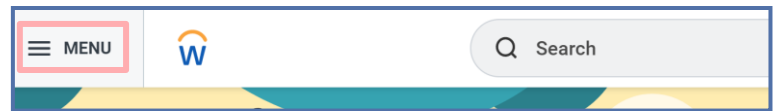


Travel Expense Reports in Workday

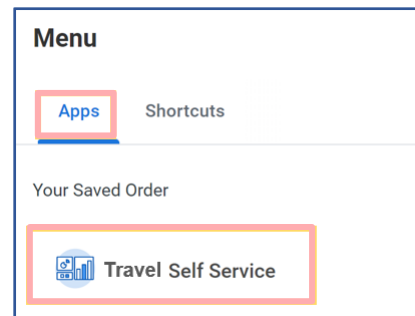
This job aid provides instructions for accessing and adding out-of-pocket expenses to your travel expense report after you have logged into Workday for the first time. If you have not logged in, please refer to the job aid *Logging Into Workday for the First Time*, then come back to this job aid to access your expense report.

Accessing your Travel Expense Report

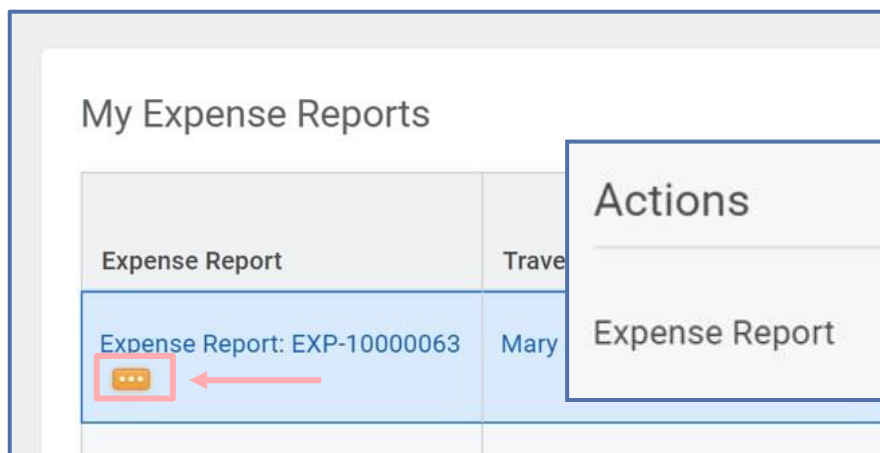
1. Once logged in, navigate to and select the **Menu** on the left-hand side of the home screen.



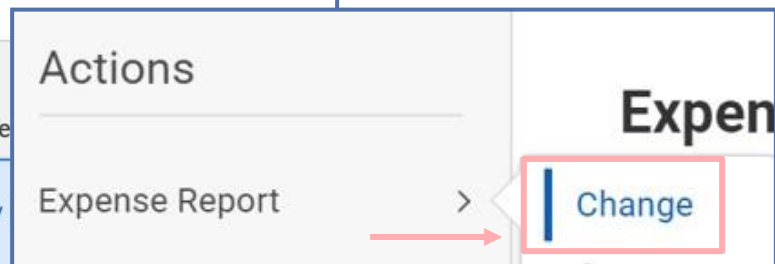
2. Select **Apps**, then **Travel Self Service** below Menu.



3. Select your **Expense Report(s)** under My Expense Reports.
4. Select the  below the Expense Report.



5. Navigate up and hover over Expense Report under Actions.
6. Select **Change**.



Change Expense Report

Press OK to proceed.

OK

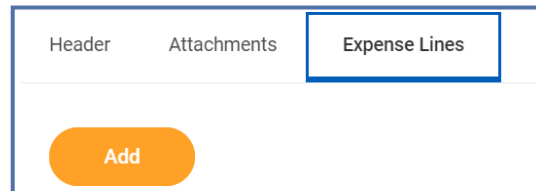
7. Select **OK** to access your Expense Report.

Adding Out-of-Pocket Expenses to Your Travel Expense Report

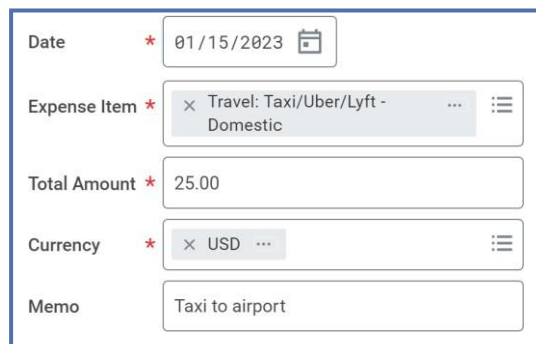
Please do not adjust the Fixed Meal Per Diem Expense Item, Project, Travel Code, or Additional Worktags on any of the Expense Lines. This will be done by your Travel Coordinator.



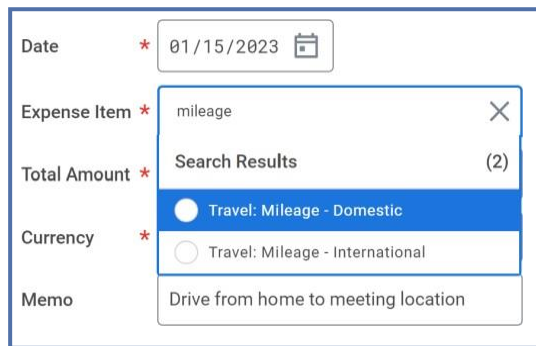
1. Select the **Expense Lines** tab.
2. Select **Add** to begin adding your out-of-pocket expenses. You must **Add** each Expense Item and its support. Please do not add attachments to the Fixed meal Per Diem Expense Item.
3. Select the **Expense Item** box. Expense Items can be typed or selected from the dropdown – **Expense Item Group**. For each expense item, select Domestic (within the United States) or International. Expenses \$75 and greater require a receipt.



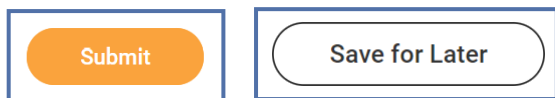
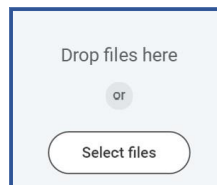
4. Typical items include Taxi, Mileage, Parking, and Subway. Airfare Expense Item Data should be the date of the flight. Expenses used less frequently can be found under the **Travel – Miscellaneous Expense Item Group**.



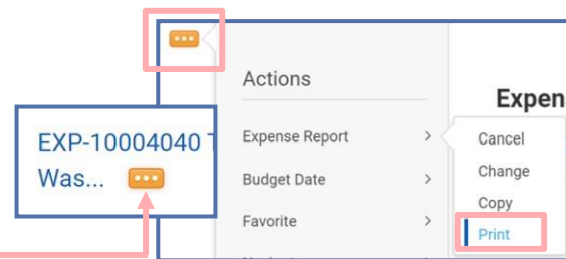
5. The red asterisks will provide guidance on required fields. Receipts should be added as **attachments** to each Expense Item, not to the Attachments tab at the top of the Expense Report.



6. Once you have added your out-of-pocket expenses, select **Submit**. If you need to come back to your expense report, select **Save for Later**.



7. Should you need to print your Expense Report, follow the navigation at the top of the page.



Adding Hotel Out-of-Pocket Expenses to Your Travel Expense Report

If you are seeking reimbursement for lodging, please use this guidance to enter that expense item.

1. Select the **Hotel Expense Item** and enter the following:

- **Date** – should be the arrival date.
- **Amount** – the total amount of the hotel receipt.

2. Under **Item Details**, add the following:

- **Hotel** – indicates the hotel name. If the hotel is not included in the dropdown list, please select Non-preferred Hotel and enter the name of the hotel in the Memo field below the Total Amount.
- **Dates** – arrival and departure dates for hotel stay.
- **Destination** – location of the hotel.

3. Under **Daily Expenses**, select **Edit** to include the Daily Room Rate and Daily Room Tax.

- Enter the **Daily Rate** and
- **Number of Nights** again.

4. Under **Daily Room Tax**

- Enter **Number of Nights** and
- **Daily Rate**.

5. Select **Done**.

Note: If your daily lodging rates were different you will need to enter multiple Hotel Expense Items.