# **EXPENSE REPORTS**

Reimbursements must be requested via an Expense Report (ER) in Workday. Submit an expense report with itemized receipts and other applicable supporting documentation within **60 days** of the expense being paid or incurred. Expenses associated with a cash advance must be documented by itemized receipts or equivalent documentation and must be reconciled and substantiated within **30 days** of completion of the trip by the traveler. **All** travel-related expenses must be linked to a Spend Authorization.

## **Overview of Process:**

- 1. Once a Spend Authorization (SA) is approved, you can immediately begin submitting expenses for reimbursement. Multiple reports are allowed to be submitted.
- 2. Create Expense Reports (ER) for all purchases made using personal funds no more than 60 days after the purchase date on the receipt.
- 3. Expense Reports route for approval.
- 4. Once Approved, Expense Reports will be paid.
- 5. When you are finished with all expense reports, close the SA.

# Helpful Links to Job Aids:

ER - Create an Expense Report (Travel) | Administrative Resource Center (osu.edu)

ER - Edit or Change Expense Report | Administrative Resource Center (osu.edu)

ER - Find and View Expense Report | Administrative Resource Center (osu.edu)

ER - Cancel an Expense Report | Administrative Resource Center (osu.edu)

SA - Cancel or Close Spend Authorization | Administrative Resource Center (osu.edu)

## **Expense Reports:**

## How to Create and Submit

- 1. Log into Workday (https://workday.osu.edu/)
- 2. Type Create Expense Report in the search bar



3. Select Create New Expense Report from Spend Authorization Create Expense Report

<ul> <li>Expense Re</li> </ul>	eport Information	
Expense Report For	r * Employee: Jennifer Illes	
Creation Options	Create New Expense Report     Copy Previous Expense Report     E     Create New Expense Report from Spend Authorization	:=
Memo		

4. Select your SA from the dropdown menu. Your SA Memo and Business Purpose will automatically populate. You'll need to re-enter your exact funding worktags as they will not <u>all</u> transfer over. If you need these, please email Jennifer what fund(s) you intend to use or refer to your SA.

You will also see a checkbox for Final Expense Report for Spend Authorization: -This feature allows you to designate this Expense Report as the FINAL one and will CLOSE the associated Spend Authorization once it is completed. -This should ONLY be checked when you are certain that this is the last Expense Report needed for travel-related expenses with this specific Spend Authorization. -When this box is left unchecked, there will be "alerts" when you go to submit, and these are fine to ignore if you are planning to submit more Expense Reports. It will not prevent you from submitting; only "errors" will do that.

- 5. Click OK Button. Once you click OK, an ER number will be created at the top. This ER number will now remain linked on your SA until you submit or cancel. All expense reports need to be in Paid or Canceled status to close an SA.
- 6. Click ADD to add lines for each individual expense. Add a new line for each expense.





- 7. Under each Expense Line:
  - a. Enter Expense Date: This defaults to the current date. Change the date to the purchase date of the expense: the date on the receipt.
  - b. Enter Expense Item (ex, lodging, ground transportation, per diem (post-trip)
  - c. Complete all Expense Line details required for that line:
    -ex, Quantity, Per Unit Amount, Total Amount, Memo (if needed).
    -Ensure Worktags are correct (Cost Center, Balancing Unit, Fund)
    -Any Specific Worktags (Gift, Grant, Program, Project, any Additional Worktags, like Assignee Number)
  - d. Complete all Item Details
  - e. Drop Files or Select Files to add in Receipts
  - f. Itemization: This is <u>only</u> needed if you are using multiple funds for one expense. The Itemization button allows you to break down one receipt into multiple portions with different worktags for each.

1 item	Expense Line	Ē
	Itemization       Use the button below only if your company's expense policy requires itemizations.       Add       Receipt Included	0 item
	Expense Date * 06/05/2023 = Expense Item * ::= Total Amount * 0.00 Currency * USD Memo	
	*Cost Center  × CC12482 Arts and Sciences … := I Spanish and Portuguese	
	*Balancing Unit     × BL1462 Arts and Sciences   := Arts and Humanities       *Fund     × FD100 General Fund :≡	

8. Attach any additional information if needed (conference itinerary, ASC Comparison Forms, etc.) under Attachments tab beside Expense Lines

Create Expense Report ER-0000421605 🚥							
Pay To Employee: Jennifer Illes	Status Draft	Personal 0.00 USD	Company Paid 0.00 USD	Prior Balance Applied 0.00 USD	Cash Advance Applied 0.00 USD	Reimbursement 0.00 USD	Total 0.00 USD
Header Attachments	Expense	Lines					
Save the expense report to review	any errors be	efore you submit.					
Edit							

Create Expense Re	eport	ER-00004216	605				
Pay To Employee: Jennifer Illes	Status Draft	Personal 0.00 USD	Company Paid 0.00 USD	Prior Balance Applied 0.00 USD	Cash Advance Applied 0.00 USD	Reimbursement 0.00 USD	Total 0.00 USD
Header Attachments	Expense	Lines					
Attachments							
							Drop files here
							or
							Select files
Save	ancel						

- 9. Submit or Save for Later:
  - a. Record the ER # and if you have any questions, please contact Jennifer Illes (illes.4@osu.edu)

## **Receipt Requirements:**

- Must be itemized to show *what* was purchased
- Must show form of payment (last 4 digits of credit card, cash, etc.)
- If a payment is charged in two or more installments, both receipts or a single receipt showing the total payment has been made must be submitted. These can be submitted on separate reports as they are charged on separate dates.
- Tips over 20% will not be reimbursed and the 20% tip should be calculated and written on the receipt.
- Must be in English

-Translation of those receipts must come from a third-party source, i.e. Google Translate/other translation websites or even a person independent of the traveler like a faculty member who speaks the language. A great source is <u>https://translate.google.com/</u>. You can upload an entire document or image/screenshot and it will translate for you.

## Additional Proof of Purchase:

• In addition to the receipt, provide snapshots of the expense on your credit or bank statement (all other information should be redacted) and attach to the ER

# **Currency Conversions:**

• For payments made with credit cards, provide a credit card statement with payment in USD

• For cash payments, use the <u>historical data conversion tool</u> and provide screenshots to support the USD conversion

# **Per Diem:**

• Per Diem does not require receipts

• The rate is set by the <u>General Services Administration</u> (for US cities) or the <u>State</u> <u>Department</u> (for international cities)

• If you are attending a conference, please provide information (program/itinerary) showing whether meals are included or not. If meals were provided, these are not reimbursable and must be removed from the Per Diem travel log.

• Per Diem is allowed only for business purpose related days. If vacation time is added onto a trip, those days (as well as travel) are not included in per diem.

• If you took a flight, please attach your flight itinerary, either under Attachments or in the Expense Line. This is needed to show your flight times for your travel days. Depending on your departure times, you may need not be eligible for all meals those days.

• See example for further instructions on entering

# **Transportation**:

-Airfare:

- All reimbursement submissions must include pre-paid airfare itinerary if this was your mode of transportation.
- Upgrade charges to economy plus or to choose a specific seat are not reimbursable unless there is an ADA approved medical reason
- If you purchased airfare through the university with their payment method, the travel agency will upload your expense report and link it to your SA for you.

-Taxis, Buses, Rideshares, Metros

- Receipt should include origin, destination, tip, and total fare. Maximum tip of 20%

# Lodging:

• Receipts must be itemized (nightly rate, cleaning, and service fees, etc.)

• Multiple People: If there were multiple people sharing a room, you must show (via screenshots) the room costs for one person versus multiple people

• If payment was split between multiple people sharing a room, submit the full paid lodging receipt and verification of the payment (PayPal/Venmo etc.) showing who paid whom and why. If this is not available, an email stating this information from the payee will suffice

• Non-Traditional Lodging: If you are using an alternative housing arrangement you must have permission from the department chair before you leave and forward that email as a part of your post-trip submission. Receipts must show full address.

## **Conferences:**

- Provide a PDF of the conference itinerary
- Registration receipt with participant's name is required

#### **Examples:**

• Adding Ground Transportation:

-Enter Receipt, Change Date to the date on the receipt, Add Expense Item Ground Transportation, Enter Total Amount. Explain the Business Reason and Add Merchant

Header Attachments Expense	e Lines					
Add						
1 item	Exponso	ine				
Fri, Aug 4 Ground Transportation 50. Taxi to CMH		Receipt Example.png Uploaded by Jennifer Illes	Just now	Instructions		
	ensisten en	Comment Upload Expense Date * 08/04/2023	See <u>Travel Policy</u> for requirements.	la) ranuirae an itamizad racaint or anuivalant do		
	Upload		A detailed business purpose must be entered in the Business Reason field below.			
	Expense Dat			Item Details		
	Expense Iter			Business Reason *	Taxi to CMH	
	Total Amour	tt * 50.00		*	Lyft	
	Currency	* USD		Requisition Number (SERVICE CENTER USE ONLY)		
	Memo	Taxi to CMH		Exception Reason (policy exception comments only)		

#### • Adding Per Diem:

-Enter Per Diem Post Trip for Expense Item. Under Item Details, enter Arrival and Departure dates and Destination. A Travel Journal will be generated with that city's Per Diem rate for each date. You'll need a separate line for each city you are requesting Per Diem.

Eri Aug A	Expense Line	
Per Diem (Post-Trip) 237.00 USD	Uploaded by Jerreter Illes	Instructions
Ground Transportation 50.00 USD Taxi to CMM E	Comment       Upload       Expense Date *       08/04/2023 =	For Expense Reports (post-trip only). See <u>Travel Policy</u> for requirements. For Destination field, type the city that matches the trip locations. If the specific city is not found, type "ALL to return the value of AI Other Continental US Locations, United States of America. Enter the specific city in the memo field on the expense line. See Per Diem Rates: <u>Per Diem Domestic</u> <u>Per Other Totational</u> Item Notatils
	Total Amount 237.00 Currency + USD Memo	Arrival Date
	*Cost Center (empty) *Balancian Linit (empty)	Exception Reason (policy exception comments only)
	+Fund (empty)	Travel Journal
	Gift (empby) Grant (empby)	Total Amount 227.00 USD
	Program (empty) Project (empty)	Fil.Ang 4.2023 79.00.000
	*Additional Worktags (empty)	Sat, Aug 5, 2023 79.00 USD

-Click View Details to bring up each day. In my Example, I chose Chicago, whose Per Diem rate is \$79 per day. If a meal was provided (i.e., from a flight, hotel, conference, etc), these are not reimbursable, and you can select the checkbox beside that meal to remove it from the Per Diem, which will automatically lower the total for that day. When finished, click Done.

Expense Date * 08/04/2	2023	De	estination	*	× Chicago, Illinois, United … 😑 States of America
Total Amount 79.00 Memo *Cost Center *Balancing Unit	× CC12482 Arts and Sciences ···· :≡     Spanish and Portuguese     × BL1462 Arts and Sciences   ···· :≡     Arts and Humanities	Br Lu Di Ex	reakfast provided? unch provided? inner provided? xception Reason (policy exception comments only)		
*Fund	× FD100 General Fund …				
Gift		=			
Grant					
Program					
Project	:=				
*Additional Worktags	× Function: FN100 Instruction := and Departmental Research				
Personal Expense					