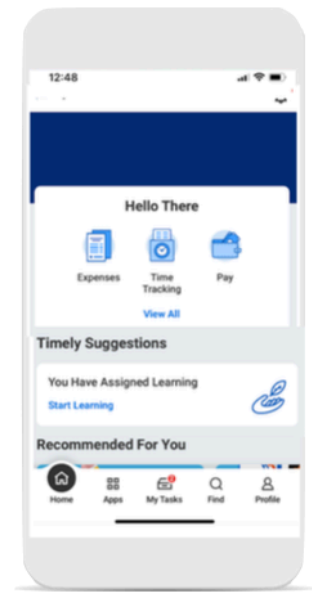
6. Confirm the login push from Okta, if prompted



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 'Payment Elections' section for 'Team Member Joey [C]' is visible. The 'Add' button is highlighted with a red box. The interface includes a search bar at the top and a menu icon on the left.

2. Select the preferred payment method

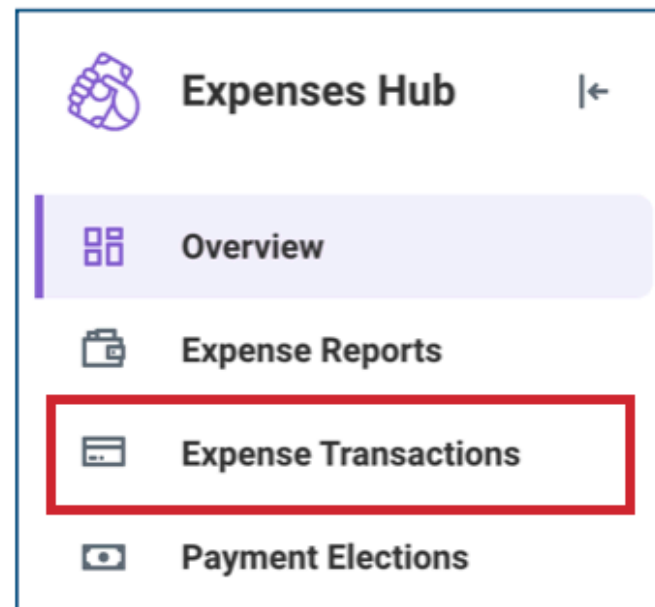
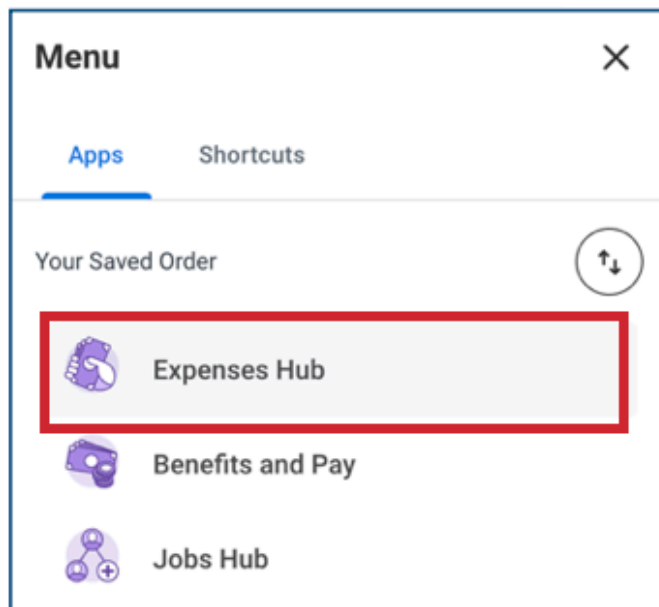
The screenshot shows the 'Preferred Payment Method' form. The 'Expenses' section has 'Direct Deposit' selected. The 'Account' section has 'Direct Deposit' selected. The 'Account Holder' section has 'Direct Deposit' selected. The 'Sample Check' section shows a sample check from 'Jonathan Doe' for \$100.00. The 'Account Information' section has 'Checking' selected. The form includes a search bar and a 'DO NOT INCLUDE' warning.

3. Enter the required information > Click **OK**

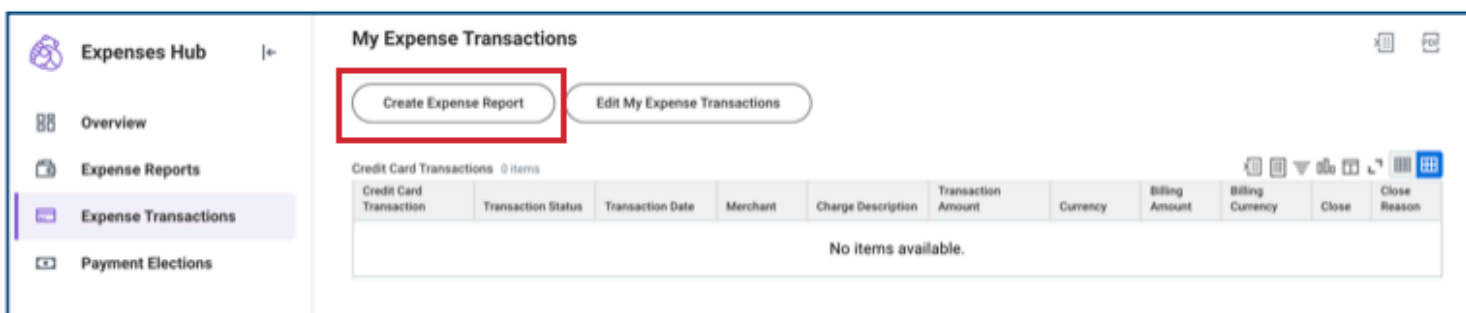
The screenshot shows the 'Account Information' form. The 'Account Type' section has 'Checking' selected. The 'Routing Transit Number', 'Account Number', and 'Bank Name' fields are required and highlighted with red boxes. The 'Bank Identification Code' and 'Account Nickname (optional)' fields are optional. The 'OK' button is highlighted with a red box.

How to Create an Expense Report for Personal Mileage Reimbursement

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



2. Click “Create Expense Report”



3. Create a "New Expense Report"

A screenshot of the "Expense Report Information" form. The form has a title bar with a back arrow and the text "Expense Report Information". Below the title bar, there are two sections: "Expense Report For" and "Creation Options". The "Expense Report For" section has a red asterisk and the text "Employee: Christine McBride (On Leave)". The "Creation Options" section has a red asterisk and two radio buttons: "Create New Expense Report" (selected) and "Copy Previous Expense Report". Below the "Copy Previous Expense Report" radio button, there is a text input field with a dropdown menu icon.

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 Personal Mileage Reimbursement

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

Memo

★ Christine McBride Expense Report - August 2024

Company

★ × Goodwill of Central & Northern Arizona ...

Expense Report Date

★ 08/08/2024

Company on Expense Line

★ × Goodwill of Central & Northern Arizona ...

IMPORTANT! DO NOT CHANGE THE COMPANY FIELD!

Memo

★ Christine McBride Expense Report - August 2024

Company

★ × Goodwill of Central & Northern Arizona ...

Expense Report Date

★ 08/08/2024

Company on Expense Line

★ × Goodwill of Central & Northern Arizona ...

5. 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 Personal Mileage Reimbursement

6. Click OK



7. Click Add

A screenshot of the 'Create Expense Report' form. The 'Add' button is highlighted with a red border. The form shows a header with 'Pay To: Employee: Christine McBride (On Leave)', 'Status: Draft', 'Personal: 0.00 USD', 'Prior Balance Applied: 0.00 USD', 'Reimbursement: 0.00 USD', and 'Total: 0.00 USD'. Below the header is a tabbed interface with 'Header', 'Attachments', and 'Expense Lines'. The 'Expense Lines' tab is active, showing a large empty area with a cloud icon and the text 'There's nothing here'. At the bottom, there is a comment field and buttons for 'Submit', 'Save for Later', and 'Close'.

8. Select “Mileage Reimbursement” under Expense Item

A screenshot of the 'Expense Line' form. The 'Expense Item' dropdown is highlighted with a red border, showing 'Mileage Reimbursement' selected. The form includes fields for 'Expense Date' (08/08/2024), 'Rates Used' (0.655), 'Total Amount' (0.00), 'Currency' (USD), 'Memo', 'Company' (Goodwill of Central & Northern Arizona), and '*Cost Center' (150515 Human Resources). A blue note box on the right states: 'Note: Select the appropriate expense item category to submit for personal reimbursements for other expenses besides mileage.' The form also includes a 'Drop files here' section and a 'Select files' button. At the bottom, there are buttons for 'Submit', 'Save for Later', and 'Close'.

How to Create an Expense Report for Personal Mileage Reimbursement

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

Expense Date * 08/08/2024

Expense Item * X Mileage Reimbursement

Rates Used 0.655

Total Amount 0.00

Currency * USD

Memo

Company X Goodwill of Central & Northern Arizona

*Cost Center X 150515 Human Resources

*Region X Human Resources

*Business Unit X 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

IMPORTANT! Team members are only paid for the extra mileage that exceeds their normal commute. Mileage reimbursements are distributed to cover the difference.

10. Enter the business purpose in the memo.

Currency * USD

Memo Off Site Meeting

Company X Goodwill of Central & Northern Arizona

*Cost Center X 150515 Human Resources

*Region X Human Resources

*Business Unit X Administrative Overhead

Additional Worktags

How to Create an Expense Report for Personal Mileage Reimbursement

11. 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.

12. 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

Estimated Distance of Driving Route

★ 15.4

One-Way Daily Commute Distance

0

Round Trip

☐

Distance to Expense

★ 15.4

Receipt Included

☐

How to Create an Expense Report for Personal Mileage Reimbursement

13. 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).

14. 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

☐

How to Create an Expense Report for Personal Mileage Reimbursement

15. 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 Example6.16 USD

Expense Line

Drop files here

or

Select files

Expense Date *08/09/2024

Expense Item *X Mileage Reimbursement

Rates Used0.655

Total Amount6.16

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

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

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 Example6.16 USD

Expense Line

Drop files here

or

Select files

Expense Date *08/09/2024

Expense Item *X Mileage Reimbursement

Rates Used0.655

Total Amount6.16

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

How to Create an Expense Report for Personal Mileage Reimbursement

17. Repeat steps 8-14 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.

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

Expenses Hub

Overview

Expense Reports

Expense Transactions

Payment Elections

My Expense Reports

Christine McBride (On Leave)

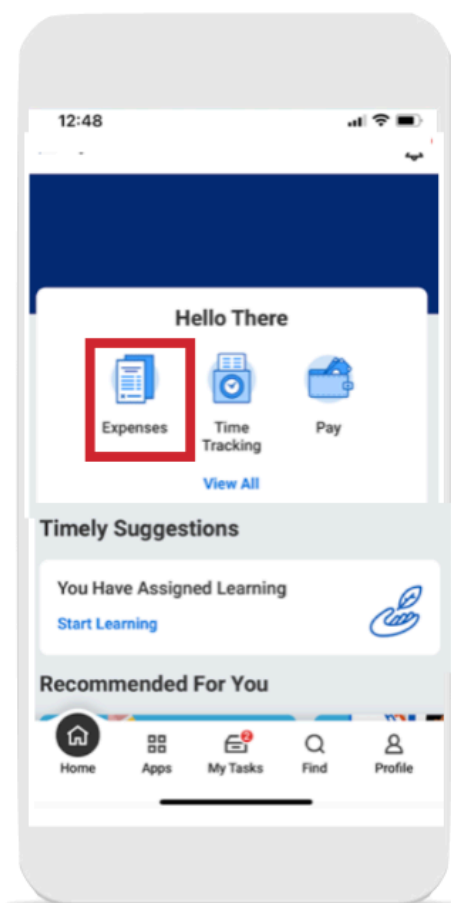
Create Expense Report

My Expense Reports

6 items

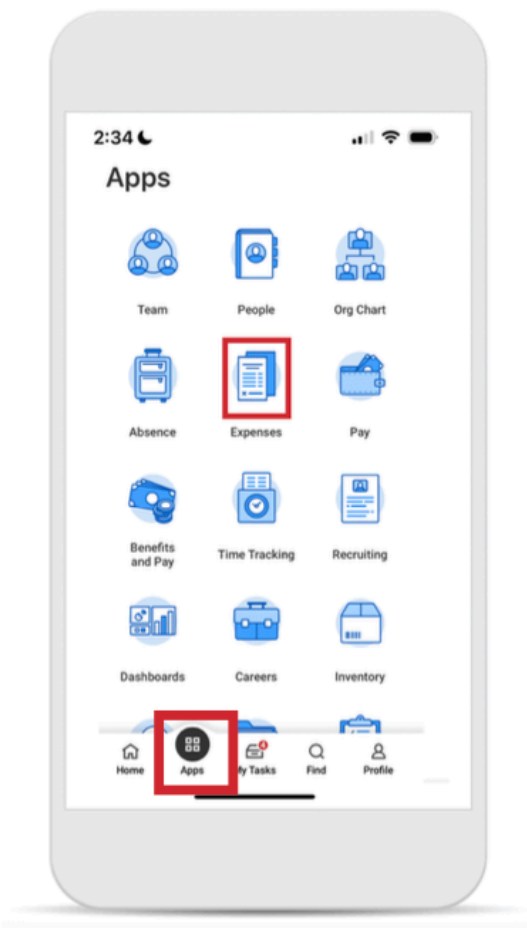
Expense Report	Actions	Expense Report Date	Status	Memo	Total Amount	Reimbursement Amount	Worker Paid	Personal Amount	Currency
EX-000149		08/09/2024	Canceled	Sample	17.88	17.88		0.00	USD
EX-000150	Actions	08/09/2024	Waiting on Cost Center Manager	Sample 2	20.37	20.37		0.00	USD
EX-000148	Actions	08/08/2024	Waiting on Cost Center Manager	Christine McBride Expense report - August 2024	17.88	17.88		0.00	USD
EX-000147	Actions	08/08/2024	Draft	Christine McBride Expense report August 2024	6.75	6.75		0.00	USD
EX-000140	Actions	08/07/2024	Draft	Christine McBride Expense report August 2024	17.88	17.88		0.00	USD
EX-000130		08/05/2024	Canceled	Sample Expense Report	0.00	0.00		0.00	USD

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

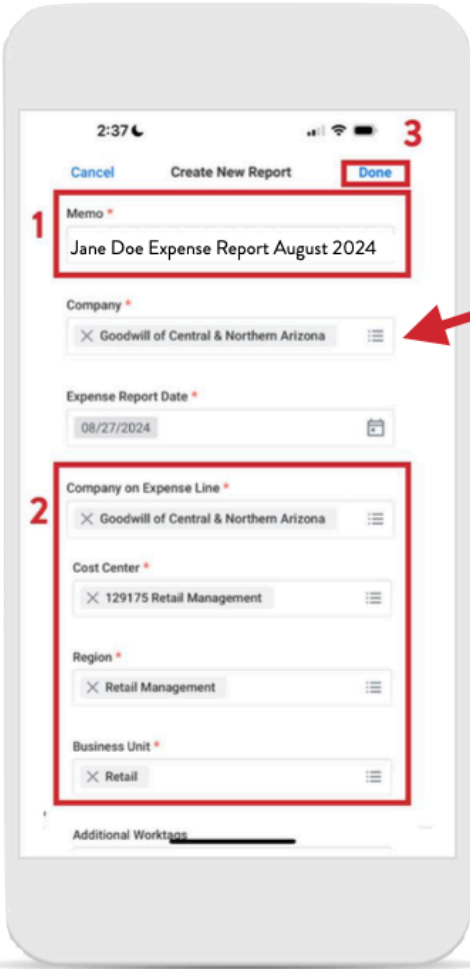
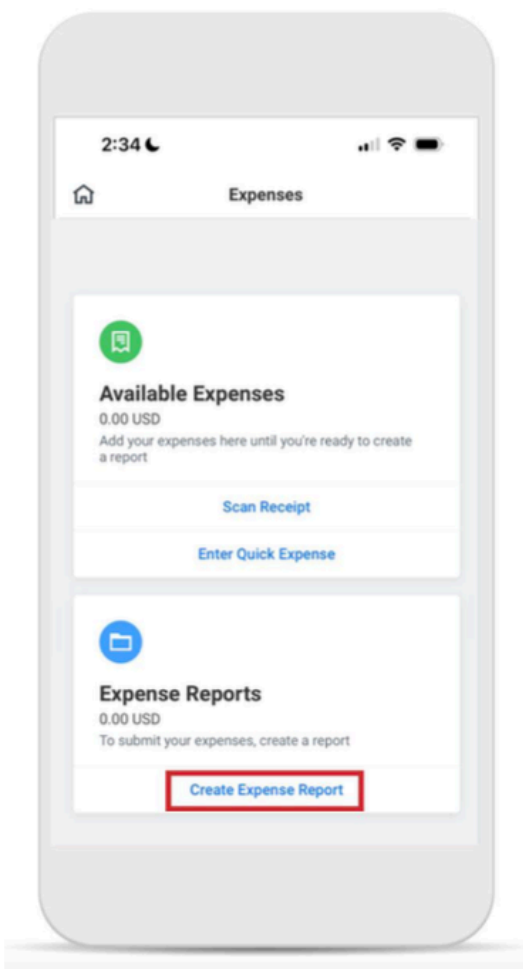


1. Login to Workday Mobile and click on the *Expenses* app

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*

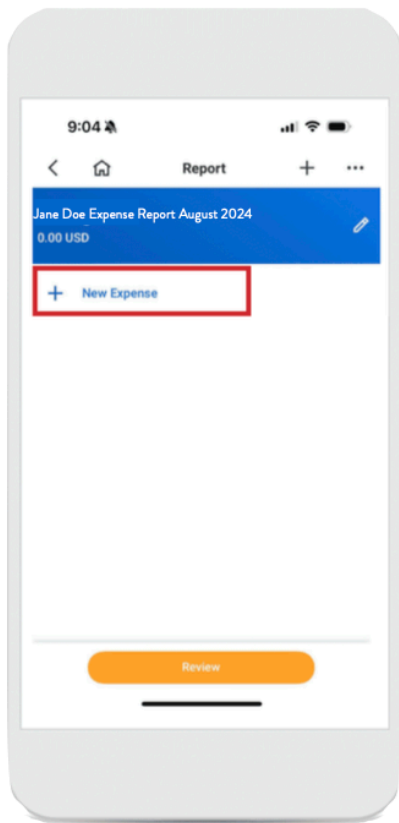


3. Enter all necessary information

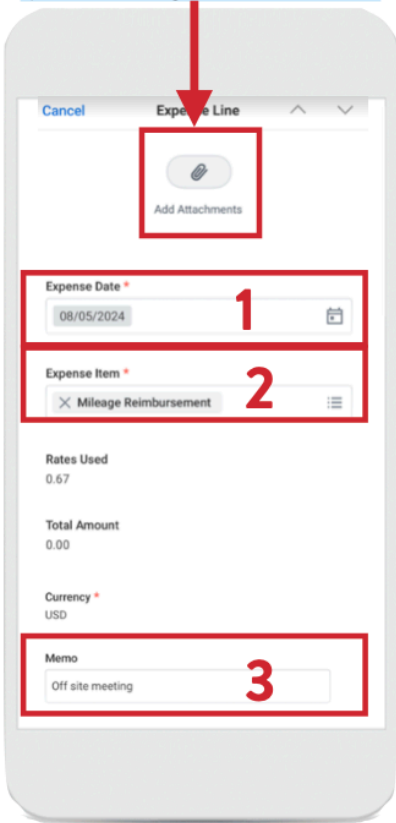
1. Enter the name of the expense report (team member name, month and year).
DO NOT CHANGE THE COMPANY LINE!
2. If the expense needs to be assigned to a different company select the appropriate option under the "Company on Expense Line" section.
Note: The Cost Center, Region and Business Unit will auto-populate.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

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

4. Click *New Expense*

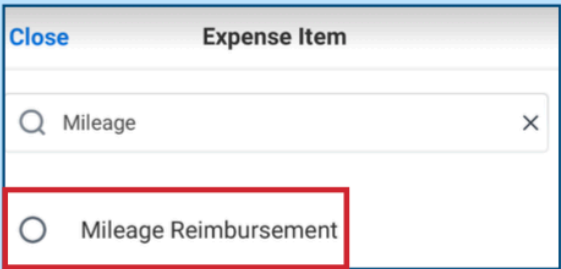


Note: Receipts are not needed for personal mileage reimbursements.



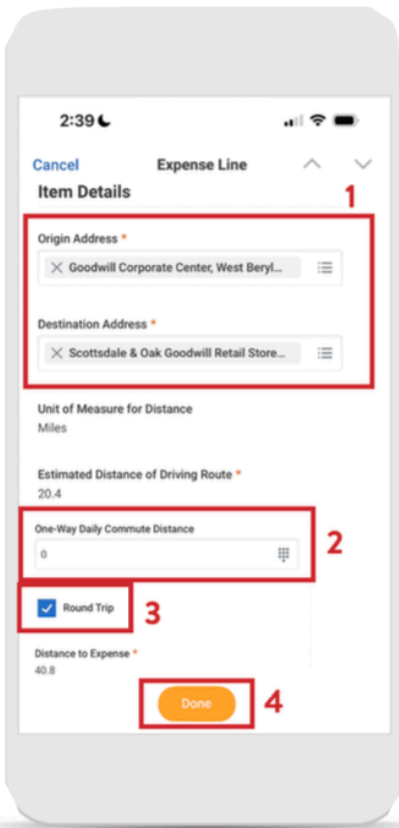
5. Enter all relevant information

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



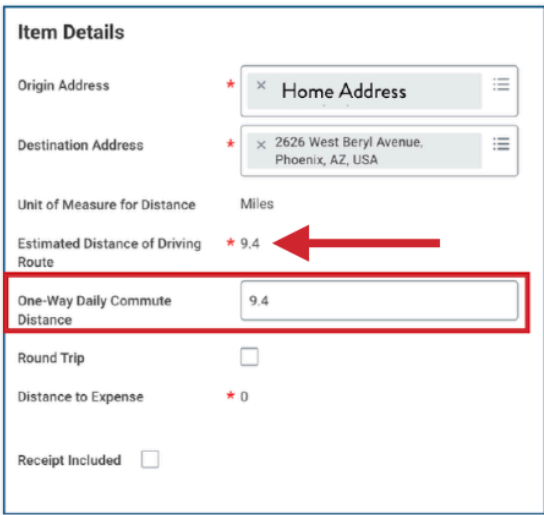
3. Enter the business purpose for the mileage expense

6. *Scroll down* and enter all relevant information



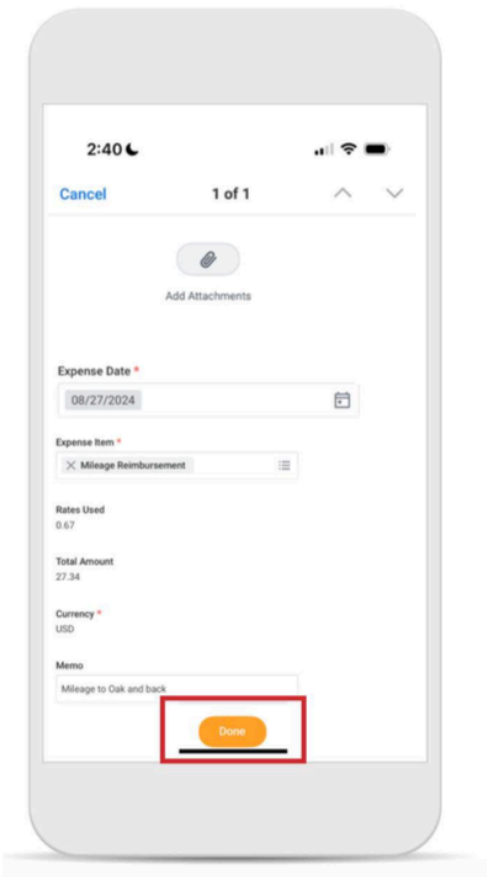
1. Enter the appropriate origin and destination addresses
2. Enter your personal one-way mileage commute distance under the “One-Way Daily Commute Distance” section, if applicable
3. Select the “Round Trip” check mark, if applicable
4. Click Done

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.

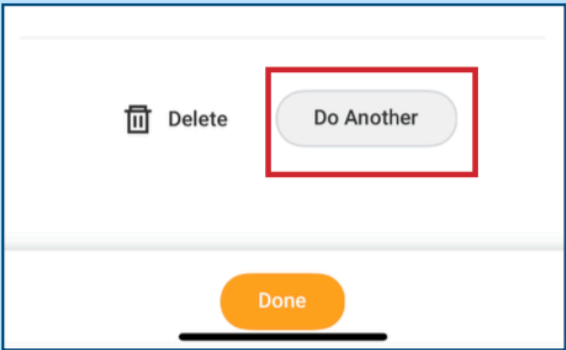


How to Add Personal Mileage Reimbursement to an Expense Report (Mobile)

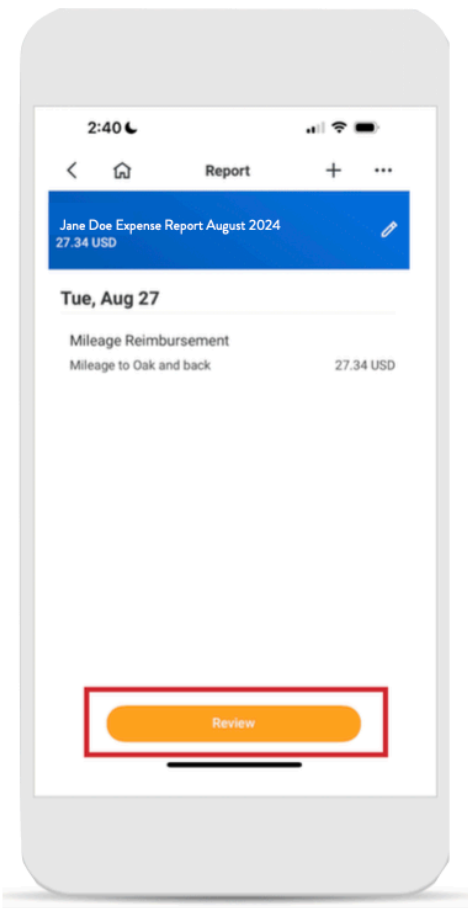
7. Review the information on the page and then click *Done*



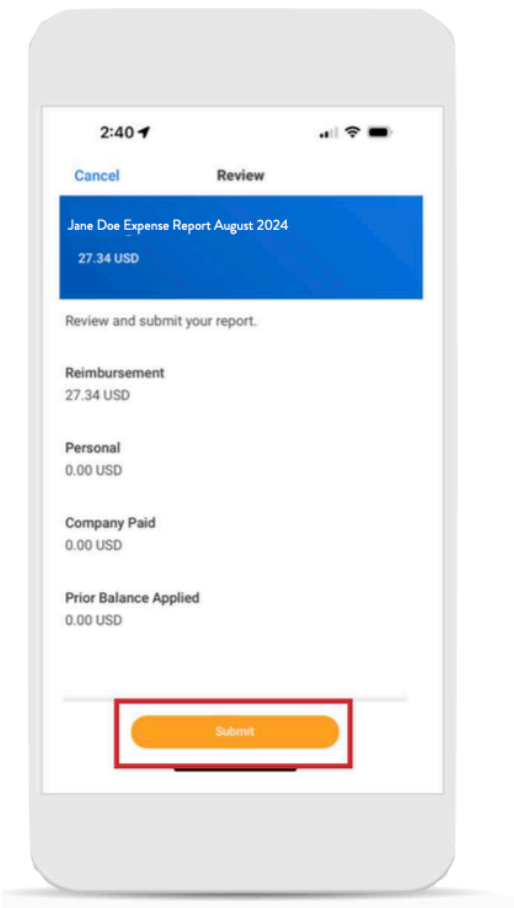
Note: Alternately, click the *Add Another* button to add another expense line to the report. Team Members who travel to multiple sites on the same day must add a new expense line for every leg of their travels.



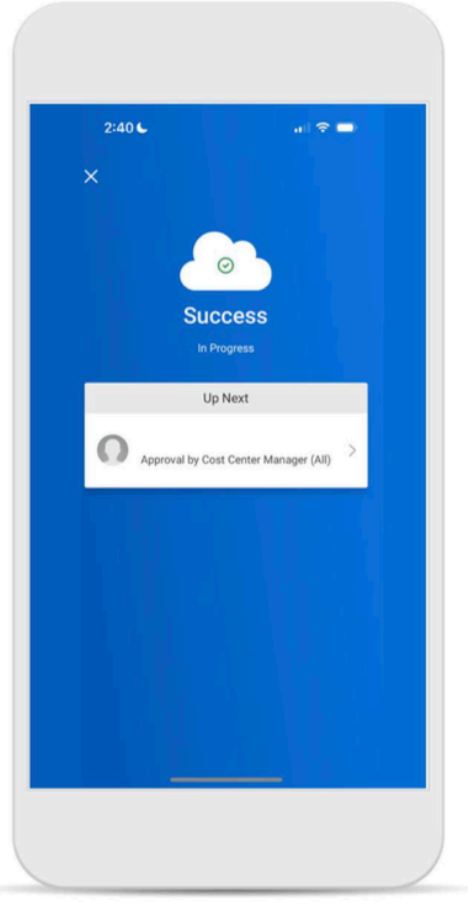
8. Click *Review*



9. Click *Submit*

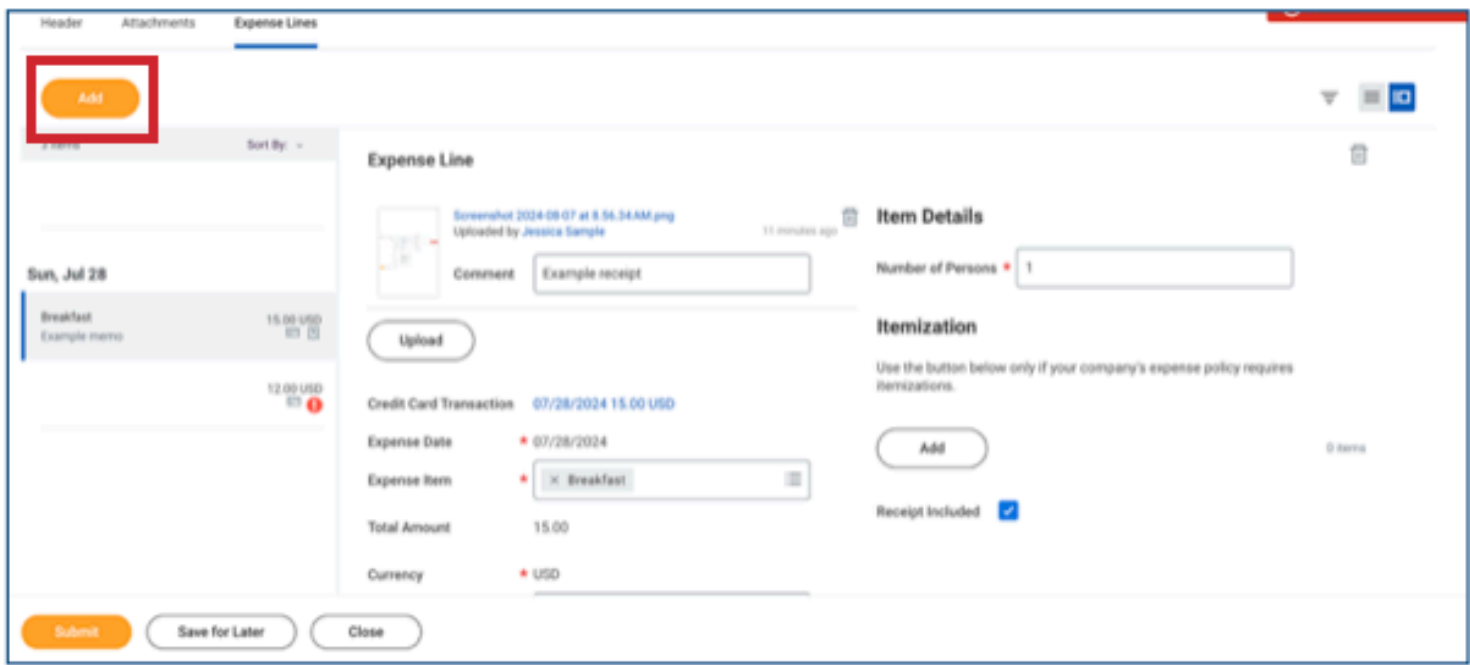


10. The next steps in the business process appear on the screen.

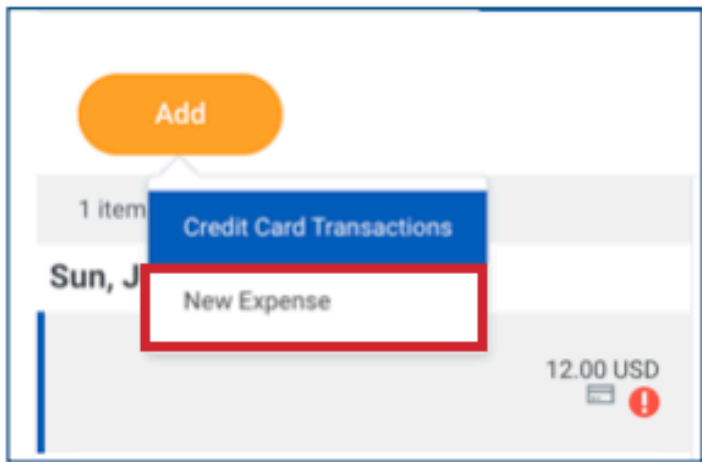


How to Add a Personal Expense (Non-Mileage) for Reimbursement to Expense Reports (Desktop)

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

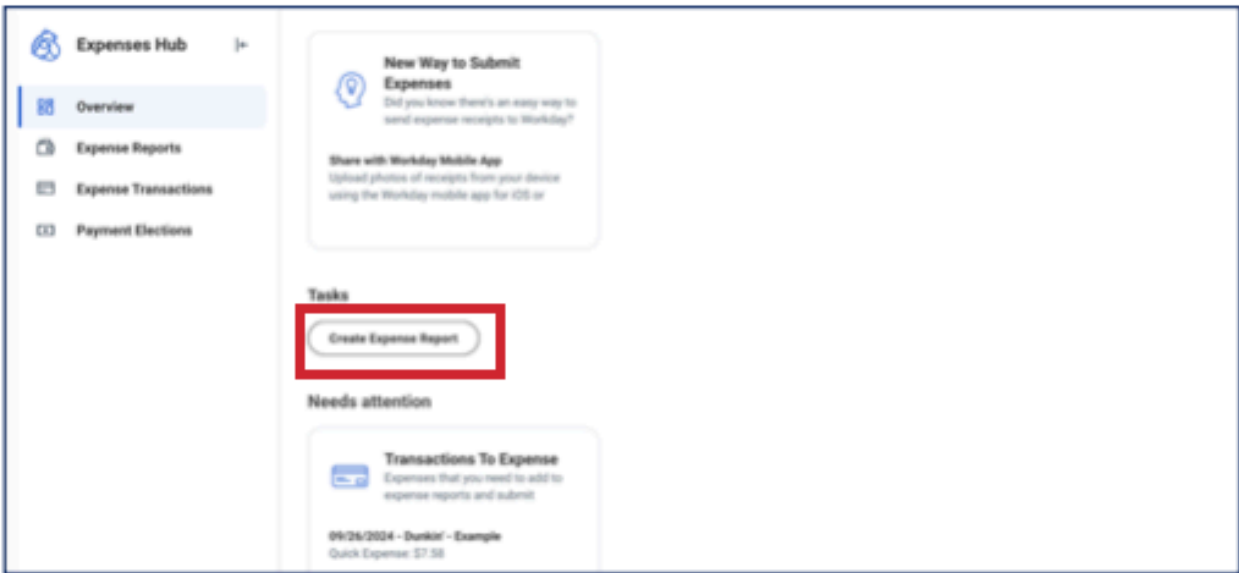


2. Click “New Expense”



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.

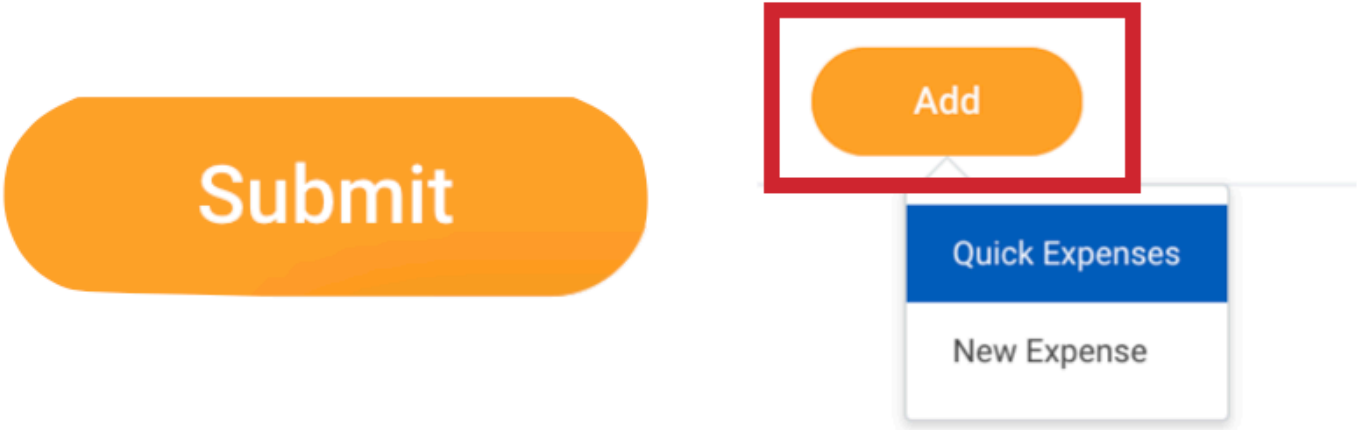


How to Add a Personal Expense (Non-Mileage) for Reimbursement to Expense Reports (Desktop)

3. Enter all required information and upload the receipt.

The screenshot shows the 'Expense Line' form. A red box highlights the receipt upload area, which includes a thumbnail of 'IMAGE.JPG', a 'Comment' field, and an 'Upload' button. Another red box highlights the form fields: '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 checked. At the bottom left are 'Submit', 'Save for Later', and 'Close' buttons.

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



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.

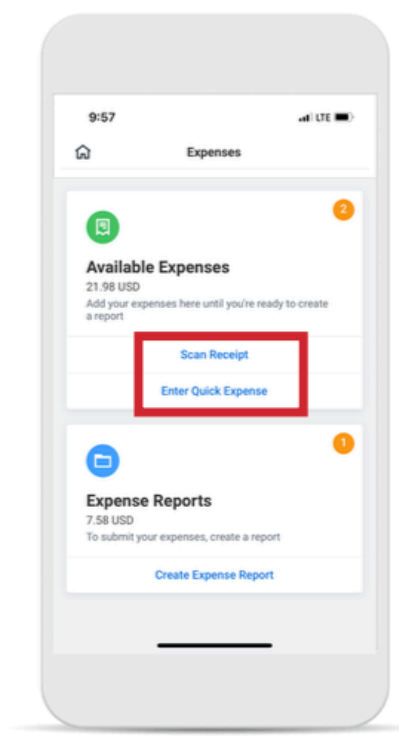
Why Create Quick Expenses? Creating quick expenses allows users to—quickly—document transactions and/or receipts to compile into an expense report at a later time.

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”?

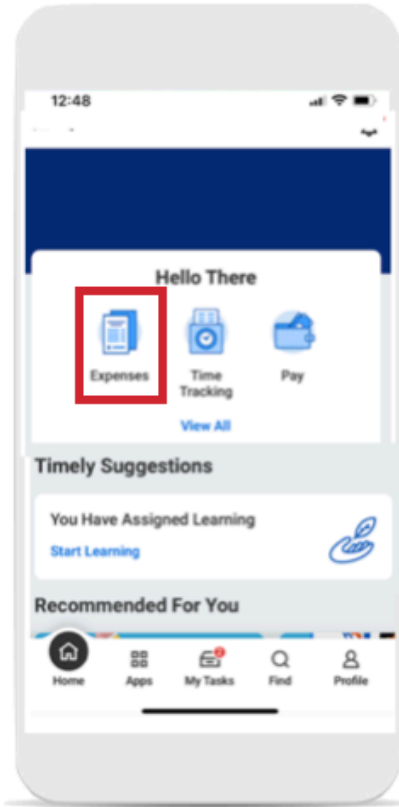


Scan Receipt: Clicking *Scan Receipt* prompts the user to take a picture of a receipt. This allows the user to quickly document the receipt and return to it a later time to add the expense details and assign it to an expense report.

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.

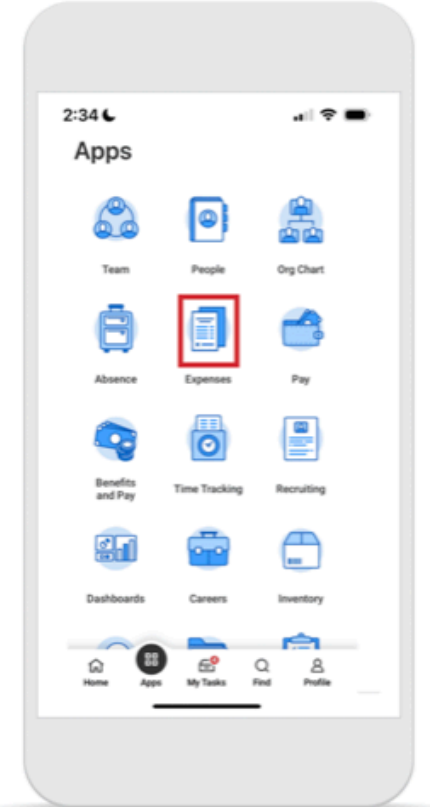
How to Create Quick Expenses in the Workday Mobile App (Mobile)

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

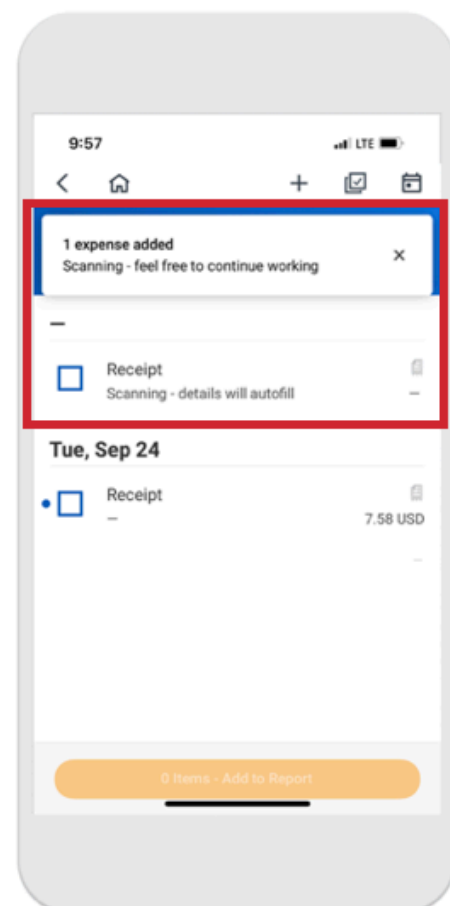
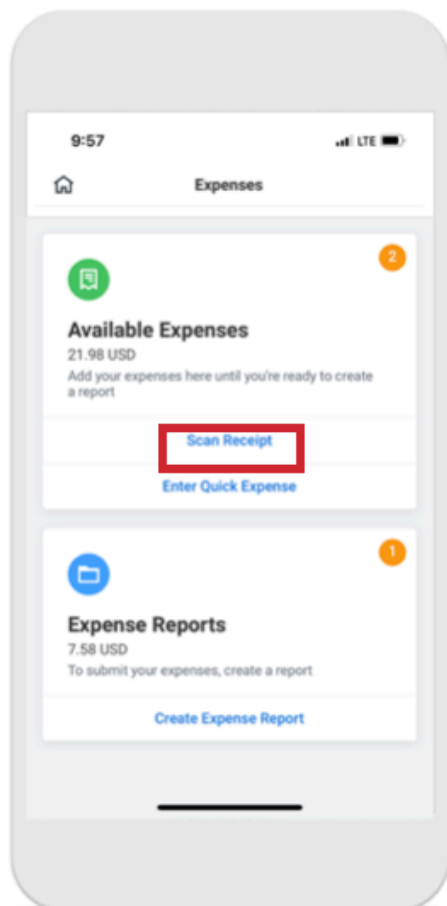


1. Login to Workday Mobile and click on the **Expenses** app

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



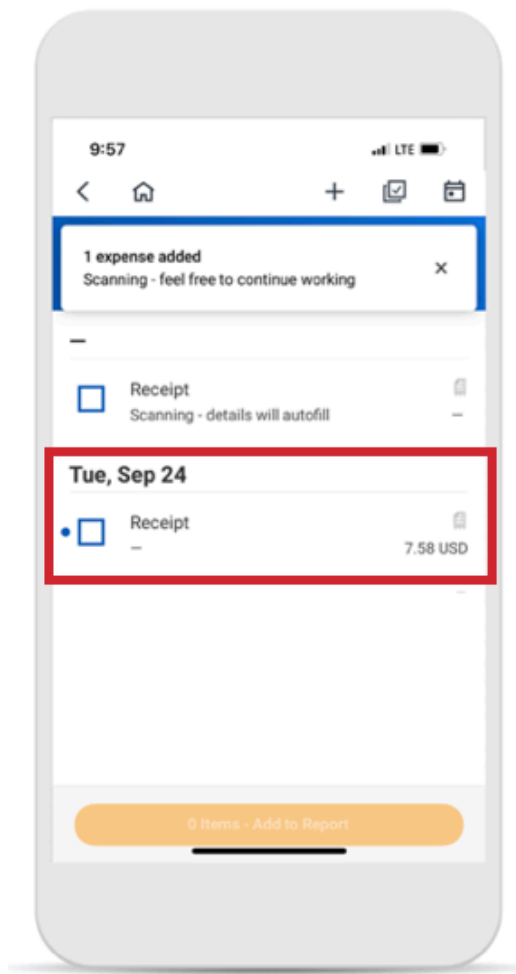
2. Click **Scan Receipt**



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.

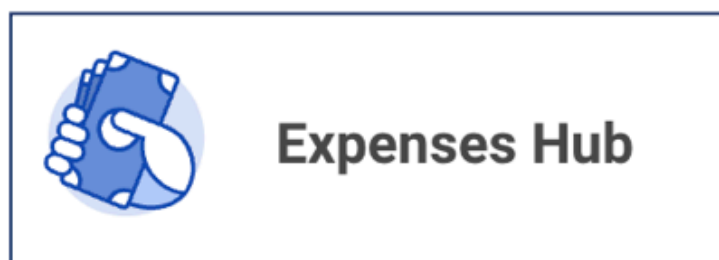
How to Create Quick Expenses in the Workday Mobile App (Mobile)



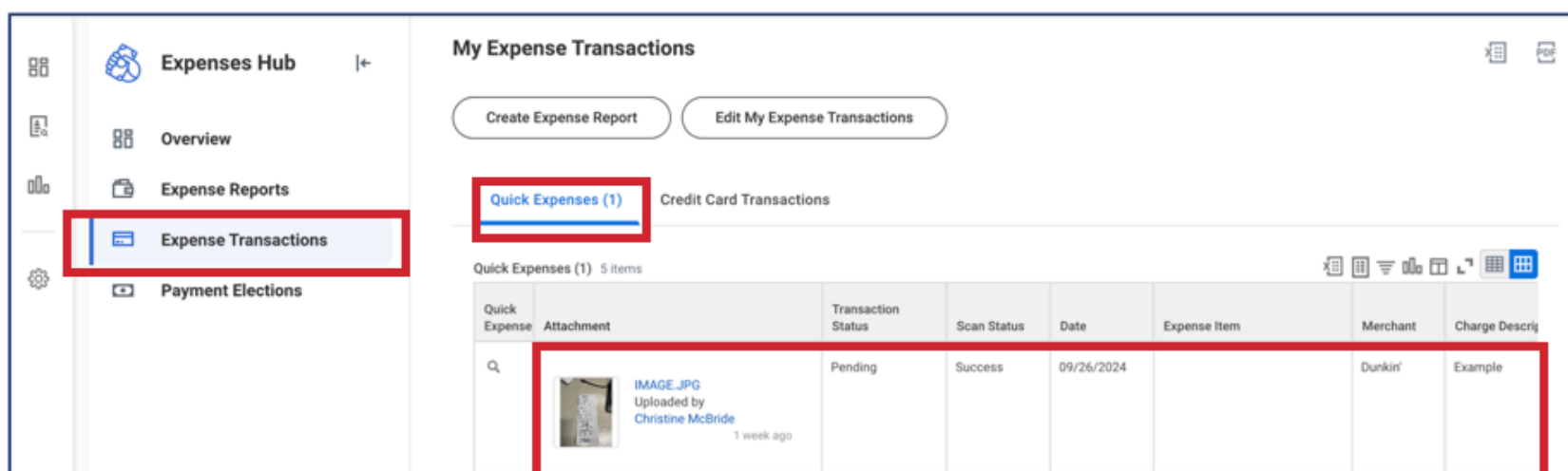
Note: Once the receipt has been scanned, information that could be extracted from the receipt will populate (e.g. date of transaction, merchant, amount and currency). A blue circle will also appear by the receipt to indicate that the scan is complete.

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.*

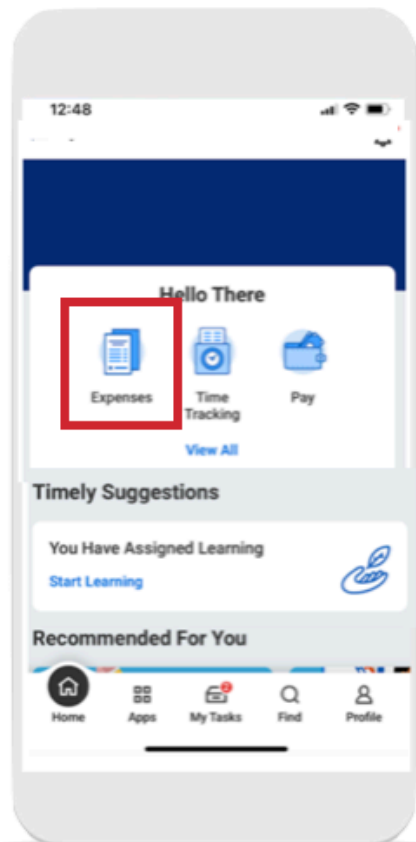


Expenses Hub



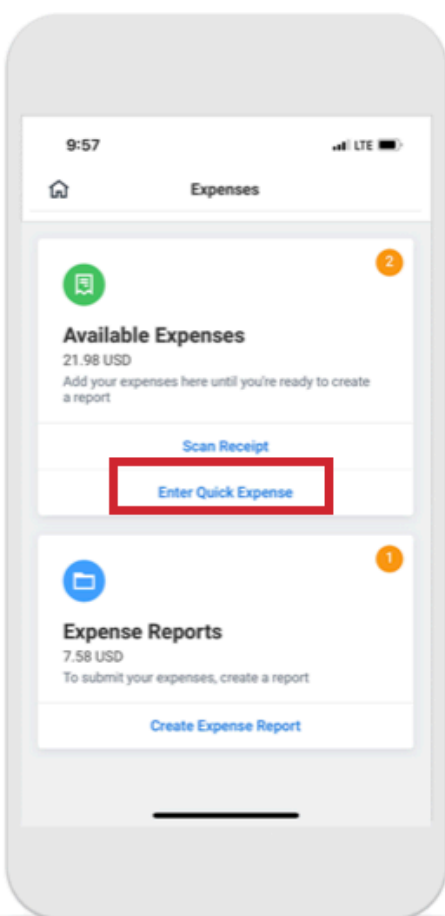
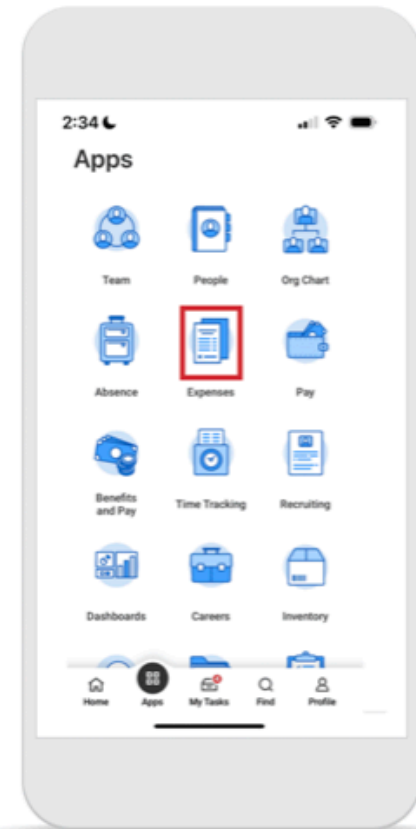
How to Create Quick Expenses in the Workday Mobile App (Mobile)

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



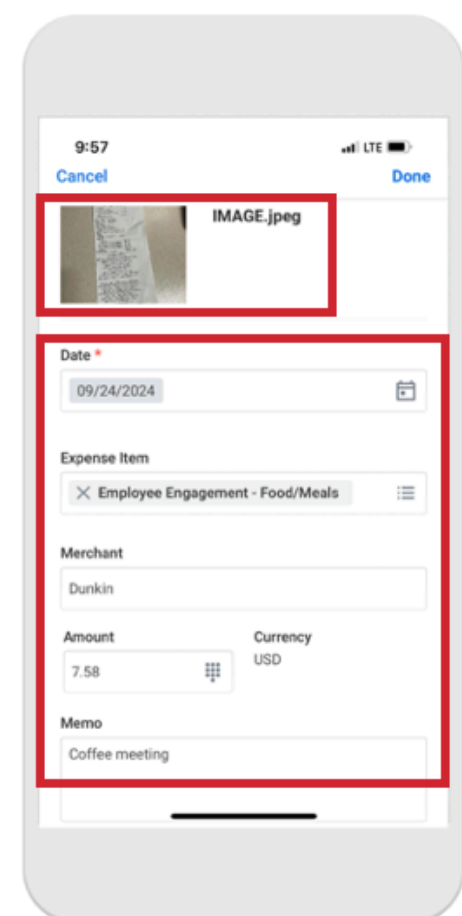
1. Login to Workday Mobile and click on the *Expenses* app

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



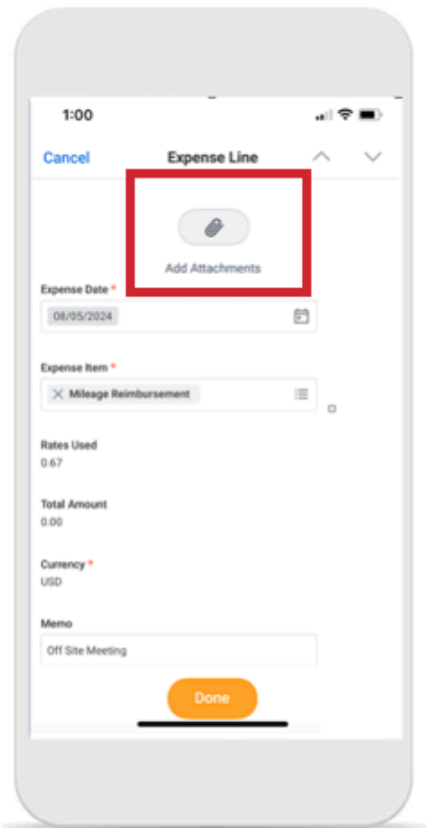
2. Click *Enter Quick Expense*

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

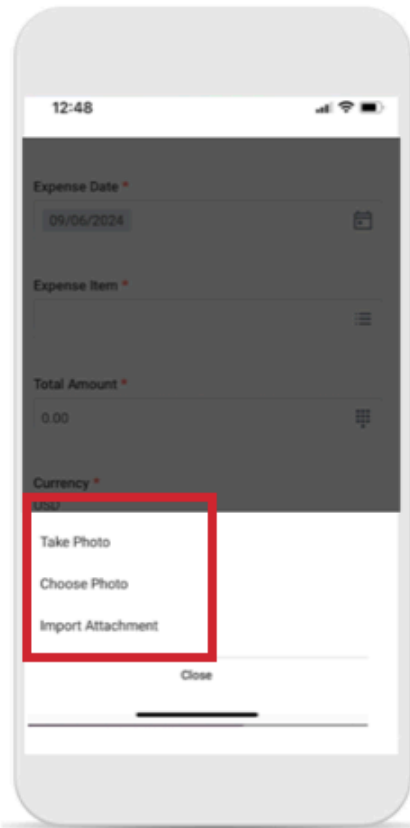


How to Create Quick Expenses in the Workday Mobile App (Mobile)

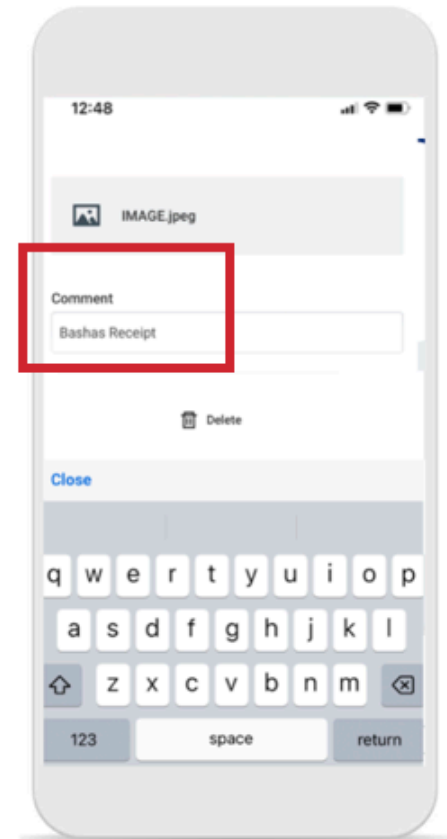
4. To upload a receipt to the expense line click **Add Attachments**



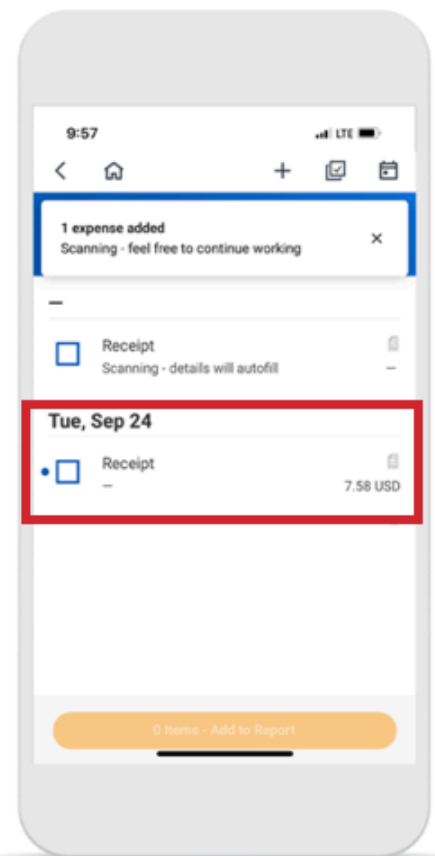
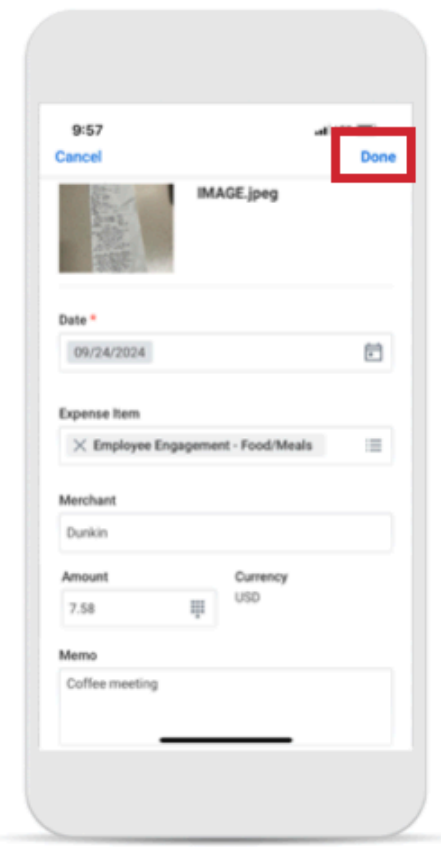
5. Select Take Photo, Choose Photo from your camera roll or Import an Attachment



6. Add a comment for the receipt (optional)



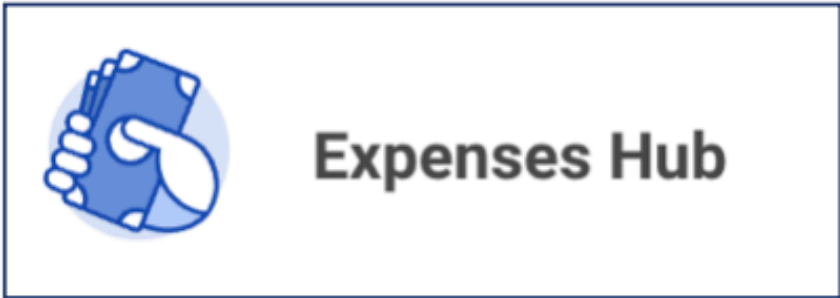
7. Click **Done**



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)

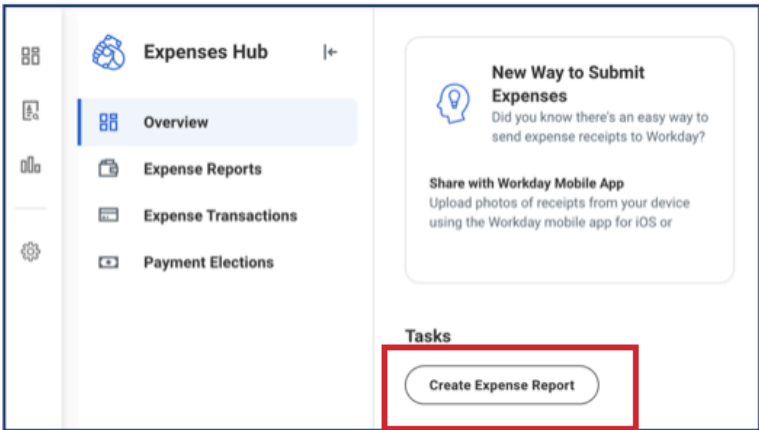
Credit Card Transactions

Quick Expenses (1) 5 items

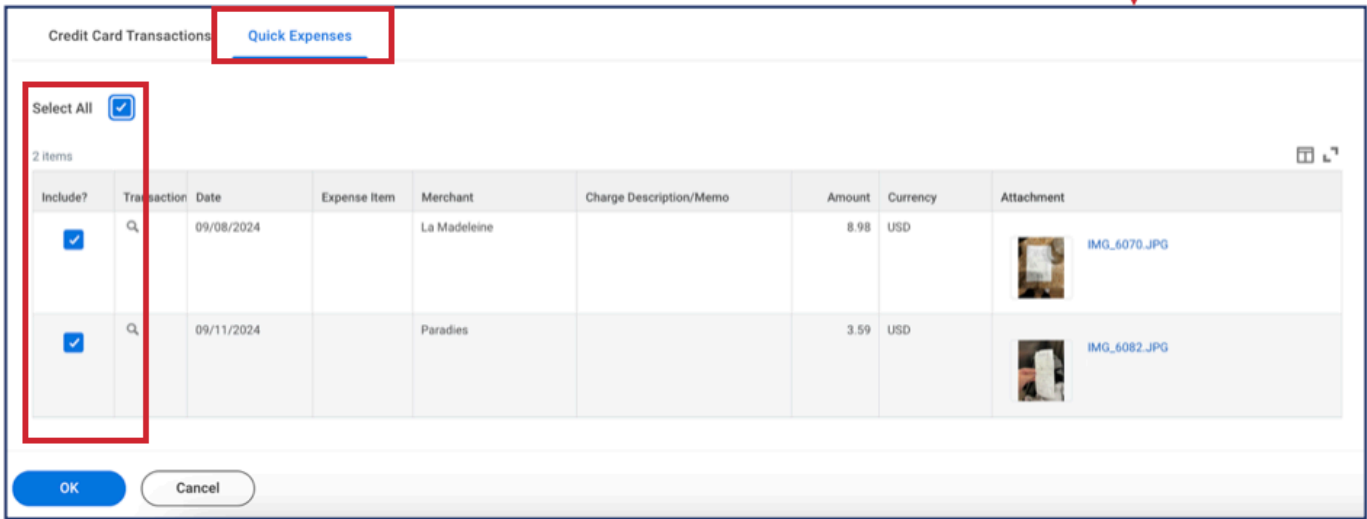
Quick Expense	Attachment	Transaction Status	Scan Status	Date	Expense Item	Merchant	Charge Description
	 <div>IMAGE.JPG Uploaded by Christine McBride 1 week ago</div>	Pending	Success	09/26/2024		Dunkin'	Example

How to Add Quick Expenses Made on 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.

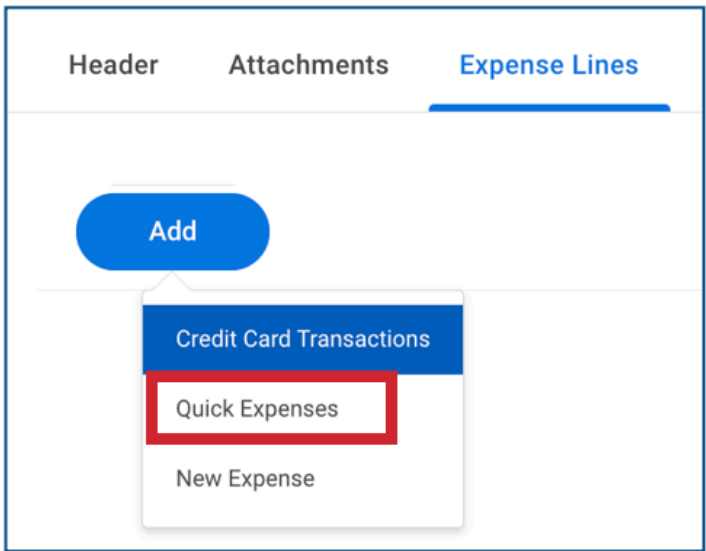


1A. If necessary, Create a New Expense Report > Click the Quick Expenses tab > Select the appropriate Quick Expense(s)



OR

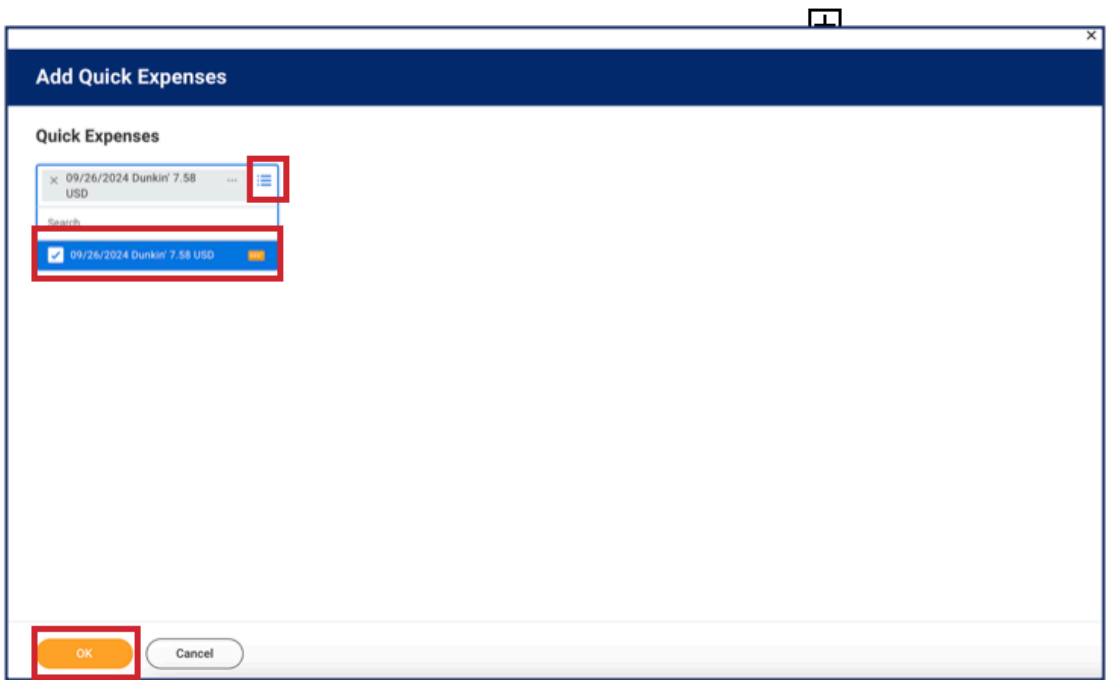
1B. Navigate to the *Expense Lines* tab of an expense report in progress and Click Add > Quick Expenses



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.

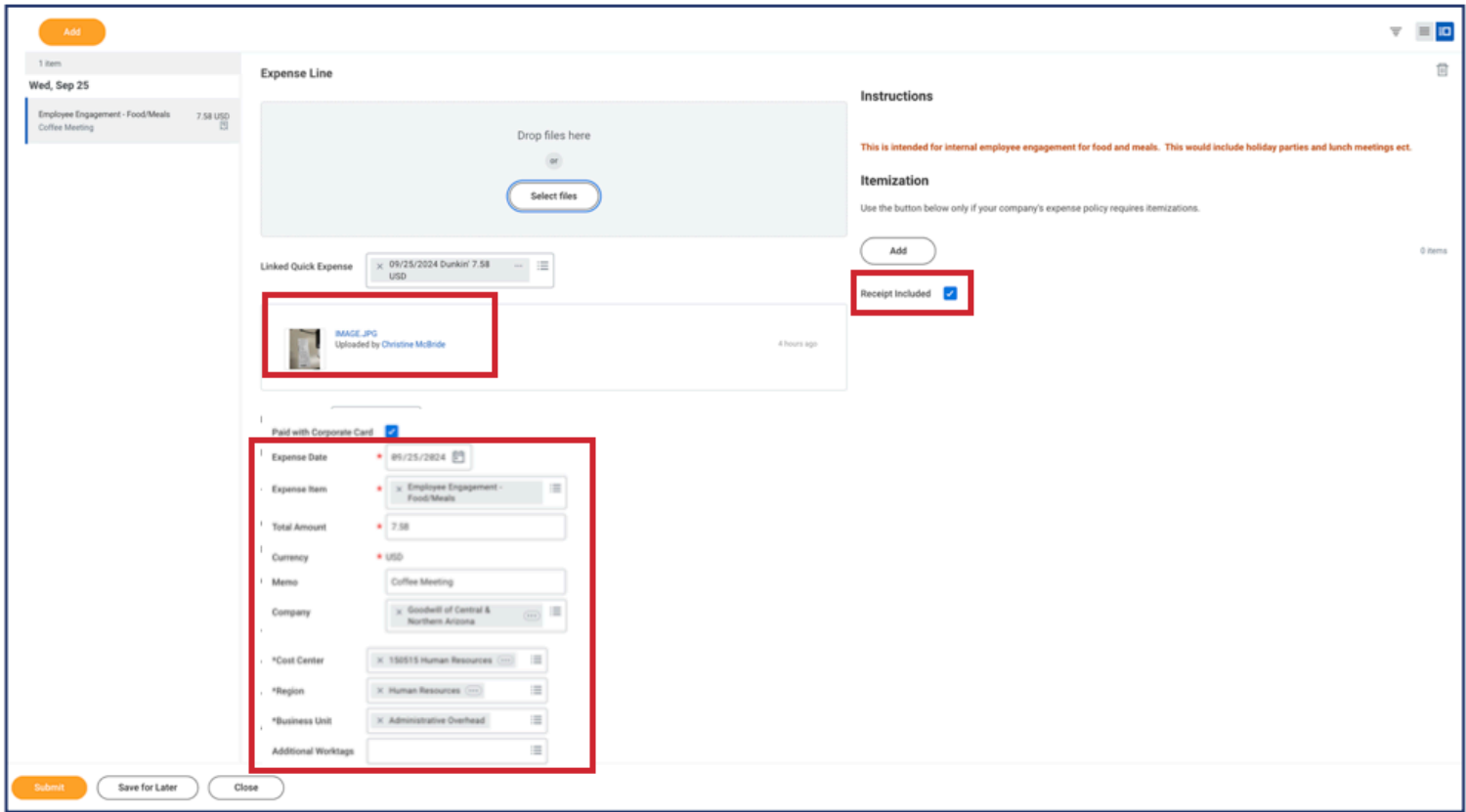
How to Add Quick Expenses Made on a Personal Payment Method to an Expense Report For Personal Reimbursement in Workday (Desktop)

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



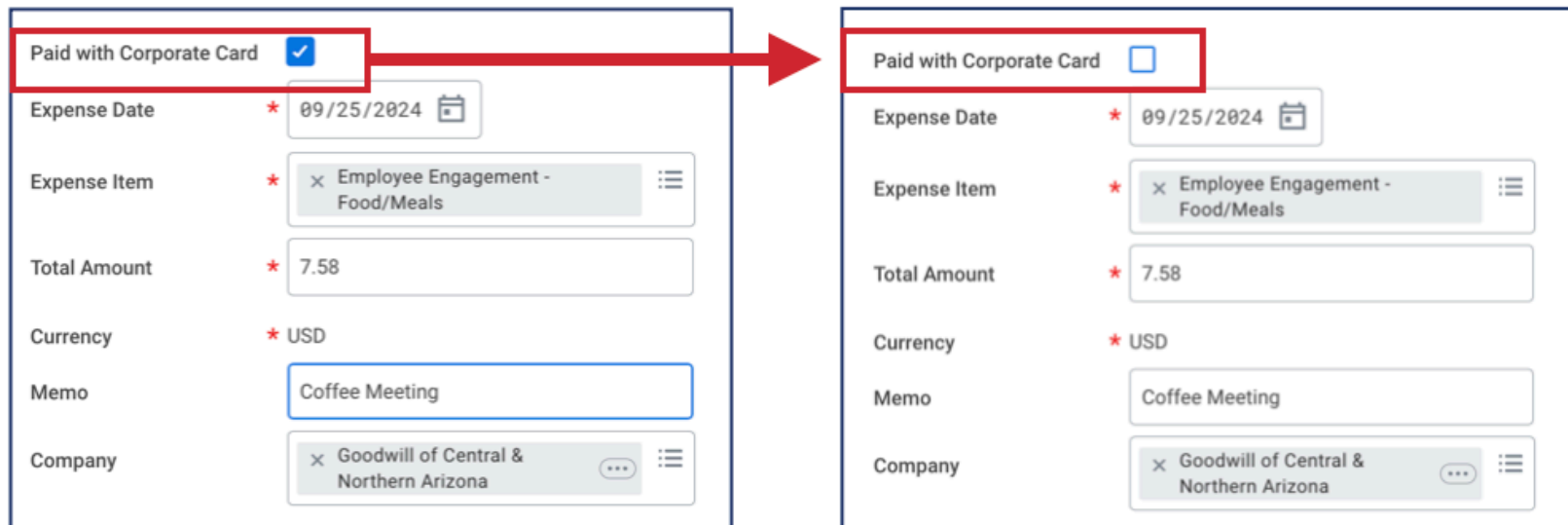
2. Review the information and edit/enter all required information, if applicable.

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)

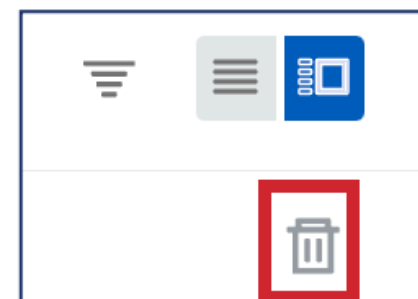
3. Uncheck the “Paid with Corporate Credit Card” check box



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, indicating a change. In the left screenshot, the 'Paid with Corporate Credit Card' checkbox is checked (blue checkmark). In the right screenshot, the checkbox is unchecked (empty box). Both screenshots show the same form 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).

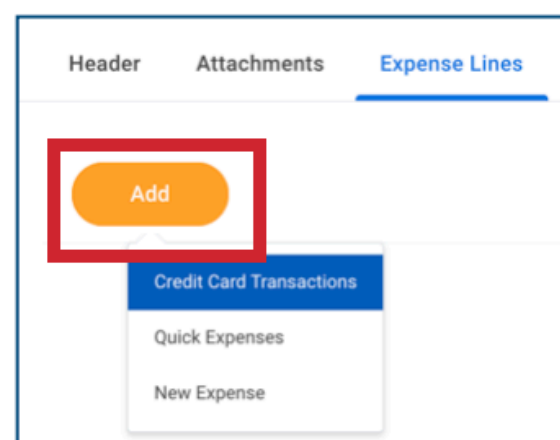
IMPORTANT! If the quick expense was made using a company credit card, delete the expense line and refer to the *How to Add Quick Expenses Made on Company Credit Cards to Expense Reports in Workday (Desktop)* section of the job aid for instructions.

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.

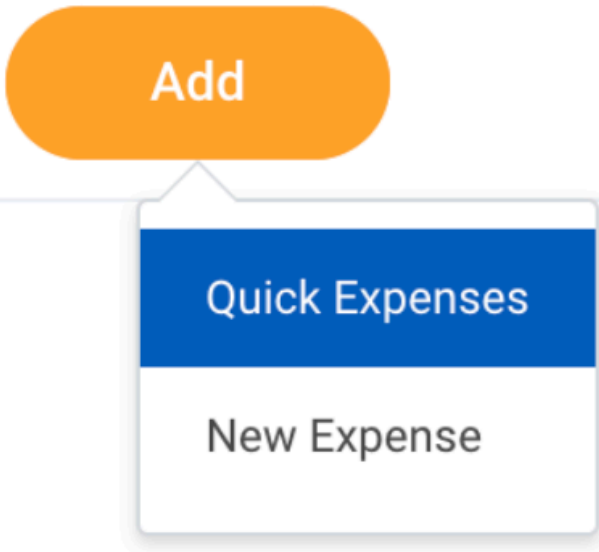
Submit



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

How to Add Additional New Expenses, and/or Quick Expenses to an Expense Report

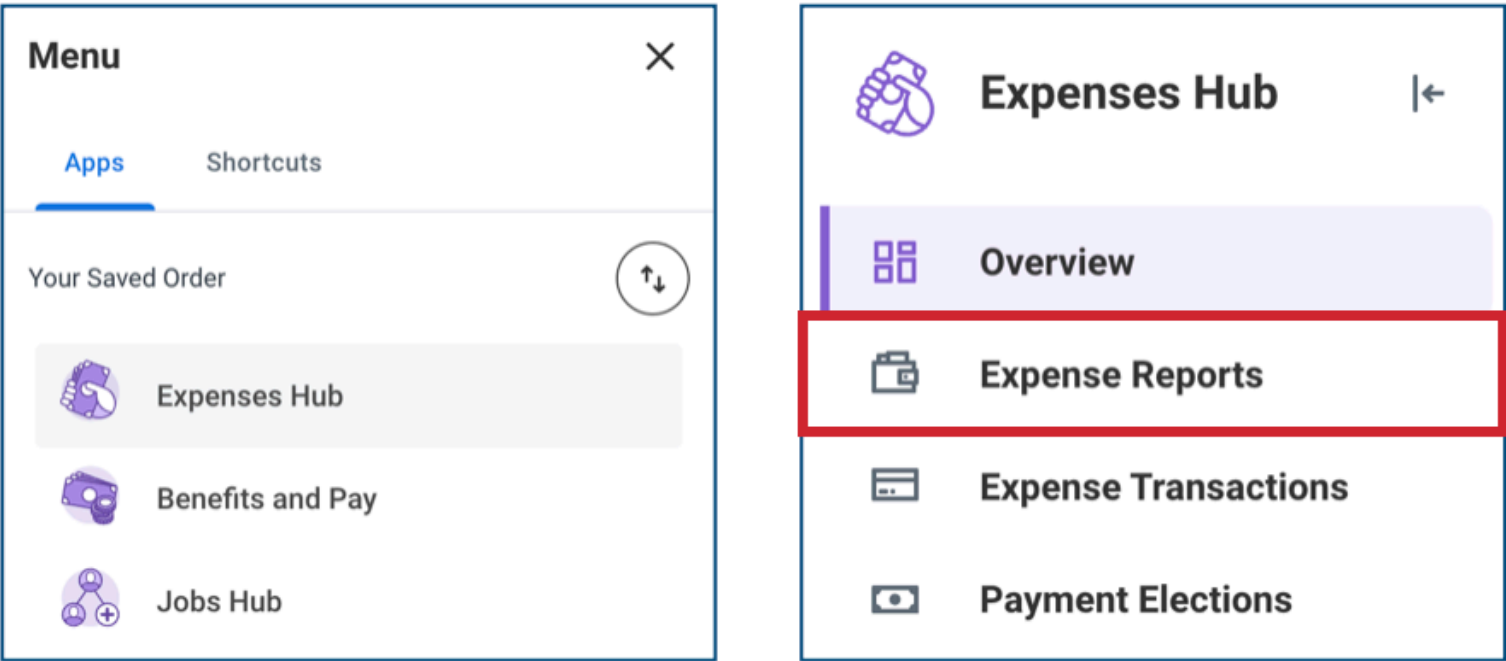
Note: Click the **Add** button and click *New Expense* to add expenses for personal reimbursements or click *Quick Expenses* to add quick expenses/receipts documented in the mobile app.



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.

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 sidebar with 'Expenses Hub' and a main area with a table of expense reports. The table has columns for 'Expense Report', 'Actions', 'Expense Report Date', 'Status', 'Memo', 'Total Amount', 'Reimbursement Amount', 'Worker Paid', and 'Comp F Cr C Amo'. The 'Status' column is highlighted with a red box. The table contains 11 items, with the first row highlighted in blue.

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

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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

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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