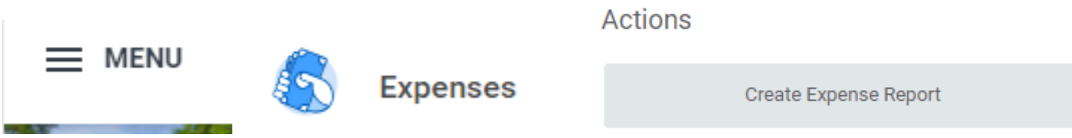
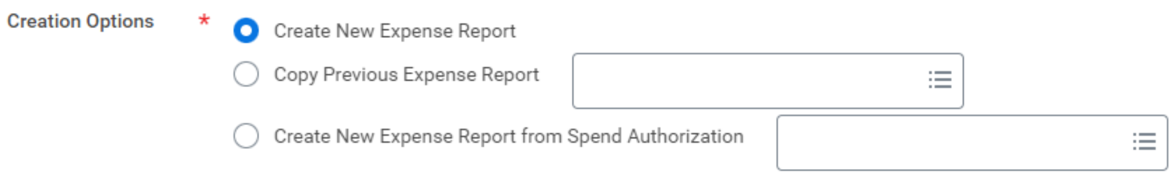
CREATE A NEW EXPENSE REPORT

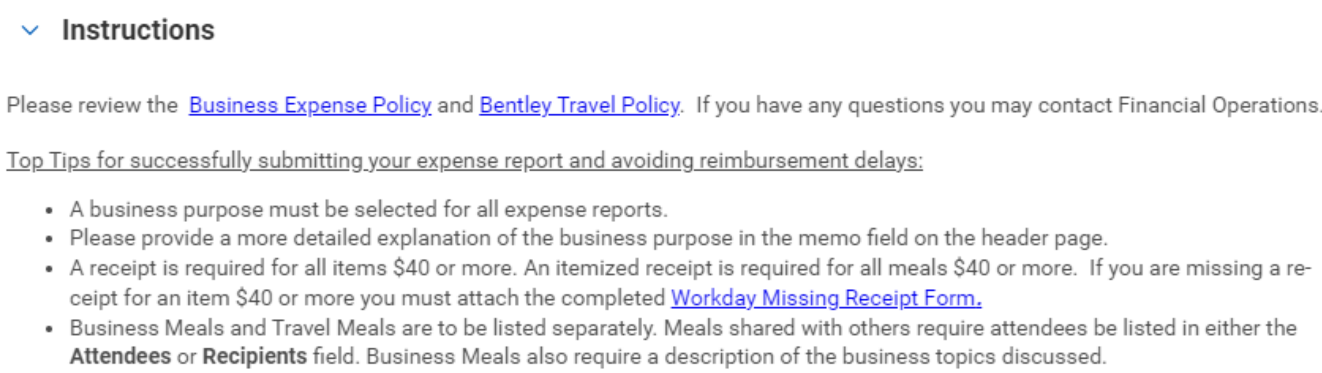
1. Click the Menu, from top right of Workday Home Screen. Go down to **Expenses** option and then **Create Expense Report** under Actions.



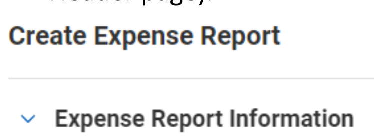
2. In the "Creation Options" section, specify that you are creating a new expense report.
    - Create New, Copy (not advised), Create New From Spend Authorization (if you have a SA).



On this page there are several notes to help you create your report (see below). You won't see these after you hit OK on this page.



3. Provide a detailed explanation of the business purpose in the Memo field on the Header Page(This is the Header page).

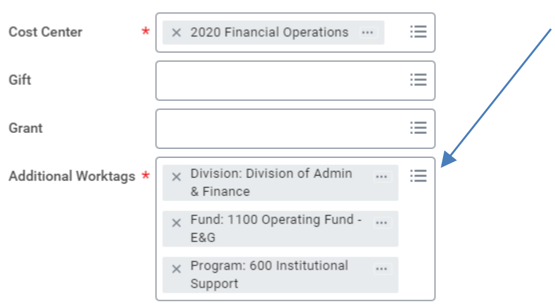


4. This is a required field. This can be something like June 1-15 2023 San Diego NASPA conference or June visits 2023.

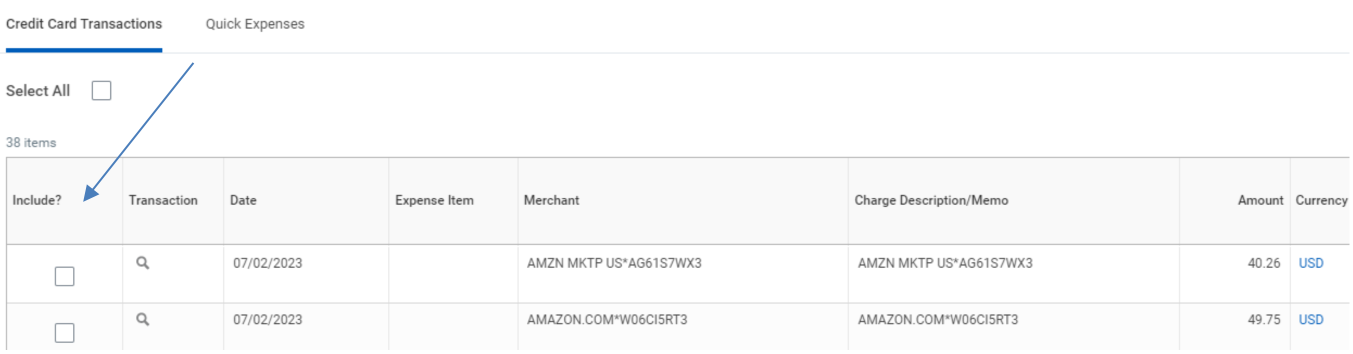
5. The **Expense Report Date** will automatically default to today's date but can (and should) be updated, especially at Fiscal Year end. This date will decide the Fiscal year this entire report posts to.

6. Business Purpose is a required field and must be selected for all expense reports. Use the drop down to pick the closest option for this report.

7. You can change the cost center. The default is your home cost center. You can add Additional Worktags by clicking on the three lines (shown here). It would be student organizations, Faculty Research Accounts or International Programs that can be put there.
   For Gifts or Grants use the appropriate box. The default Additional Worktags Division, Fund, and Program should default depending on the Cost center/gift/grant used.

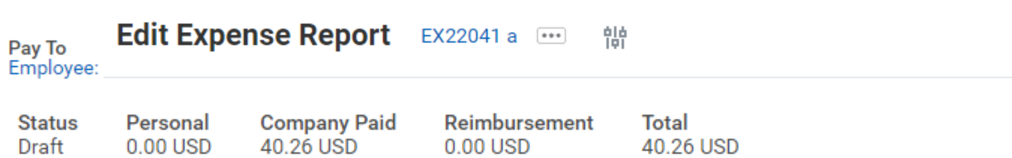


8. If you have a Bentley issued travel card, your credit card transactions will appear at the bottom of the page. Check the box under **Include?** for the transactions that apply to this expense report.



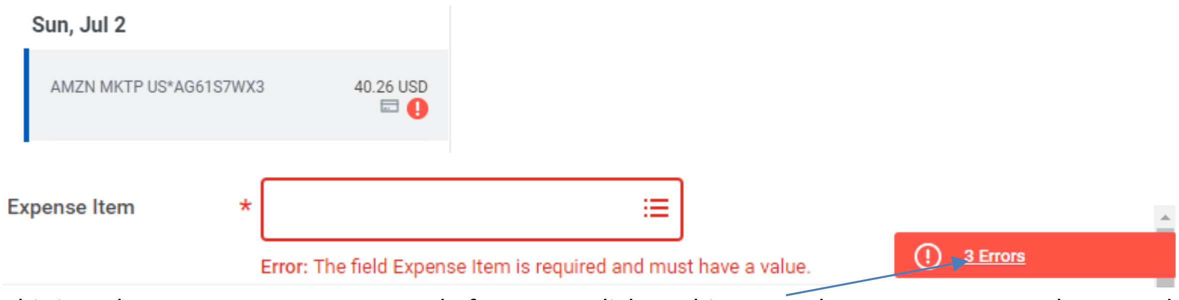
Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency
		07/02/2023		AMZN MKTP US*AG61S7WX3	AMZN MKTP US*AG61S7WX3	40.26	USD
		07/02/2023		AMAZON.COM*W06CI5RT3	AMAZON.COM*W06CI5RT3	49.75	USD

Then Click **OK** to proceed to the Expense Report details page that looks like this.

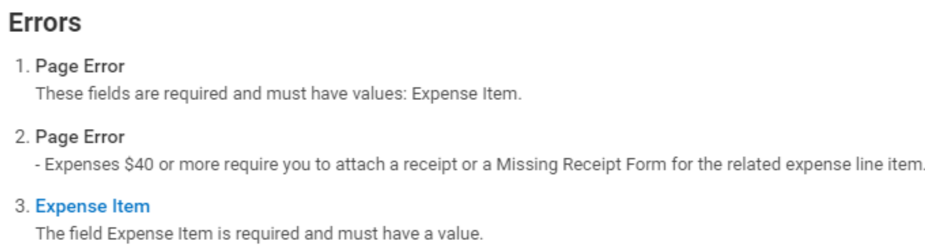


This tells you if you are getting a reimbursement, or items you might have marked as Personal.
PLEASE NOTE, if you created the report, the **REIMBURSEMENT** goes to **ONLY** you.

9. If you selected travel card expenses for the expense report, the lines of your expense report can be edited on this page to add additional information if needed. (Note: Airfare requires a country to be specified, or the meals or ground transport Memo). Items with a **Red** Exclamation are Errors and need to be addressed.



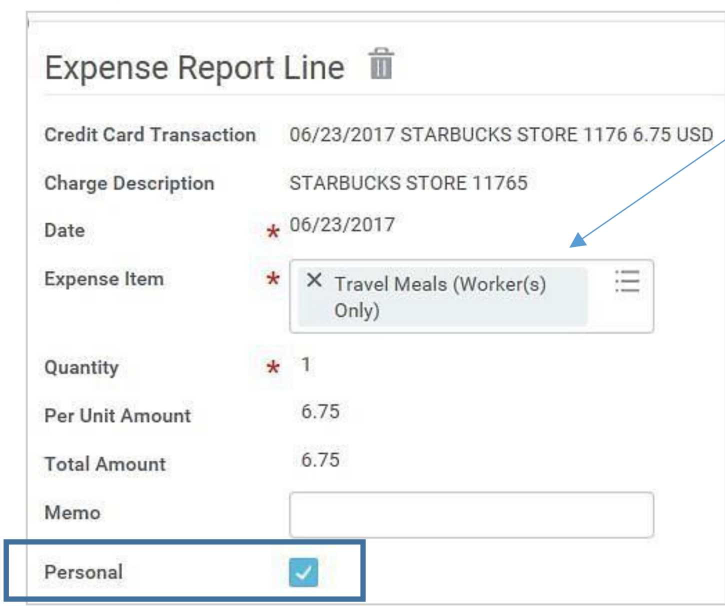
This item has no Expense Item, a total of 3 Errors. Click on this to see the errors. Here are the error detail.



So before continuing, Add the Expense Item from the drop down there, and a receipt (see 11. for uploading a receipt). The errors should go away.

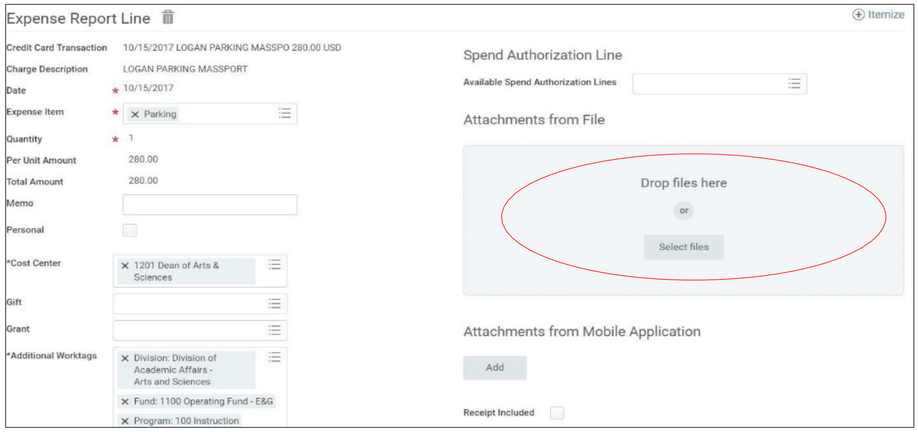
10. If the travel card was used for a personal reason, the **Personal Expense** box must be selected. This will subtract the amount from the reimbursement owed to you.

If the personal portion exceeds your calculated reimbursement, the reimbursement is bracketed ($40) and you will be contacted to have the amount deducted from your next Payroll Check.



If this meal includes non-Bentley employees, select business meals from the drop down menu and complete the additional required info.
Travel meals is only intended for Bentley employees whiles traveling.
(Local meals falls under Business meals since travel is not involved)

9. All expenses $40.00 or more must have a receipt attached. If the receipt is lost, you must complete and attach a *Workday Missing Receipt Form*. This form can be found on the Accounts Payable website.

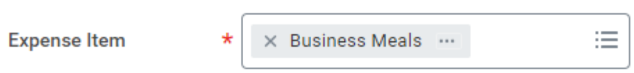


Please do not use the ATTACHMENT option to add a receipt. Receipts are attached for each line item using the Drop Files Here or Select Files option here.

~~Attachments~~

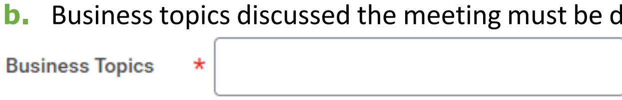
11. Mileage requests on this report should have a Mapquest, and a reason for the request in the Memo Box.
12. Meals can be Travel Meals or Business Meals. Travel Meals are when away from Bentley for traveler or other Bentley Employees. If not either of these, then you select Business Meals. The MEMO should say what meal (breakfast/lunch/dinner/snack).

For Business Meals:



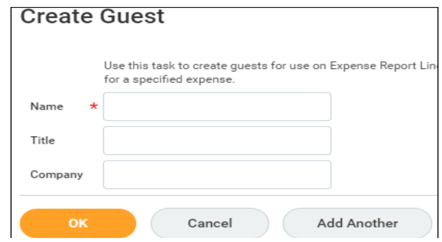
a. An itemized receipt is required as well as the summary with tip and must be uploaded as an attachment.

b. Business topics discussed the meeting must be documented in the **Business Topics** section.



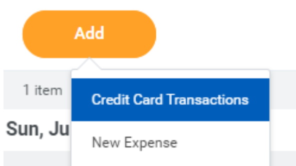
c. The IRS requires the names of attendees in the business meal. If there are less than 6 people list their names and affiliation. Your name will automatically populate in the **Attendee(s)** field. Click on the three lines in this box and type the name of other Bentley employees that attended. Once you type their name, hit Enter and their name should populate as this list should hold the names of all employees.

d. If any of the attendees are not Bentley employees, you need to create guests (this will save their name in the system for future use). To do this select **Create Guest** in the **Recipient(s)** field and then fill in name, title and company. If these three attributes are not appropriate, fill in the name in the **Name** field and an appropriate description in the **Company** field (i.e. **Name**: Michael Smith, **Company**: Alumni Class of 1970), as <u>those two fields are required</u>.



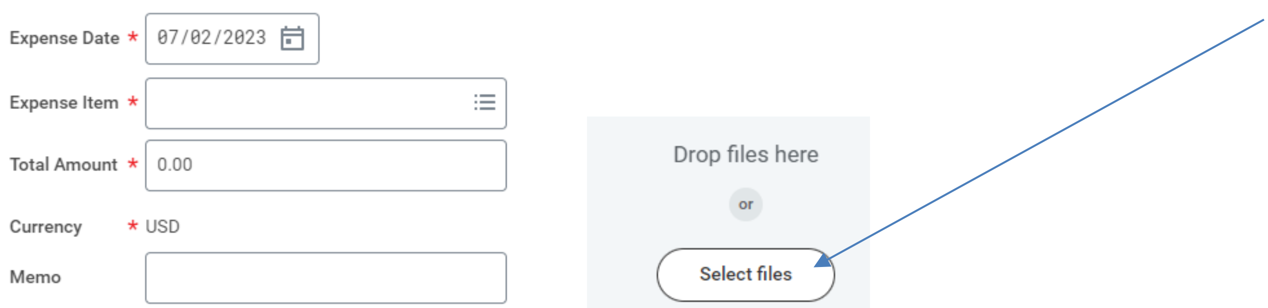
e. If more than 6 people, state the group's name in the **Recipient** field (i.e. Faculty Senate or Tennis Team) and the number of people in attendance in the **Number of Persons** field. Create the group's name by creating a new guest (as abovd) in the Recipient(s) field and filling in the name of the group in the **Name** field. Also add a Document with all attendees if possible.

13. To add another expense, click the Add. There should only be 1 item per Expense line (no combining of charges is allowed). And a receipt for each item over $40, is a single receipt, attached to the appropriate line item (**not** a combination of receipts on one large PDF).

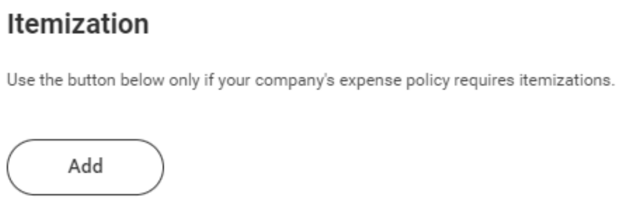


At this point you can ADD out of pocket by using this ADD or pull in other Credit Card Transactions. Please do not use the ATTACHMENT option to add a receipt, use the Drop tiles here or Select Files.

Requirements for ADDing expense items, is the date, the item, the total amount and the Memo. Plus a receipt if over $40.



14. To itemize an expense (i.e. split the cost of an expense with another cost center, grant, etc.), click the Add button below the Itemization. This ADD, looks different from the **ORANGE** ADD above. It only should be used when you want to charge two cost centers or assign a part of the charge as Personal (not Bentley related).



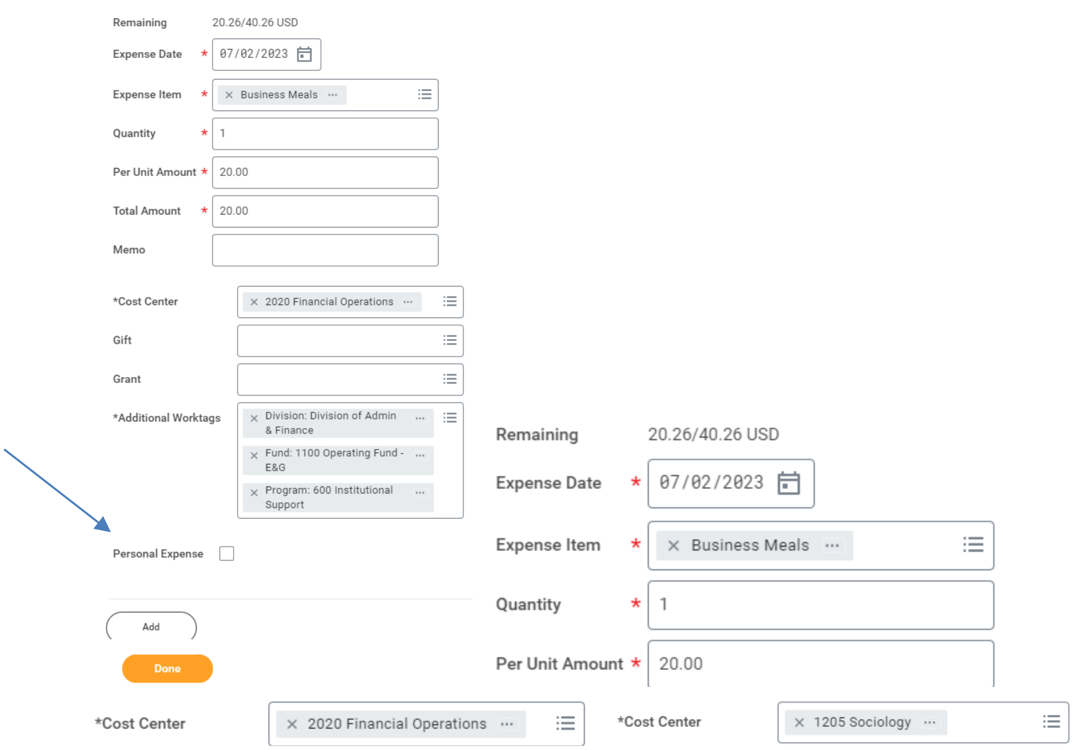
You can see here the amount to be split is $40.26.

Next, enter the amount to split and assign to the first cost center (or grant, gift, etc.).
Here I am splitting $20 to cost center 2020.

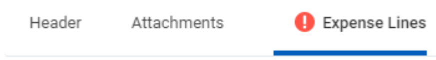
Then, click **Add** and add the remaining amount to split and apply the appropriate worktags for that portion as well. I want to leave 20.26 in 1205, so after ADD here, I put 20.26 with cost center 1205.

When you are finished, click **Done** and you will be brought back to the Expense Line Item screen. You will still have to attach all appropriate receipts.

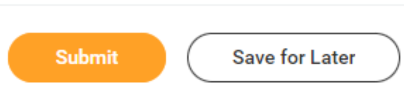
Similarly, you can use this feature when you need to mark a portion of the receipt as a personal item (i.e. you charged the hotel on your travel card but rented a movie or upgraded your room) by clicking off the PERSONAL EXPENSE box below.



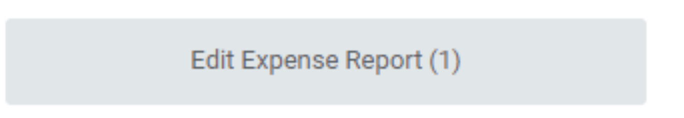
15. You can make changes to the Memo, Expense Report Date, Business Purpose and Reimbursement Payment Type at the Header tab. From the Header tab, click on **Edit** and proceed with the necessary changes and **Save.**



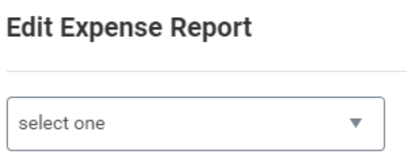
16. After all out of pocket and Bentley credit card transactions are entered, you can either SUBMIT or SAVE FOR LATER.

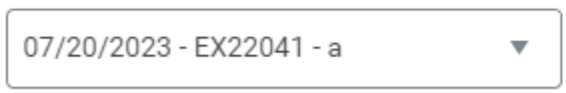


17. If you Save for Later, go Back to Expenses, then choose (Under VIEW) this option.



Choose from the drop down the report you want to Edit.





18. Once all items are entered, Click **Submit** to move the report to the cost center manager to approve**. If a Check Budget is hit, the NEXT up will not appear and the report is not sent to the cost center manager*.**
19. *Workday will check for a sufficient budget to complete the purchase. If the budget check fails you will receive an alert once you Click on Submit. Click **Review** and **Submit** or **Deny**. Deny will delete the entire report, so we recommend you do not use the Deny button.
    - You can Submit the Budget check and then inform the cost center manager that you hit this. They can take action if they wish (like moving funds).
    - If you forget to review your budget check, you must go back into your Workday inbox and approve the budget check before the expense report is forwarded to the cost center manager.
    - If the check budget is not hit, the report is sent to the cost center manager for approval (which you should see when you Submit) and then if approved, it is available for settlement through Accounts Payable.