Creating expense reports

October 2022

Notice

This document has been designed to be easily readable by all users. If you require accommodations to use this document, please contact your faculty or service representative.

Please note that the screenshots in this guide may differ from those that Workday displays on your screen.

Connect to Workday: https://virtuo.uottawa.ca/en/workday

Governance

Policy 21 – **Reimbursement to Individuals for University Business Expenses** governs the reimbursement of authorized, legitimate, and reasonable expenses incurred while conducting University business. Such reimbursements are paid from any of the funds administered by the University.

Policy 36 — **Procurement** establishes the principles that apply when you make purchases for the University or deal with current or potential vendors. It governs all University procurement and defines the roles, responsibilities and approval thresholds applicable to the purchase of goods or services.

Policy 7 – **Relocation Expenses** aims to ensure that every new employee actively recruited outside the Ottawa-Hull metropolitan area will be fairly reimbursed for relocation expenses.

APUO **Collective Agreement**

Creating an expense report – overview

All employees

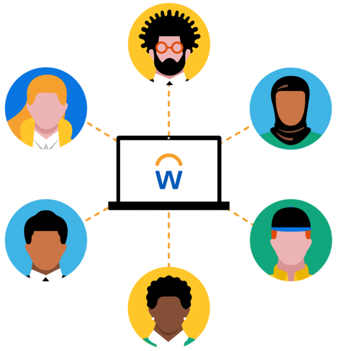
This quick reference guide contains step-by-step instructions on how to create expense reports for the reimbursement of expenses incurred while conducting University business, more specifically for the business purposes of travel, relocation, professional expense reimbursement (PER), and other expenses.

For expense reports related to the use of PCards, see the *Managing your credit cards transactions* user guide.

For expense reports related to the Academic and Professional Development Fund for APTPUO members, consult the *Managing your Academic and Professional Development Fund Requests* user guide.

This guide covers how to:

1. Create an expense report
2. Claim per diem



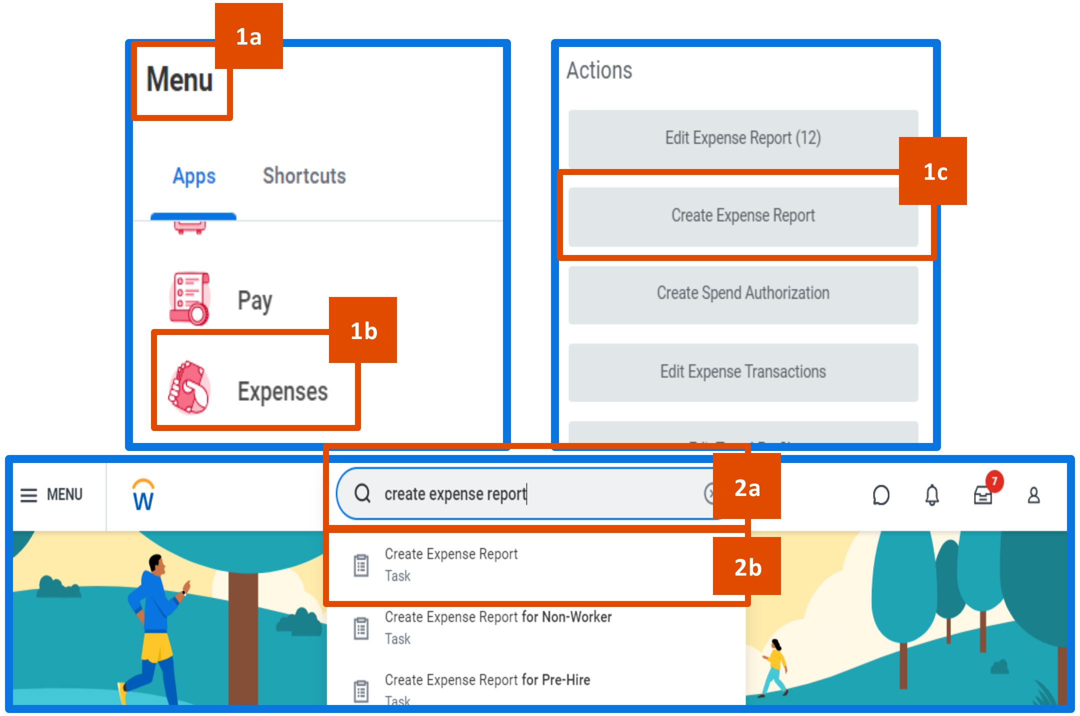
Creating an expense report

In Workday, you use the **Expenses** application to submit requests for reimbursement.

There are two ways to access the **Create Expense Report Task:**

1. Through the **Expenses** application.
   a. Click **Menu** at the top left of your screen.
   b. Select the **Expenses** application.
   c. Under the **Actions** menu, select **Create Expense Report**.

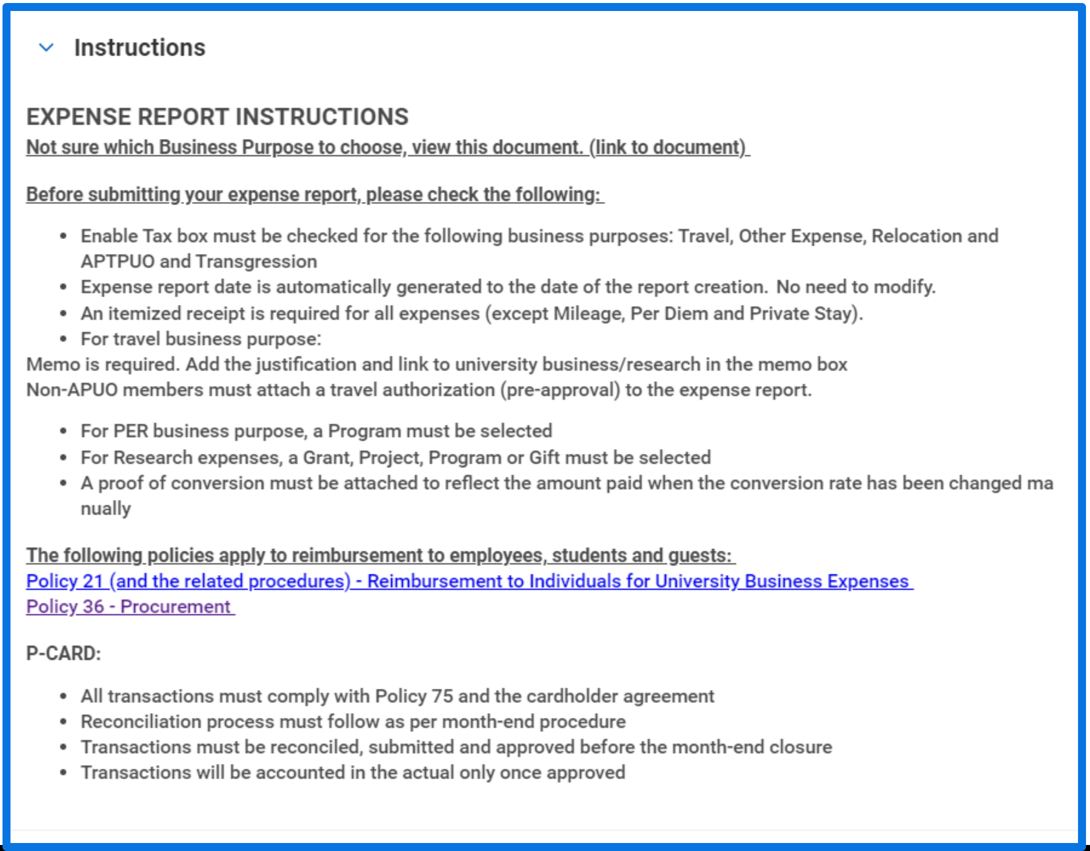
2. Through the **Search** box.
   a. In the **Search** box, type "create expense report".
   b. Select the **Create Expense Report Task**.



Creating an expense report (cont'd)

Before you start filling out your expense report, review the **Instructions** section.

Here you will find some important information and links to documents to help you complete your expense report.



Instructions

EXPENSE REPORT INSTRUCTIONS

Not sure which Business Purpose to choose, view this document. (link to document)

Before submitting your expense report, please check the following:

- Enable Tax box must be checked for the following business purposes: Travel, Other Expense, Relocation and APTPUO and Transgression
- Expense report date is automatically generated to the date of the report creation. No need to modify.
- An itemized receipt is required for all expenses (except Mileage, Per Diem and Private Stay).
- For travel business purpose:

Memo is required. Add the justification and link to university business/research in the memo box
Non-APUO members must attach a travel authorization (pre-approval) to the expense report.

- For PER business purpose, a Program must be selected
- For Research expenses, a Grant, Project, Program or Gift must be selected
- A proof of conversion must be attached to reflect the amount paid when the conversion rate has been changed ma nually

The following policies apply to reimbursement to employees, students and guests:

Policy 21 (and the related procedures) - Reimbursement to Individuals for University Business Expenses
Policy 36 - Procurement

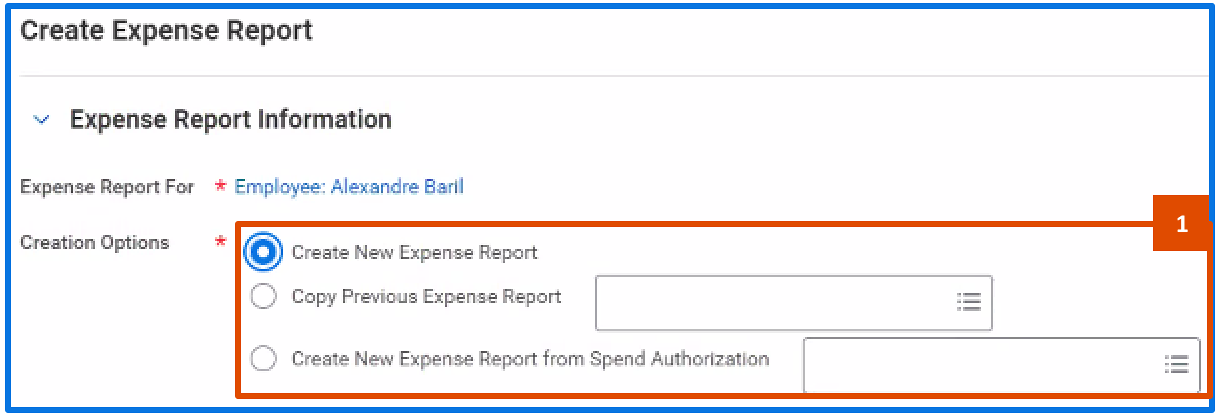
P-CARD:

- All transactions must comply with Policy 75 and the cardholder agreement
- Reconciliation process must follow as per month-end procedure
- Transactions must be reconciled, submitted and approved before the month-end closure
- Transactions will be accounted in the actual only once approved

Creating an expense report (cont'd)

On the **Create Expense Report** page, you will see **Company** and **Expense Report Date** will auto-populate.

1. Select one of the following options on the **Create Expense Report** page:
   - **a.** **Create New Expense Report** to create a new expense report
   - **b.** **Copy Previous Expense Report** to copy the details from an existing expense report
   - c. Select **Create New Expense Report From Spend Authorization** and search for the spend authorization to be used to create the expense report

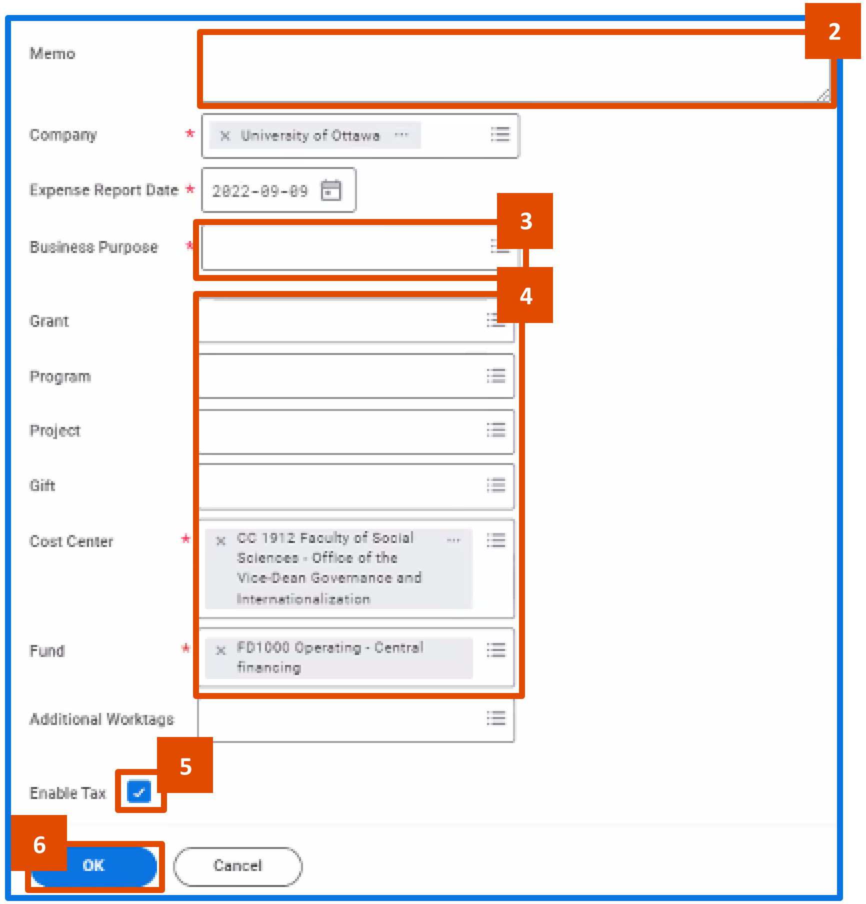


Creating an expense report (cont'd)

Scroll down to view and enter further details.

2. Enter the justification for your expense report in the **Memo** field. If applicable, add a link to the University business or research project.
3. Select the applicable **Business Purpose** for your expense report.
4. The worktags listed here are defaults gathered from your employee record. You can change them to the appropriate worktags if applicable or leave them as is. They will be used as the default values for any expense lines and may be edited as necessary later in the process.
5. Check the **Enable Tax** box if you are an employee of the University and you are not claiming PER. Individuals external to uOttawa or who are claiming PER should not check this box.
6. Click **OK**

If using **Grant, Program, Project** or **Gift**, enter it first and the **Cost Center** and **Fund** will be automatically entered.



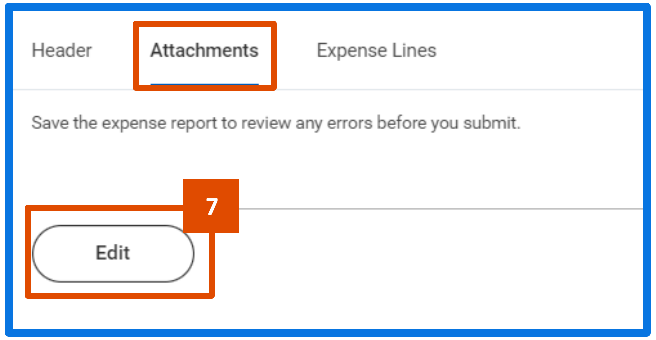
Creating an expense report (cont'd)

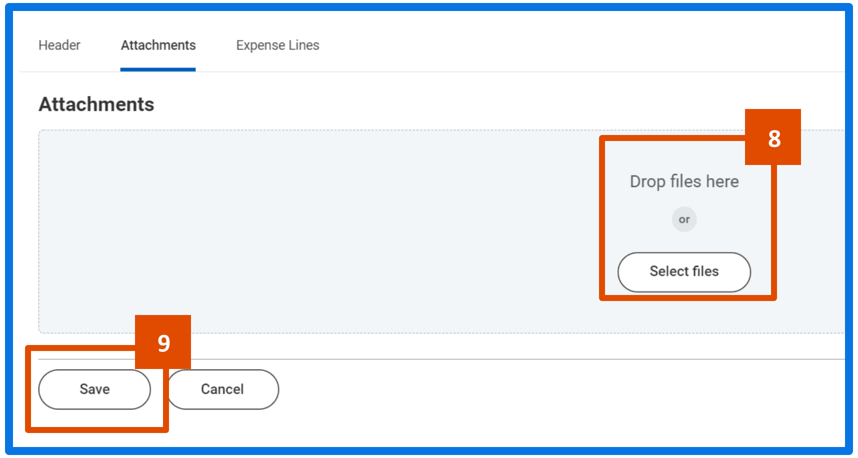
Navigate to the **Attachments** section.

In this section, you can attach supporting documents that relate to the request, such as approval emails.

To upload documents,

7. Click **Edit**
8. Click **Select files** to browse your device, or drag and drop the files into the grey box.
9. Click **Save** to upload the attachments.



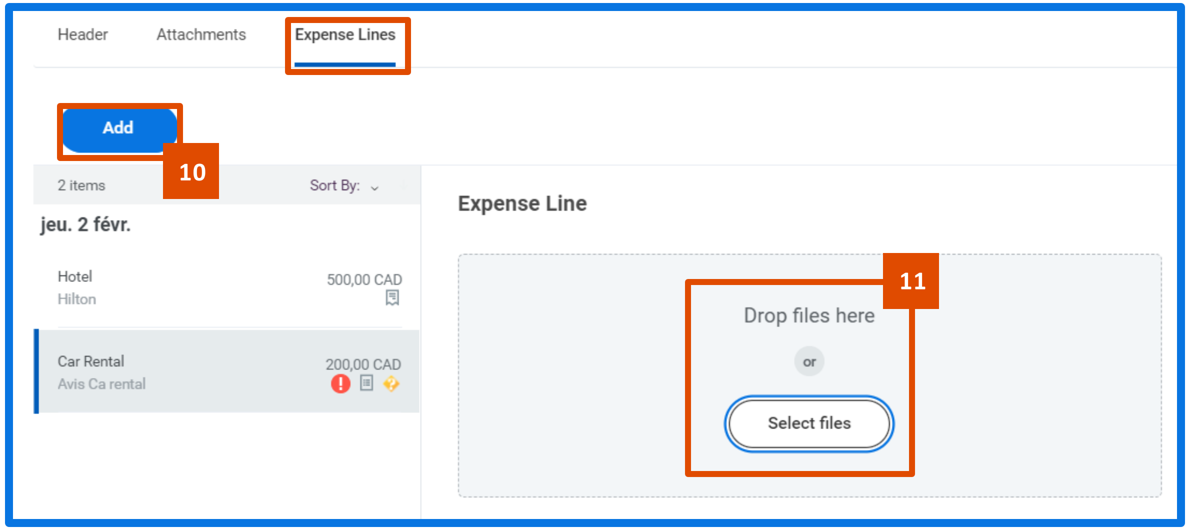


All receipts should be attached in the **Expense Lines section** and **not** in this section.

Creating an expense report (cont'd)

Navigate to the **Expenses Lines** tab to add relevant expense lines

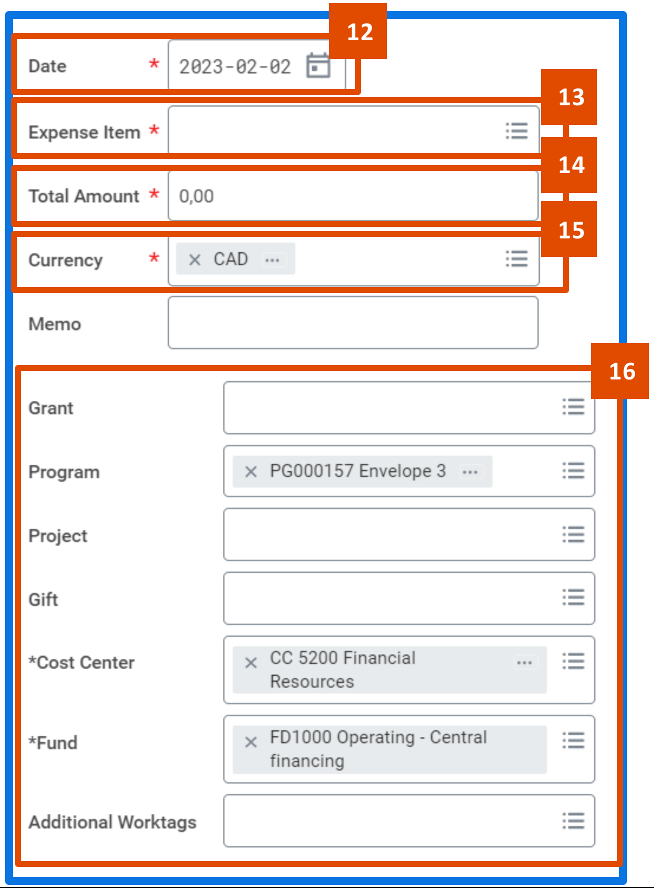
10. Click **Add** to add an expense line. At least one expense line is required per claim. All your expense lines will display to the left of the screen and you can click on them to navigate to them.
11. Click **Select files** to browse your device and attach the required documents, including your receipt(s) for a given expense line. Alternatively, you can also drag and drop the files.



Creating an expense report (cont'd)

Scroll down to view more fields. **Date** and **Currency** will auto-populate.

12. Change the **Date** to the date on your receipt.
13. Select an **Expense Item**. The instructions and **Item Detail** fields you need to fill out will change based on the **Expense Item** selected.
14. In the **Total Amount** field, enter the total amount of your receipt, including taxes.
15. Change the **Currency** to reflect the currency found on your receipt. Workday will automatically calculate the exchange rate. If you wish to modify the calculated Canadian amount, you will need to provide a bank statement with your attachments.
16. Modify the worktags if applicable.



You can search for an **Expense Item** related to your **Business Purpose** by clicking on the field and selecting **Search By Expense Item Group**.

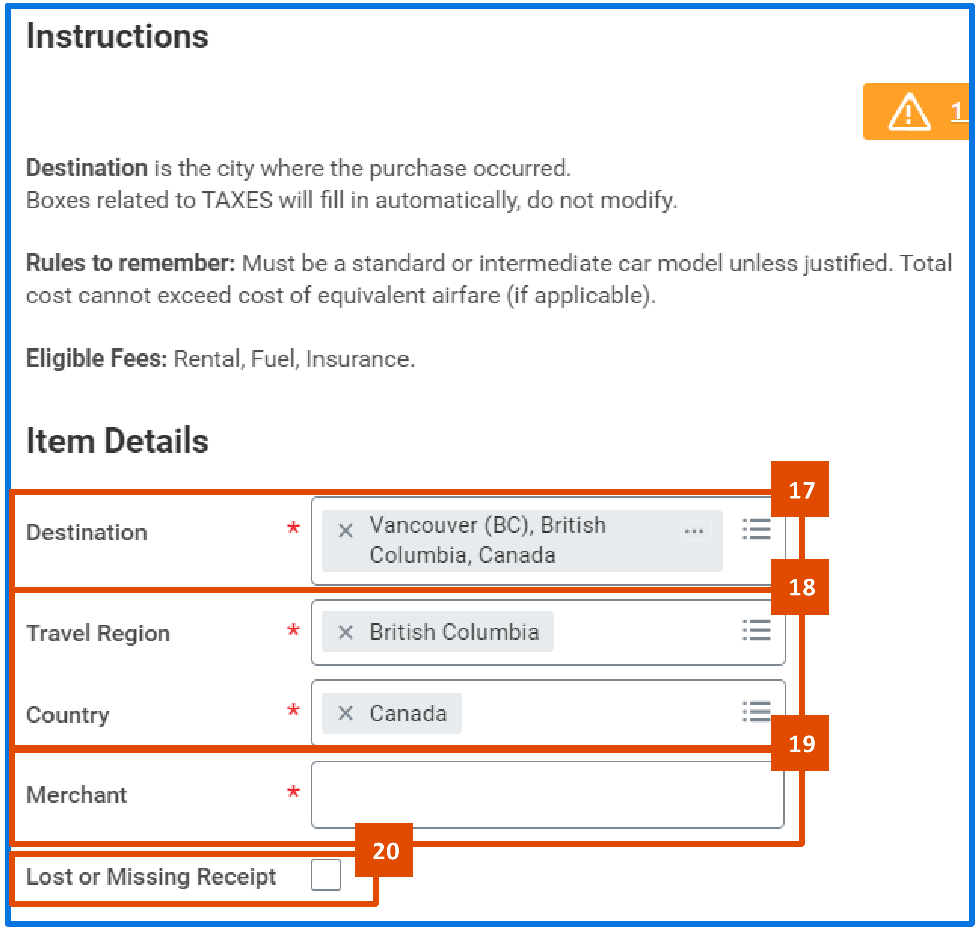
Creating an expense report (cont'd)

Scroll right to enter details under the **Item Details** section.

The fields in this section will depend on the **Expense Item** you selected. Carefully read the instructions for each expense.

In this example, the **Expense Item** is **Car Rental**.

17. According to the instruction, in the **Destination** field, you must enter the city where the rental occurred.
18. The **Travel Region** and **Country** will generate automatically based on the **Destination** entered.
19. Type in the name of the **Merchant** for your expense.
20. Check **Lost or Missing Receipt** if you do not have a receipt for your expense. We encourage you to write a comment or justification for your missing receipt in the **Memo** field.

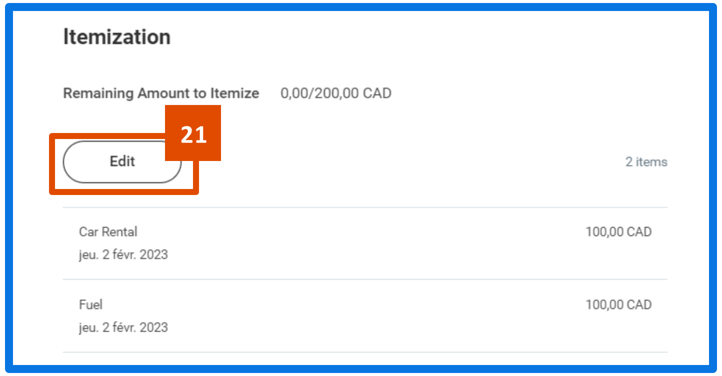


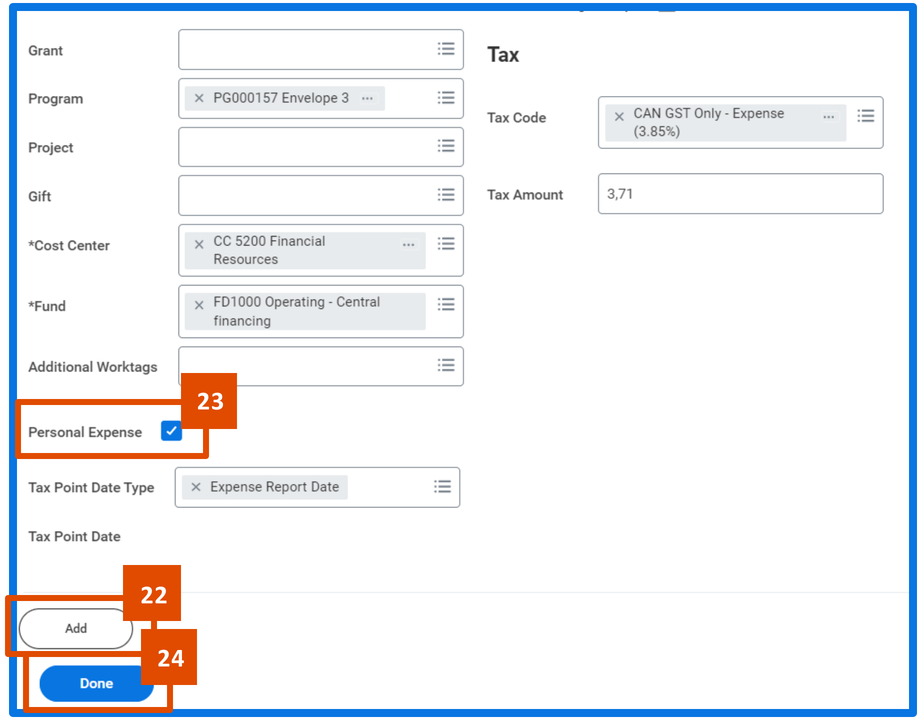
Creating an expense report (cont'd)

Itemization can be used (but is not mandatory) if you have multiple items on one receipt. This is particularly useful if you have personal expenses on a receipt for which you are not claiming reimbursement.

21. If you want to itemize your receipt, click **Edit**.
22. You can adjust the fields for each item on your receipt and click **Add** to add items.
23. For items that should not be reimbursed, check the **Personal Expense** checkbox.
24. Click **Done** when you have finished itemizing your receipt.

ℹ Do not modify the **Tax** section.

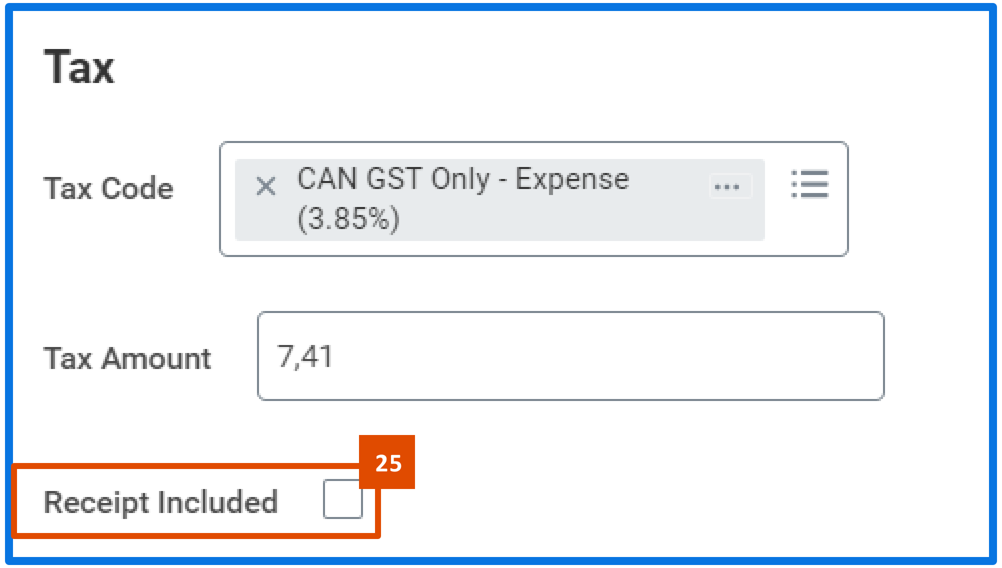




Creating an expense report (cont'd)

The tax section populates automatically based on your **Total Amount** and **Destination. Do not modify this section**.

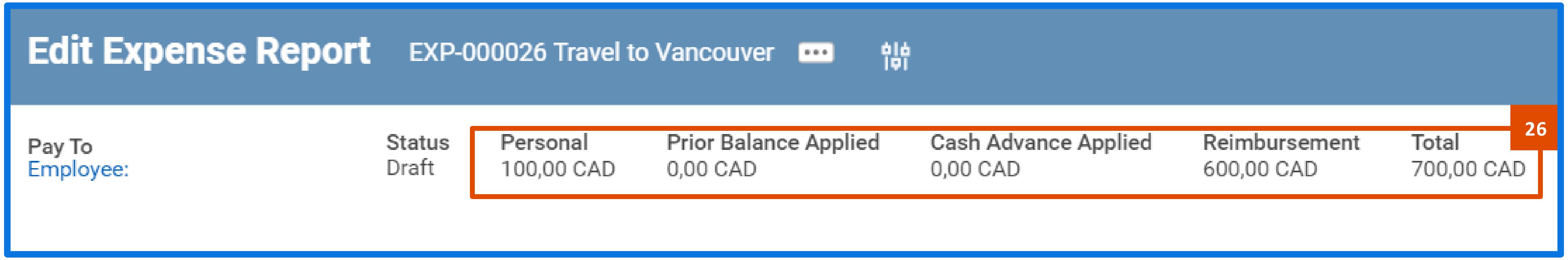
25. If you have included a receipt, check this box.



Creating an expense report (cont'd)

Scroll up to review the amount.

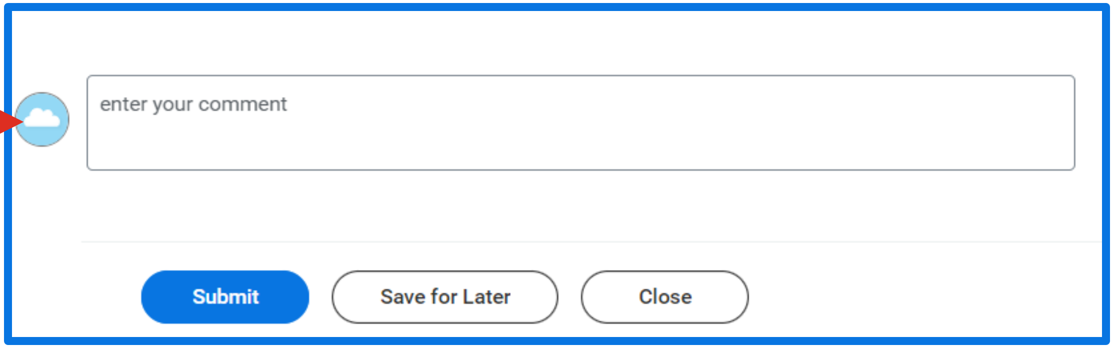
26. Review the following information:
    a. **Personal:** Amount of personal expenses that will not be reimbursed
    b. **Prior Balance Applied:** Outstanding cash advances
    c. **Cash Advance Applied:** Amount already paid to you in form of cash advance and which will be deducted from the total reimbursement.
    d. **Reimbursement:** Total expense report amount, less any personal expenses and applicable cash advances
    e. **Total:** Total amount of the expense report



Creating an expense report (cont'd)

When you have finished creating the expense report, scroll down to the bottom of the page.

Before taking an action, you may enter a comment above the **Process History**. This comment will display in the Process History for other users to see.

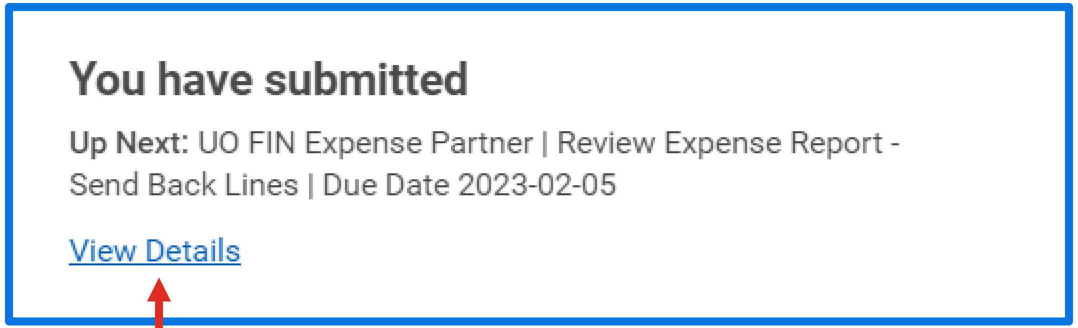


Several actions can be taken after you've created your expense report. You may select:

- **Submit** to send the expense report to the next approval level.
- **Save for later** to save the changes you have made and close the window.
- **Close** to undo the changes you have made and close the window.

Creating an expense report (cont'd)

Once you have submitted your expense report, you will receive a message confirming your submission and informing you of the next approval step.

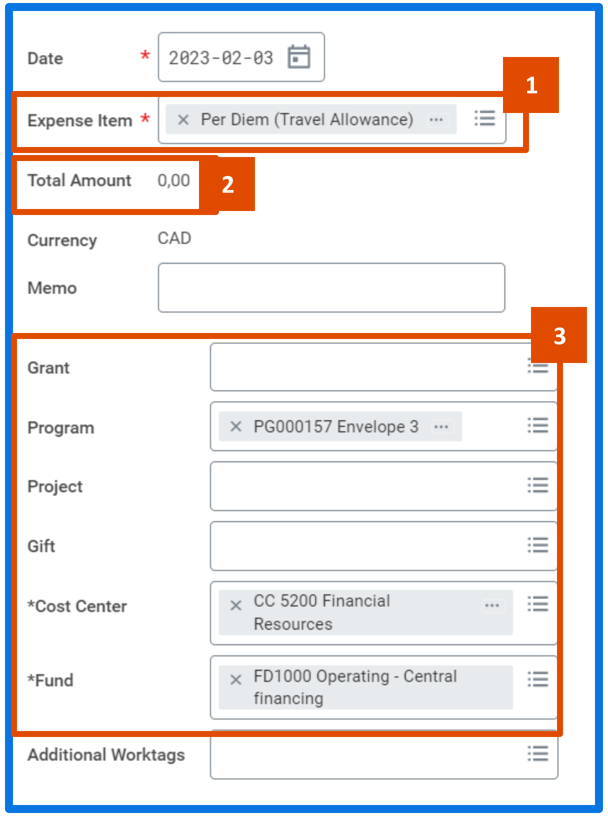


You may click **View Details** to see the **Details and Process** page of the request.

Claiming per diem

Scroll down to view further fields. The **Date** will auto-populate.

1. In the **Expense Item** field, select **Per Diem (Travel Allowance)**
2. The **Total Amount** field will automatically be calculated once you have completed the **Item Details** section.
3. Modify the worktags if applicable.



You do not need to attach receipts when claiming per diem.

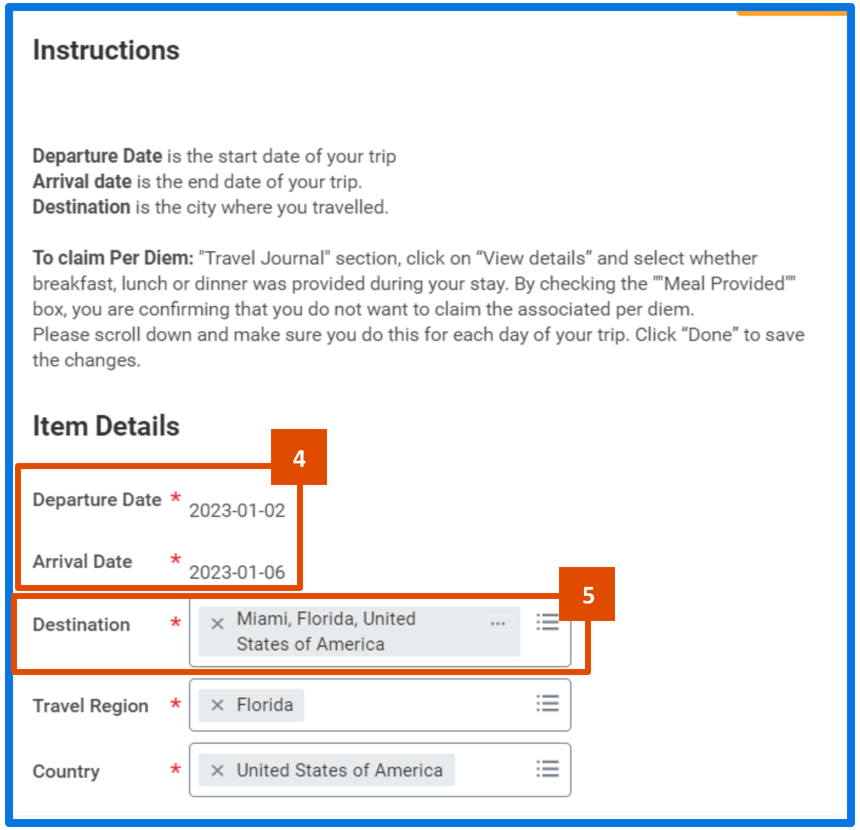
Claiming per diem (cont'd)

Scroll right to enter details under the **Item Details** section.

Before filling out the **Item Details** section, read the instructions carefully.

4. Enter the start and end dates of your trip in the **Departure Date** and **Arrival Date** fields.

5. Enter the city in which you travelled in the **Destination** field. The **Travel Region** and **Country** will populate automatically based on the **Destination**.



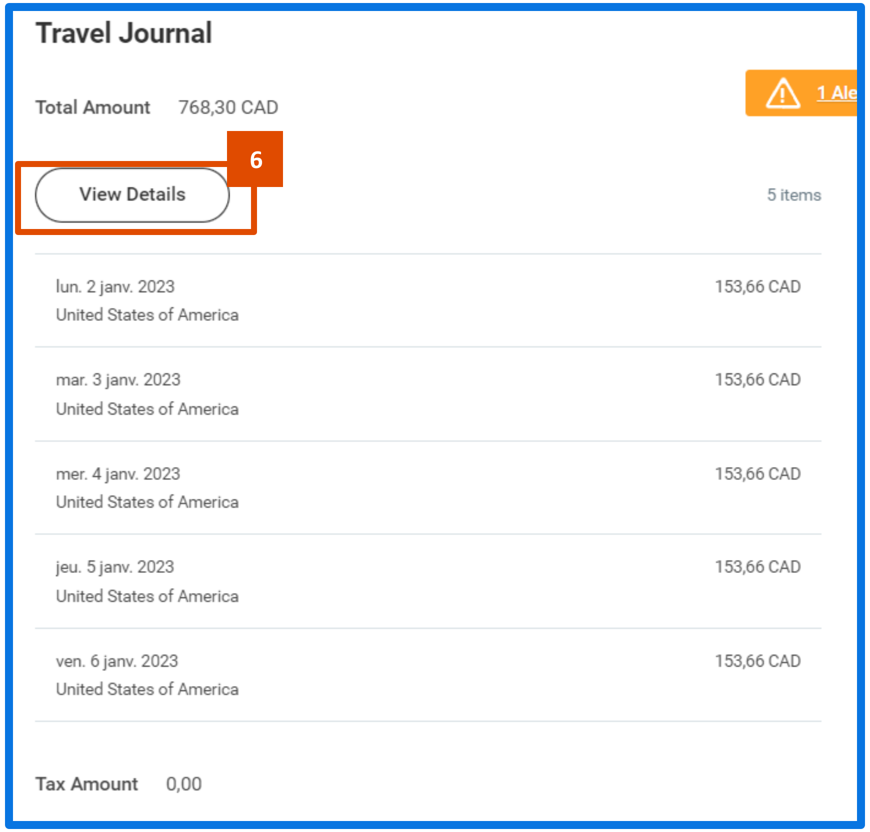
Claiming per diem (cont'd)

Once you have finished completing the **Item Details** section, a **Travel Journal** will display with the days and rates applicable for reimbursement, based on your dates and destination.

If you need to be reimbursed for breakfast, lunch and dinner for all the dates of your trip, you can leave your **Travel Journal** as is.

If some of your meals were included as part of cost of your accommodation, registration, etc., or if the first and/or last day were not full days of travel, you can exclude some meals from your **Travel Journal**. To do so:

6. Click **View Details**.

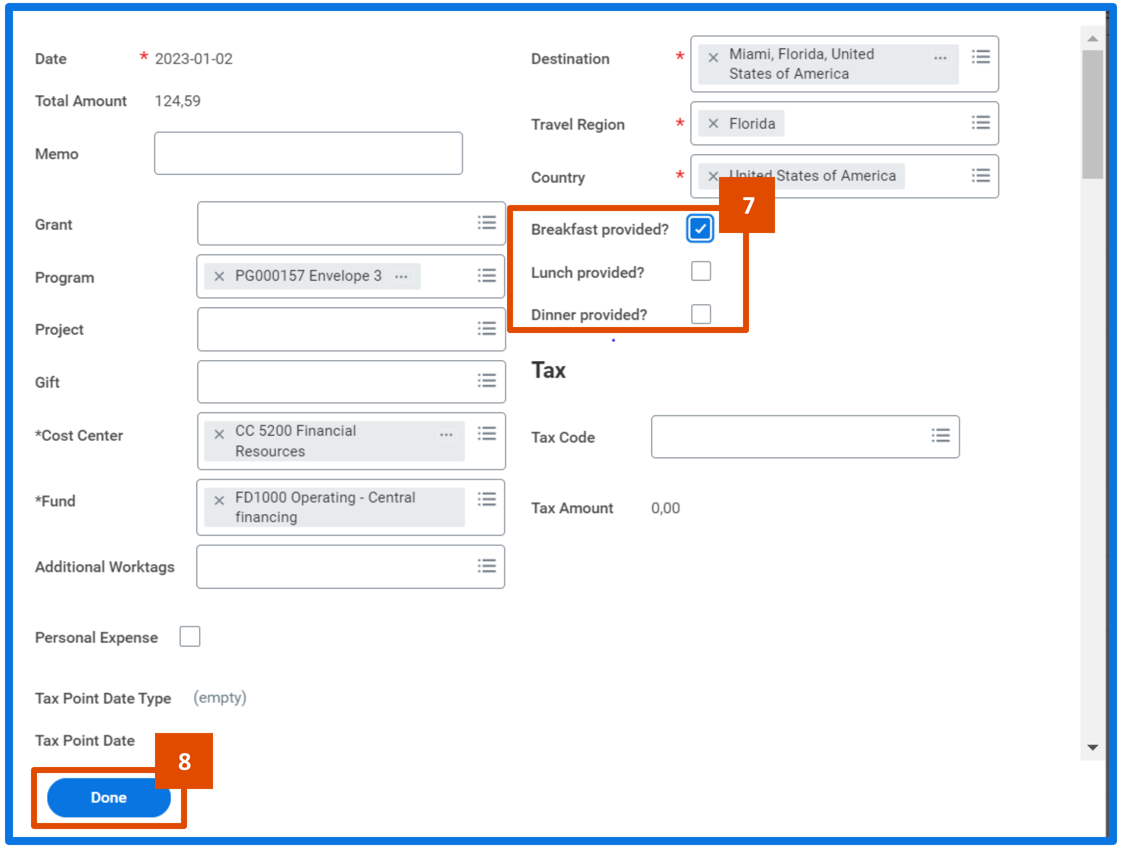


Claiming per diem (cont'd)

The details of your travel journal will display.

7. Click the checkbox next to the specific meal for which you do not need reimbursement. Scroll down and repeat the same process for all applicable dates. In this example, the individual will be reimbursed only for lunch and dinner for the first day of travel.

8. Click **Done** to save your changes and return to the previous page.

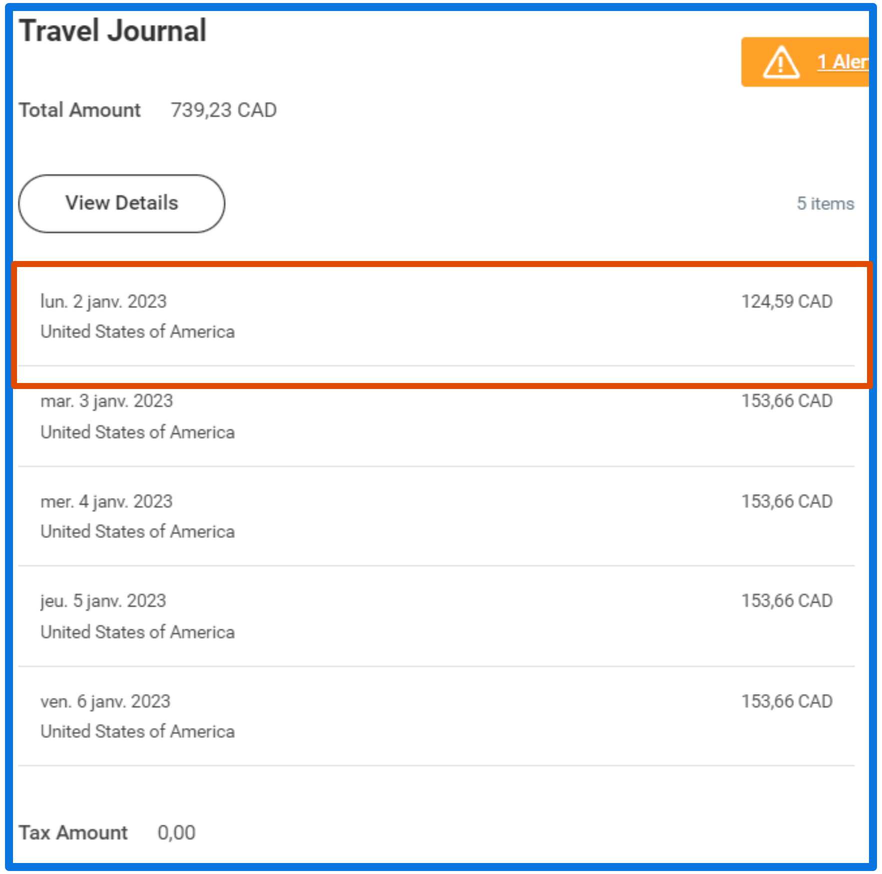


Claiming per diem (cont'd)

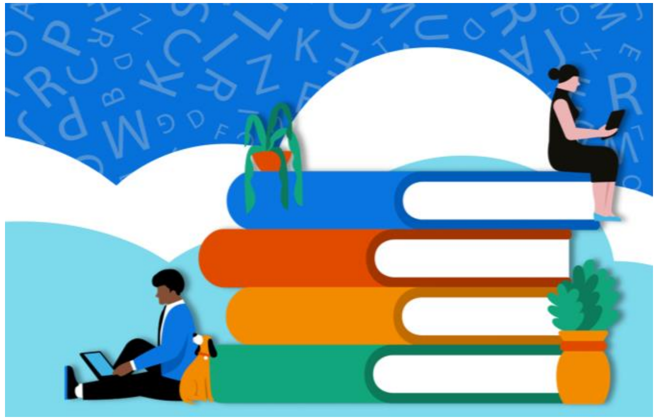
Review the amount reflected in the **Travel Journal** section.

Here you can see that the amount for the first day was reduced automatically to exclude reimbursement for breakfast.

Once you have finished, you can continue to add more expense lines to your expense report or submit your per diem claim for approval.



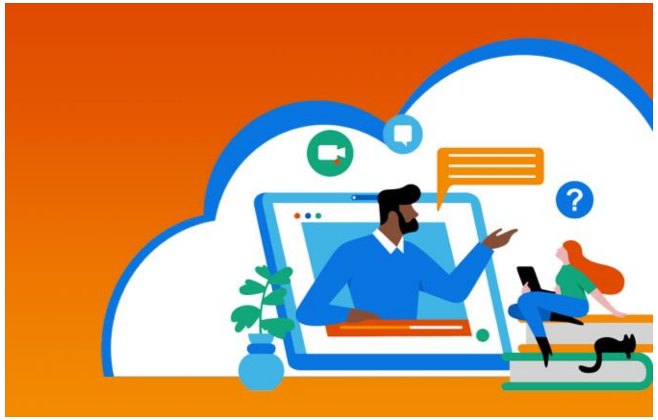
Resources



Terminology

The terms used by Workday differ from those used in our current systems. As with anything new, they will take some getting used to.

To help you become more familiar with these new terms, we invite you to use the glossary, which has been divided according to whether the terms apply to several applications (cross-applications), to the Finance modules, or to the HR modules.



FAQ

The FAQ answers many common questions staff may have about Workday, our new enterprise resource planning (ERP) system, and the Workday@uOttawa project.