

How a PI Creates an Expense Report to Reconcile Spend Authorization (Cash Advance)

1. Log in to Workday using your **ID** and **Password**.
2. Once you are signed in, type **Create Expense Report** in the **Search Bar ❶**, as shown in **Figure 1** below. A content box will appear with **Create Expense Report**, as shown below in **Figure 2** below.

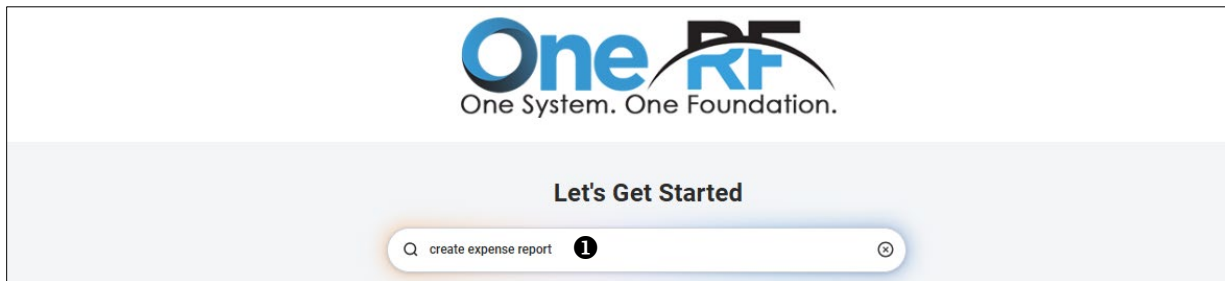


Figure 1

3. Click on **Create Expense Report** link ❷ in **Figure 2** below. A **Create Expense Report** window will appear as shown in **Figure 3, on Page 2**.

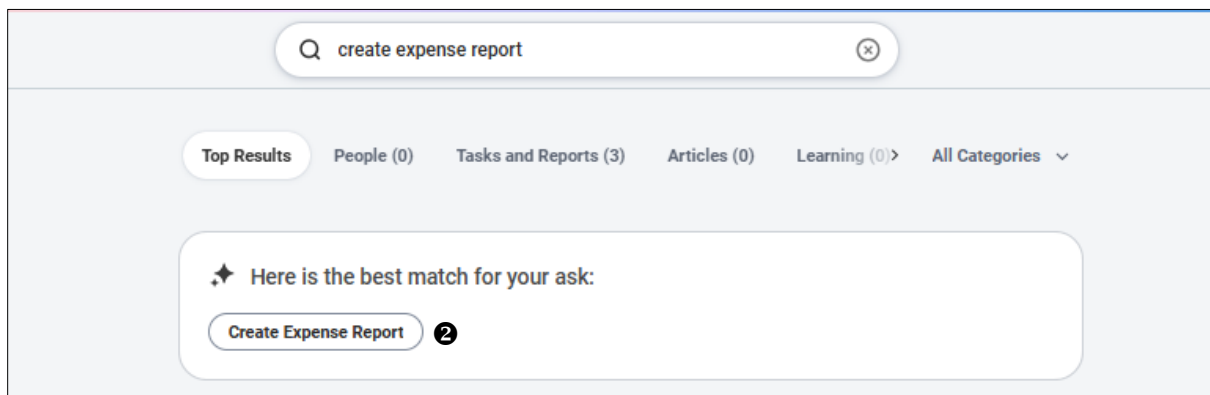


Figure 2

4. After clicking on the **Create Expense Report** link ② in **Figure 2**, on **Page 1**, the **Expense Report Information Tab** will appear as shown below.

Figure 3

The following is a detailed breakdown of **Figure 3**.

- ① **Expense Report For:** Name of the individual who will be reimbursed.
- ② **Create Options:** There are three options:
 - Create New Expense Report
 - Copy Previous Expense Report
 - Create New Expense Report from Spend Authorization
- ③ **Final Expense Report for Spend Authorization:** Click **Check Box**.
- ④ **Memo, Company, Expense Report date and Business purpose:** Prefilled.
- ⑤ **Grant Field:** Enter the name of the Grant or Agency Funds or enter the initial characters to begin your search by pressing **Enter**. Then select the appropriate account from the list.
- ⑥ **Fund, Cost Center, Additional Worktags:** Will auto populate upon selection of grant.
- ⑦ **Instructions and Job Aids:** Instructions for P-Card transactions and a hyperlink to job aids.
- ⑧ **OK:** This opens the Create Expense Report, as shown in **Figure 4**, on **Page 3**.

5. Click **Create New Expense Report from Spend Authorization**. **Figure 3, Page 2**.
Click on the Dropdown Menu  ❷ and select the corresponding **Spend Authorization**.
6. **Grant** ❸ Enter the name of the Grant or Agency Funds or enter the initial characters to begin your search by pressing **Enter**. Then select the appropriate account from the list, **then click OK** ❹ as shown in **Figure 3**, on **Page 2**.

This will open the **Create Expense Report** as shown in **Figure 4** below.

The following is a detailed breakdown of the **Create Expense Report** in **Figure 4**, below.

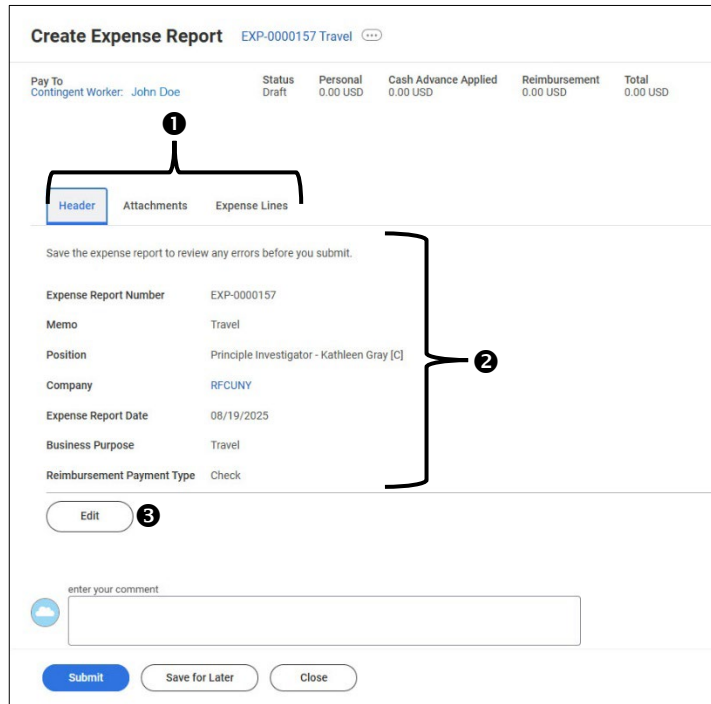


Figure 4

There are three tabs, and each one turns blue when clicked.

❶ Tabs: Figure 4, Page 3 above.

- **Header:** Shows the previous screen details.
- **Attachments:** Click on Attachments to upload supporting documents. Documents uploaded on this tab apply to the entire report, whereas invoices or receipts uploaded in the expense line tab apply only to the specific expense line. Supporting documentation must provide evidence of participation in conferences, meetings, trainings, or travel-related events. **Acceptable documentation** includes Conference or Meeting agendas and Proof of Attendance or Proof of Travel. Examples of **Proof of Attendance or Travel** include conference badges, certificates of attendance or boarding passes.
- **Expenses Lines** – Click on this tab, which will populate the window, as seen **Figure 5** on **Page 4**.

② **Details:** Previous screen details.

③ **Edit:** edit information from previous screen detail. **Figure 3. Page 2.**

6. After Clicking on the **Expense Lines Tab** ① **Figure 4, Page 3**, the **Create Expense Report** page will open as shown in **Figure 5**, below. Click on **Add** ①, a **pop-up Box** will appear ② with two choices.

7. Select **New Expense** ③ to add a new expense line to the report.

Please Note: Spend Authorization Expense report does not include a Purchase credit card transaction.

The screenshot displays the 'Create Expense Report' interface for 'EXP-0000597 Travel for Conference'. At the top, a table shows summary data: Pay To (Contingent Worker: Paul Price [C]), Status (Draft), Personal (0.00 USD), Cash Advance Applied (0.00 USD), Reimbursement (0.00 USD), and Total (0.00 USD). Below this, the 'Expense Lines' tab is active, showing an 'Add' button (labeled ①) and a pop-up menu (labeled ②) with options 'Credit Card Transactions' and 'New Expense'. A yellow callout points to the 'New Expense' option. The background shows a 'There's nothing here' message. At the bottom, there is a comment field and buttons for 'Submit', 'Save for Later', and 'Close'.

Figure 5

4. After clicking on **New Expense** ②, in **Figure 5, Page 4**, the **Expense Line** page will open as shown in **Figure 6**, below.

Create Expense Report

EXP-0000598 Conference Travel

Pay To
Contingent Worker: Paul Price [C]

Status
Draft

Personal
0.00 USD

Cash Advance Applied
0.00 USD

Reimbursement
0.00 USD

Total
0.00 USD

Header Attachments **Expense Lines**

Add

1 Item

Expense Line

Drop files here

or

Select files

Expense Date
18/28/2025

Expense Item
x Airfare-Domestic (6910)

Quantity
1

Per Unit Amount
0.00

Total Amount
0.00

Currency
x USD

Memo

Grant
x GR-10000001 Expense Reports Test

Fund
x GC Grants and Contracts

Cost Center
x CC The CITY COLLEGE of NEW YORK

Additional Worktags

x Admin Fee Type Code: ADMIN FEE-STANDARD RATE

x IRB/IACUC Review: None

x Location: HUNTER COLLEGE

x NACUBO: Research

x Purpose Code: Applied Research on Campus

Item Details

Airline

Departure Date
MM/DD/YYYY

Arrival Date
MM/DD/YYYY

Destination

Itemization

Use the button below only if your company's expense policy requires itemizations.

Add

0 items

Receipt Included

enter your comment

Submit

Save for Later

Close

Figure 6

The following is a detailed breakdown of the **Create Expense Report Details** for a travel expense.

- ❶ **Attach Receipts or Invoices:** Upload completed RF-041-Travel-Expense-Voucher and Receipts, Invoices & Supporting Documentation. Click **Select Files** ❶.
- ❷ **Receipts Included Box:** When the receipts are included, click this box; it will auto-check.
- ❸ **Expense Date:** This will auto-populate based on the report date.
- ❹ **Expense Item:** Enter the name, initial few characters to begin your search, press **Enter**, and then select the option from the list. You may also use the drop-down menu by clicking on the field to show categories. Depending on the selection, Items Detail box will populate.
- ❺ **Item Details box:** will open after selecting Airline-Domestic example. Next, type the Name of Airline and click **Enter, then choose selection**. Choose **Departure** and **Arrival Dates** by clicking on the **Calendar Icon**, and complete destination field by typing name of city and click **Enter, then choose selection** or click on the drop-down menu and select.
- ❻ **Quantity and Per Unit Amount:** This will auto-populate after total amount is entered and move to the next field.
- ❼ **Total Amount:** Enter the total cost of the expense.
- ❽ **Currency:** This is prefilled to USD.
- ❾ **Memo:** State the reason for the Travel.
- ❿ **Grant, Fund, Cost, and Additional Worktags:** This will auto-populate from the prior page.
- ⓫ **Enter Your Comment:** Enter any comments.
- ⓬ **Save Expense Line:** Click on the **Blue Line** or in the **Grey Box** to populate and verify all the steps have been entered to clear any errors.

Please Note: After you save the expense line, the amount will automatically be applied against the associated travel cash advance. You can view the calculation and any reimbursement amount at the top of the page. Once the approvals are completed, payment will be issued for the remaining (net) amount, if applicable. If the total expense amount is **less than** the travel advance issued, the cardholder is required to **reimburse the Research Foundation** for the overpayment.
- ⓭ **Blue Add Button:** To add an additional Expense, begin at step #7 and complete expense line details as indicated above.
- ⓮ **Submit.** Click to **Submit Expense report**.

5. Click **Submit** ⑭ in **Figure 6, Page 5**, a pop-up box will appear stating **You have Submitted** ① as shown below in **Figure 7**.

Please Note: If there is any other information Alerts regarding your submission, this will be indicated with an **Alert** banner ② at the bottom of the pop-up box as seen in **Figure 7** below. Click **View All** to view Alert details.

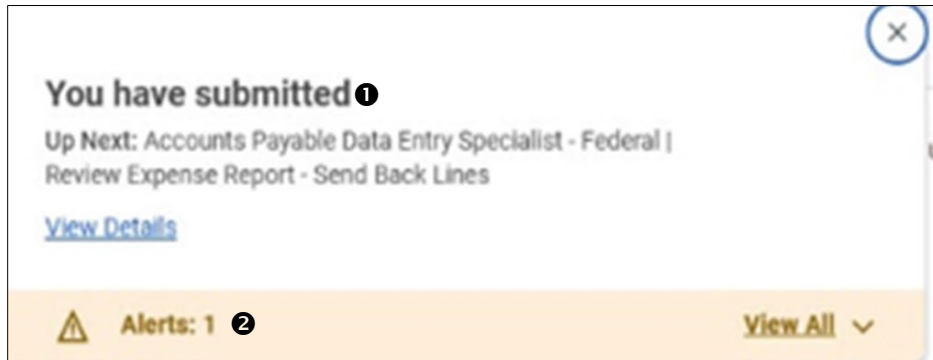


Figure 7