

## Expenses      Create Expense Reports

Creating an expense report is required when:

- Seeking reimbursement
- Clear the transactions from a purchasing card
- Clear cash or other advances

### CREATE AN EXPENSE REPORT

1. In the search box, search “create expense report”. Select **Create Expense Report** task.
2. Select one of the 2 choices:
  - New Expense Report
  - Copy a previous report (**Note:** all information EXCEPT the receipts will be brought over)

Expense Report For \* X Employee: Victoria Roberts (100761)

Creation Options  
 Create New Expense Report  
 Copy Previous Expense Report  
 Create New Expense Report from Spend Authorization

Company \* X POM Pomona College

Expense Report Date \* 01 / 11 / 2018

Program  
Project  
Grant  
Gift

Cost Center \* X CC06030 Finance Office  
Function \* X FN160 Institutional Support  
Fund \* X FD100 Undesignated

Additional Worktags

**Instructions**

**EXPENSE/PURCHASING CARD REPORT INSTRUCTIONS:**  
*NOTE: Instructional text for any expense item attributes is related to the expense item. Receipts are required for all out of pocket transactions however detailed/itinerary. Receipts are required for all P Card expenses however detailed/itinerary. Any Advance and Petty Cash should be requested using a Spend Authorization form. Please go to Create Spend Authorization.*

**TRAVEL**  
Here are a few tips and reminders to keep in mind when completing an expense/Purchasing card report related to travel:

- Purpose of Travel:** Please provide a brief explanation of the trip in the "Expense Report Information" header Memo field, such as "Attending COFHE Association meeting"
- Description of Expense:** Please provide a brief explanation of the item(s) purchased and the business purpose in the "Expense Report Line Memo" field
- Meals - Business purpose for meals must be documented.** Names of attendees at luncheons must be provided, unless it is a large gathering and then the general number of attendees and group affiliation must be noted.
- Meals - Meal receipts must be detailed** showing what food/drink items were ordered.
- Per Diem:** When applicable, daily rates for domestic travel can be found [here](#). For international travel click [here](#). The first and last days of travel are reimbursed at 75% of the applicable per diem rate. First and last day receipts are required.
- Mileage:** Attach a printed map or screenshot showing the trip and total mileage. You can find standard mileage rates [here](#).

**IN GENERAL:**

- All receipts are required. Itemized/detailed receipts are required for any expenditure greater than \$25.
- P-Card: Attach a Missing Receipt Form for any P Card charges if needed. Forms can be found on the Portal under the Finances tab at [https://my.pomona.edu/ICS/Finances/Finance\\_Office\\_Forms.inz](https://my.pomona.edu/ICS/Finances/Finance_Office_Forms.inz)

The complete expense/purchasing card policy can be found on Pomona's website under the Finances section at <https://www.pomona.edu/administration/finance-office/purchasing-card-and-expense-reimbursement-policies>. The Staff and Faculty Travel policies can be found on the portal at <https://my.pomona.edu> under the Finances tab.

**Note that instructional text will appear on the ride side**

These fields auto populate based on the worker. These worktags will be included for all the expense items added to the report but can be changed for each expense line.

Expenses created on the Workday app can be selected to include in your report

Purchase Card transactions that have not been processed. Select the transactions to include in your report.

For optimal performance, select 25 transactions or less

Select All

1 item

Include?	Transaction	Date	Expense Item	Charge Description/Memo	Amount	Currency	Corporate Credit Card Account
<input type="checkbox"/>		01/08/2018	Meals - International	ZPIZZA - CA77 - CLAREMONT	58.78	USD	Pomona College

OK Cancel

3. Click **OK**.

4. On the next page, the top portion allows for changes to Payment type (if direct deposit for expenses has been setup by the worker)

Pay To Employee: Victoria Roberts (100761)

Expense Report Information

Company \* POM Pomona College

Expense Report Date \* 01 / 11 / 2018

Will default to the Payment Election for Expenses selected by the worker

Personal	Company Paid	Cash Advance Applied	Reimbursement	Total
0.00 USD	58.78 USD	0.00 USD	0.00 USD	58.78 USD

Expense Report Reference Information

Reimbursement Payment Type \* X Check

Spend Authorization

Final Expense Report for Spend Authorization

Memo

Travel expenses for Workday Conference in Chicago, Nov 1-6th

Provide a concise but detailed overview of your report.

A running total as expenses are included in the report

5. Enter your expenses. Be sure to complete all required fields (\* are required) and attach receipts. **NOTE:** Receipts can be added individually for each Expense Item or can be attached using the Attachment tab for the report as a whole.

**Expense Report Lines**    Attachments

**+ Add**    + Import Existing Record    Additional Expenses can be added by clicking on the + sign

01/08/2018    58.78    Expense Report Line

Meeting Meals - POM

**Expense Item** \*    X Meeting Meals - POM

Quantity \*    Per Unit Amount 58.78    Total Amount 58.78

**Memo**    Lunch meeting meal with A/P Dept

Personal        Billable   

Program    Project    Grant    Gift

\*Cost Center    X CC06030 Finance Office

\*Function    X FN160 Institutional Support

\*Fund    X FD100 Undesignated

Additional Worktags

**Submit**    Save for Later    Cancel

**Itemize**

**Instructional Text**

Add Business Purpose in Line Level Memo field.

Group events can use the event name as the attendee name.

Academic Departments  
Dinner Cap: \$65 per person with a limit of 5 guests  
Lunch Cap: \$35 per person limit 5

The cap should allow for an alcoholic beverage or a dessert at one of Claremont's nicer restaurants. If the chair of a department believes that a particular event may exceed the cap, please contact the Academic Dean prior to that event.

**Item Details**

Attendee(s) \*    X Jane, Ha, Irma, Wendy, Anna, Stephanie, Sergio, Kaye (POMONA)  
X Victoria Roberts (100761)

**Attachments from File**

Drop files here

or

Select files

**Attachments from Mobile Application**

Add

**Additional Item Details may be required depending on the Expense Item selected. Instructional text will be provided to guide you with filling out the Item Details**

**The Expense Item allows you to select the category of the expense. In essence, this is the name description of the Spend category used to allocate the expenses. This field may trigger additional Item Details to be provided.**

**Memo field is required. This field should provide pertinent notes on the business purpose for this specific expense.**

**If an expense needs to be broken out into multiple accounts, you can do so by clicking on the "Itemize" button**

**Click on Submit once all expenses have been entered for the report.**

**Attach receipts that were saved from the mobile app**

## Expenses      Create Expense Reports

6. After all the expenses or charges have been added and allocated on the report, click **Submit**. The expense report will go through an approval process. Once approved the expense report will appear on budget reports and be ready for payment.

### **Reports**

My Expense Reports: View your expense reports with the date, status, amount, and other details. Perform related actions such as cancel, change, or copy an expense report