

# 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 \(osu.edu\)](#)

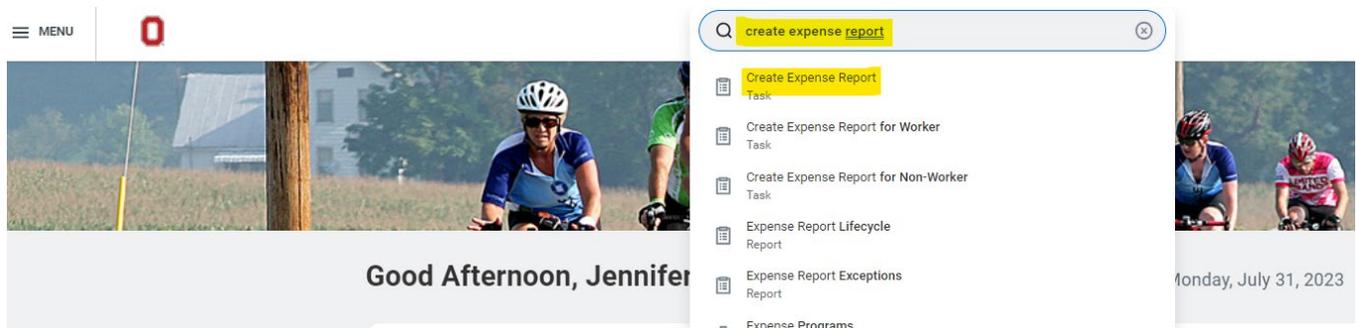
[ER - Cancel an Expense Report | Administrative Resource Center \(osu.edu\)](#)

[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

Expense Report Information

Expense Report For \* Employee: Jennifer Illes

Creation Options \*  Create New Expense Report  
 Copy Previous Expense Report [dropdown]  
 Create New Expense Report from Spend Authorization [dropdown]

Memo [text area]

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 all 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.

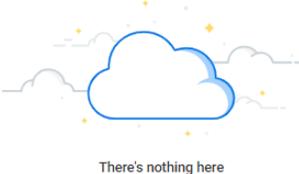
6. Click ADD to add lines for each individual expense. Add a new line for each expense.

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
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Header Attachments Expense Lines

Add



There's nothing here



## 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
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Header **Attachments** Expense Lines

### Attachments

Drop files here

or

Select files

Save

Cancel

9. Submit or Save for Later:
  - a. Record the ER # and if you have any questions, please contact Jennifer Illes ([illes.4@osu.edu](mailto: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 <https://translate.google.com/>. 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 [historical data conversion tool](#) and provide screenshots to support the USD conversion

## Per Diem:

- Per Diem does not require receipts
- The rate is set by the [General Services Administration](#) (for US cities) or the [State Department](#) (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

The screenshot displays an expense reporting interface with the following sections:

- Header:** Includes tabs for "Header", "Attachments", and "Expense Lines".
- Item List:** Shows one item: "Ground Transportation Taxi to CMH" for 50.00 USD.
- Expense Line Form:**
  - Expense Date:** 08/04/2023
  - Expense Item:** Ground Transportation
  - Total Amount:** 50.00
  - Currency:** USD
  - Memo:** Taxi to CMH
- Attachments:** A receipt titled "Receipt Example.png" is uploaded by "Jennifer".
- Instructions:** Directs users to the "Travel Policy" and notes that ground transportation requires an itemized receipt or equivalent document with a detailed business purpose.
- Item Details:**
  - Business Reason:** Taxi to CMH
  - Merchant:** Lyft
  - Requisition Number (SERVICE CENTER USE ONLY):** (Empty field)
  - Exception Reason (policy exception comments only):** (Empty field)

- 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.

-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.