


**Approve Expense Reports Overview**

This Quick Reference Guide (QRG) is designed to walk an **Expense Support Specialist** through the approval process in Workday. By the end of this QRG, you will know how to review and approve an Expense Report.

Below are the tasks that an Expense Support Specialist can approve in Workday:

Task	Approval Description
Create Expense Report	This task will always route to the Expense Support Specialist for approval.
Create Supplier Invoice Request	This task will always route to the Expense Support Specialist for approval if the Spend Category is Student Reimbursements Other (SC0747), Travel Non-employee (SC0745), or Travel Student (SC0746).




**CAUTION**

**Be sure to:**

- **Approve transactions in a timely fashion.** To view all tasks that you need to review or approve, you can run the report *Processes Awaiting My Action*. The report shows what tasks you need to act on and how many days it has been since initiation.
- **Delegate your approvals when on vacation/leave.** Go to *My Delegations* and delegate the Inbox task *Expense Report Event* to someone who will handle approvals while you're away. If you don't do this, expense reports requiring your approval will be "stuck" until you return which may cause suspended T&E cards and delayed reimbursements. See the [Delegate Workday Transactions QRG](#) for help setting up a delegation.

**Review and Approve Expense Reports**

Let's walk through the steps for how to review and approve an expense report including specific items you need to look out for to ensure the expense report is correct.



**NOTE**

As the Expense Support Specialist, when you approve an expense report you are certifying that expenses have been allocated appropriately, are in compliance with policies, are in accordance with any restrictions on the worktags, and required documentation is attached to the support the expenses.

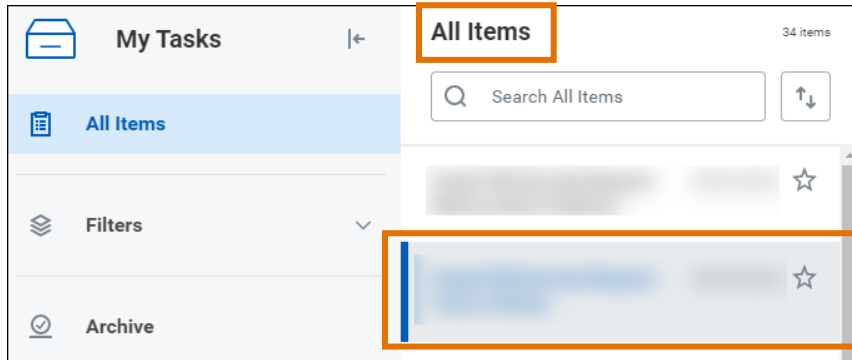
On the **Workday Home** screen:

1. Click the **Inbox** icon.



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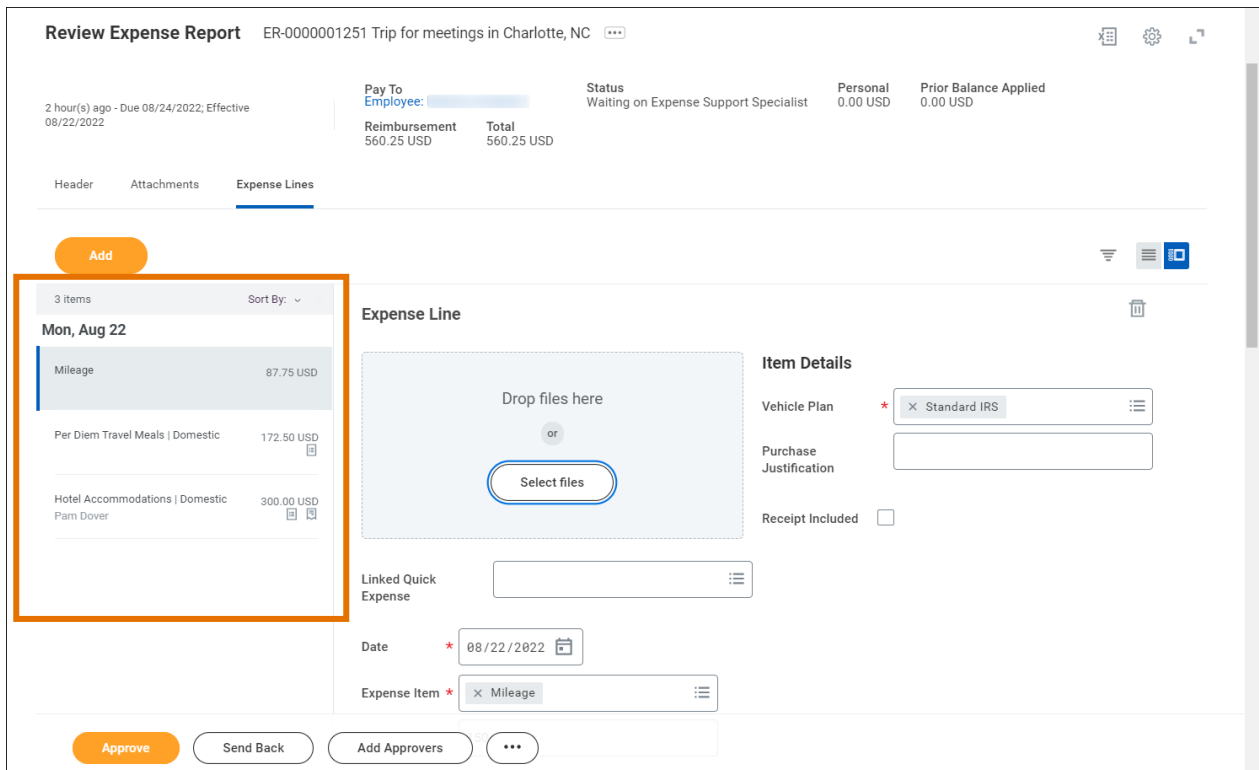
2. Click on the **Expense Report** under **All Items**.



The Review Expense Report screen displays. It is very similar to the create expense report screen.

On the **Review Expense Report** screen:

3. Click the Expense on the left side of the screen to view details for that expense line.



All expense report lines should provide details as to the business purpose and make good business sense with well documented receipts.

- As a general rule, all expense lines should include the who, what, where and when.
- No protected, personal, or sensitive data should be included on the expense report.

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### 4. Under the **Expense Line** section, review the following:

- **Receipt** – At the top of the screen, select and view the **attached receipt** for the expense item (if applicable).

Review the following guidelines:

- Ensure the attached receipts are legible (must be an itemized receipt, not an estimate or proposal) and must include details of the purchase, including the amount paid.
- Receipts are required for all non-travel expenses, air and rail tickets, hotel, and car rentals regardless of the amount. Receipts for other travel expenses less than \$75 are not required.
- If the receipt is missing, provide details of the purchase and state why the receipt is missing in the **Missing Receipt Justification** field.
- Receipts for air and rail tickets must include the itinerary, class of ticket, dates of travel, ticket holder name, and price.
- For Grant funds, follow the University funds receipt requirements unless otherwise specified on the grant.
- If the receipt includes alcohol, the **Alcohol Included** box must be marked so the system will require a local fund source.
- Make sure that gas receipts do not say “pre-paid”. They must pay for the actual amount used.
- Ensure receipts are attached to the correct line item.

The screenshot displays the 'Expense Line' interface. On the left, a list of items is shown for 'Mon, Aug 22':

Item	Amount
Mileage	87.75 USD
Per Diem Travel Meals   Domestic	172.50 USD
Hotel Accommodations   Domestic Parr Dover	300.00 USD

The 'Hotel Accommodations | Domestic' item is highlighted with an orange box. On the right, the 'Expense Line' details are shown for the selected item. It includes a PDF attachment titled 'Expense Receipt.pdf' uploaded 2 hours ago, a comment field, and an 'Upload' button. The entire details section is also highlighted with an orange box.

- **Expense Item** – View the **expense item** and review the following guidelines:
  - **For T&E card** – Ensure T&E card transactions are not being processed as reimbursements and are not used for personal use. If done by mistake, ensure it is marked as personal.
  - **Fees** – Ensure the expense items properly classify airfare, baggage fees, and agent fees (they all come classified as Airfare from Bank of America for T&E transactions).
  - **Airline upgrades** (on same transaction as airline ticket) - If air upgrades are purchased on the same transaction as the airline ticket, all items should be itemized. For the upgrade, the *Air Upgrade* expense item should be used.
  - **Wifi** – Wifi on planes should be expensed using the expense item In-flight Wi-Fi instead of Telecom/Cell/Internet.
  - **Vehicle Fuel** – Vehicle fuel purchases for a personal vehicle are only used for international locations.

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- **Travel Training** – Ensure that all travel expenses related to travel training including conferences or other professional development use the corresponding Travel Employee Training expense item. For example, *Airfare | Domestic, Travel, Employee Training*.
- **Gifts and Gift Cards** –All gift-cards to employees, regardless of amount, must be expensed as taxable using *Employee Award Taxable*. Gift cards can only be expensed for the expense items *Human Subject Payments, Employee Award Taxable, or Gift Card Non-Employee*. The name of the recipient of the gift card must be known before expensing. Therefore, it is important it is purchased close to the date it is dispersed.
  - Human Subject gift cards must include the IRB Number.
  - Physical gifts to employees valued at \$100 or more must be expensed as taxable using *Employee Award Taxable*.
  - Use *Employee Award Non-Taxable* for floral arrangements, food, and greeting cards given to express sympathy or get well wishes regardless of the amount. No gift cards allowed.
  - Ensure the amount of the gift matches the receipt per recipient. The system automatically divides evenly, but since it is taxable it must be exact.
  - Any gift card fees should be itemized under the *Gift Card Service Fees* expense item.
- **Total Amount** – View the **total amount** and review the following guidelines:
  - Ensure expense reports are not violating purchasing guidelines. Examples include \$10,000 or more with a given vendor in a given year, restricted items, and contracts.
  - Ensure expense lines marked as Personal / Non-Reimbursable don't create a negative "due me amount."
- **Memo** – View the **description** of the expense item provided and review the following guidelines:
  - Travel items should include the traveler's name in the **Memo** field.
- **Worktags** –View all **worktags** provided and review the following guidelines:
  - Ensure expenses have been allocated to the proper worktag and expense item.
  - Ensure that alcohol is allowed if using a Project worktag that is being reclassified to a gift or grant.
- **Duplicate expenses** - Possible duplicate expenses need details in the Purchase Justification field – not just "not a duplicate."



If you do not see the worktags displayed, click the **Edit** or **View Details** button (as applicable) to view the worktags for each itemized amount.

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5. Under the **Item Details** section, view the populated fields and review the following guidelines:
  - Ensure Meal per diem locations match the travel location on each travel day. Please check the location for each day, especially for multi-city travel. The Multi-City Travel Day box should not be checked unless the traveler is transiting between cities.
    - Per diems are only permitted for overnight stays. Single-day per diems are not permitted. Trips that do not include an overnight stay should be expensed as *Day Trip Meals*.
  - If Companion is checked, verify they are a personal companion and that they have a bona fide business purpose. Ensure that a spend authorization is attached for any bona fide companion travel expenses. Review that the actual amount spent is not significantly more than the authorized amount.
  - For expenses that require internal guests to be listed, make sure that the expense owner is not listed if the expense did not include them.
6. Under the **Itemization** section, *if* itemization was necessary, verify that the itemized lines were entered correctly.
  - Click the **Add** button and/or **Edit** (under Daily Expenses) button to review the individual itemized lines.
  - Click **Done** when you have completed your review.

 <p><b>NOTE</b></p>	<p>As an Expense Support Specialist, you also have the ability to make changes/corrections to the expense report as needed, or you can “send back” the expense report and note the required changes to the expense owner.</p> <p>It is best practice to return to the expense owner if changing the dollar amount.</p>
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On the **Review Expense Report** screen:

7. After reviewing all of the expense lines, take the appropriate action:
  - Click **Approve** if the details provided are accurate.
  - Click **Send Back** if the details provided are incorrect and the initiator of the task is required to make changes. Enter a reason in the pop-up box.

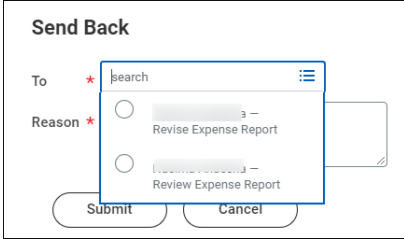


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**NOTE**

If the expense report has been submitted by the employee's delegate, there will be two options to send back the report.

- To send it back to the Delegate, select Revise Expense Report.
- To send it back to the Expense Owner, select Review Expense Report.




The screenshot shows a 'Send Back' dialog box. It has a 'To' field with a search bar and a 'Reason' field with two radio button options: 'Revise Expense Report' and 'Review Expense Report'. There are 'Submit' and 'Cancel' buttons at the bottom.

You have successfully completed this task.

**NOTE**

To finish reviewing the expense report at a later time, click the **ellipsis** button (Actions), then select **Save for Later**.



The screenshot shows a 'Save for Later' dialog box with a 'Save for Later' button and a 'Close' button. Below the dialog box is an ellipsis button (three dots).