

How a PI Creates an Expense Report for Reconciliation of P-Card Expense

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** ❷, as shown below in **Figure 2**.

Please Note: You must have a **Payment Election** (see **Job Aid – How to Set Up a Payment Election for an Expense Report when Banking has been Established by either Direct Deposit or Check**) created before you create an Expense Report or the system will show you an error message and not allow you to move forward. You can also type in **Add Payment Election** in the search bar and follow the prompts.

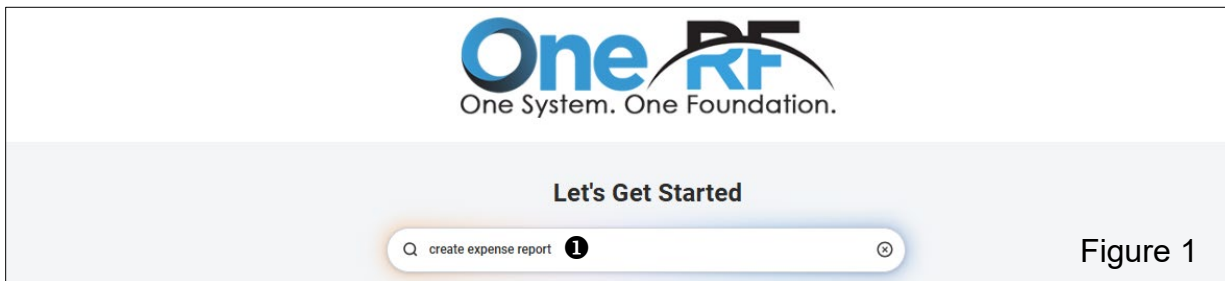


Figure 1

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

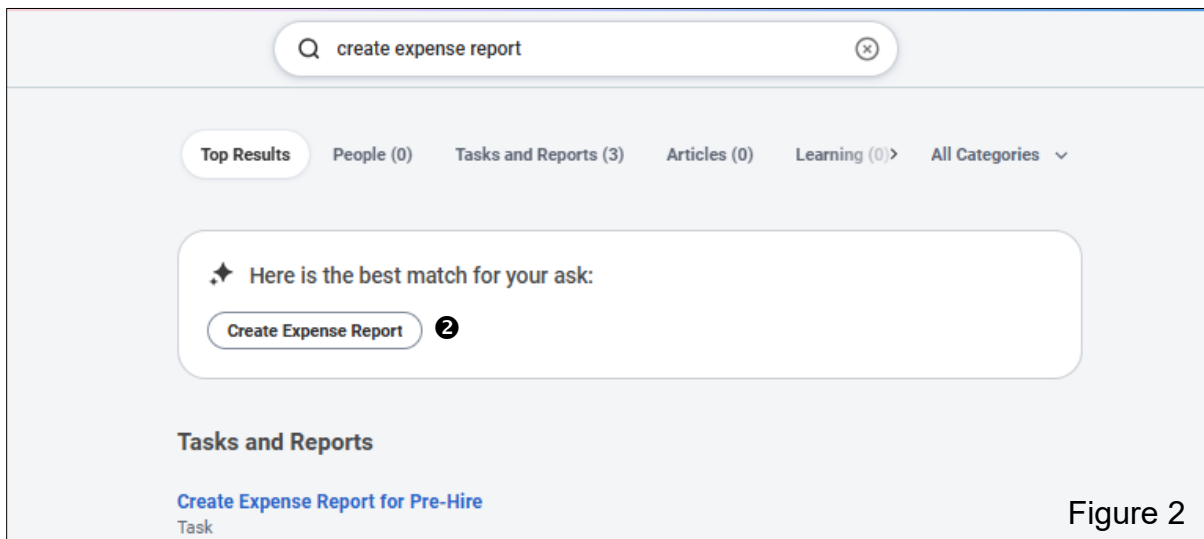


Figure 2

4. After clicking on **Create Expense Report** link ② in **Figure 2, Page 1**, the **Create Expense Report** will appear as shown in **Figure 3**, below. **Complete all fields.**

Figure 3

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

- ① **Contingent Worker:** Is the name of the individual that will be reimbursed.
- ② **Create Options:** There are three options one can choose from:
 - **Create a New Expense Report** – Start a new expense report.
 - **Copy a Previous Expense Report** – This option will copy and prefill the previous information except for the Grant.
 - **Create New Expense Report from Spend Authorization** – Only used for Travel or Cash advances.
- ③ **Memo:** Enter a brief explanation about the expense. (e.g. **Conference Travel, Business Lunch Meeting, Research Supplies**).
- ④ **Company** and **Expense Report Date:** Will auto-populate. **Please Note:** Expense Report Header Date must be within the Budget Date of the Project.
- ⑤ **Business Purpose:** Click on the drop-down menu and select your option.
- ⑥ **Grant Field:** In the Grant field, enter the first few letters or numbers of the Grant, Agency Funds, or Service Center account, then press Enter to search.

From the search results, select the appropriate account.

⑦ **Fund, Cost Center, and Additional Worktags:** Will auto-populate.

On the right side of the Expense Report header page, use the **scroll function** ③ in **Figure 3**, on **Page 2**, to navigate and view the list of available P-Card Card transactions.

You may select **all transactions** ① by checking the box at the top of the list or select **individual transactions** as appropriate.

Please Note: Combine all transactions related to the **same destination or conference** within a Single expense report. Create **separate expense reports** for **supply-related transactions** or other unrelated expenses.

After selecting your transaction(s) in **Figure 4 below**, click **OK** ②: This will open the **Create Expense Report** seen in **Figure 4**, below.

Credit Card Transactions

Select All ☐ ①

5 items

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	Last 4 Digits of Credit Card Number
☒		06/12/2025		DELTA AIR	DELTA AIR	497.98	USD	RF Expense Credit Card	2741
☐		07/04/2025		STAPLES INC	STAPLES INC	136.93	USD	RF Expense Credit Card	9999
☐		07/04/2025		MIASBAKERY	MIASBAKERY	625.65	USD	RF Expense Credit Card	9999
☐		07/06/2025		AMAZON MKTPL	AMAZON MKTPL	19.99	USD	RF Expense Credit Card	9999
☐		07/06/2025		W-BEEF 039	W-BEEF 039	159.92	USD	RF Expense Credit Card	9999

②

OK

Cancel

Figure 4

5. After clicking **OK ②** in **Figure 4, Page 3**, the **Create Expense Report** will appear as shown in **Figure 5** below.

Create Expense Report EXP-0000788 Conf Travel

Pay To	Status	Personal	Company Paid	Cash Advance Applied	Reimbursement	Total
Contingent Worker: Paul Price [C]	Draft	0.00 USD	497.98 USD	0.00 USD	0.00 USD	497.98 USD

① Header ② Attachments ③ Expense Lines

Save the expense report to review any errors before you submit.

Spend Authorization (empty)

Final Expense Report No

Expense Report Number EXP-0000788

Memo Conf Travel

Position RF Principal Investigator - H - Manny Manager, RFCUNY Research Foundation of the City University of New York

Company RFCUNY Research Foundation of the City University of New York

Expense Report Date 07/10/2025

Business Purpose Travel

Reimbursement Payment Type Check

⑤ Edit

Submit Save for Later Close

Figure 5

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

- ① **Header** – Shows the previous screen information as shown in **Figure 3, Page 2**. Here is where you can edit the information by clicking **Edit ⑤**.
- ② **Attachments** – Click on Attachments ② 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.
- ③ **Expenses Lines** – Click on this tab, ① and it will populate the window as seen in **Figure 6 on Page 5**.

Please Note: ④ the content auto fills from the initial page.

6. After clicking on the **Expense Lines Tab** **Figure 4, Page 3**, the **Create Expense Report** will open as shown in **Figure 6**, below.

Create Expense Report EXP-0000788 Conf Travel

Pay To	Status	Personal	Company Paid	Cash Advance Applied	Reimbursement	Total
Contingent Worker: Paul Price [C]	Draft	0.00 USD	497.98 USD	0.00 USD	0.00 USD	497.98 USD

2 Errors

Expense Lines

1 item

Thu, Jun 12

DELTA AIR 497.98 USD

Expense Line

Drop files here

or

Select files

Receipt Included ☐

Credit Card Transaction 06/12/2025 DELTA AIR 497.98 USD

Charge Description DELTA AIR

Expense Date * 06/12/2025

Expense Item *

Error: The field Expense Item is required and must have a value.

Total Amount 497.98

Currency * USD

Memo

Grant GR-10000001 Expense Reports Test

*Fund GC Grants and Contracts

*Cost Center CC The CITY COLLEGE of NEW YORK

Additional Worktags

Admin Fee Type Code: ADMIN FEE-STANDARD RATE

IRB/IACUC Review: None

Location: HUNTER COLLEGE

NACUBO: Research

Purpose Code: Applied Research on Campus

Personal Expense ☐

enter your comment

Submit Save Later Close

Figure 6

Please Note: You will see alerts when required fields identified by a red asterisk have not been completed. The specific required fields may vary based on the Expense Item you select, as different expense types prompt different details. For the Expense Item Airfare, an Item **Details Box** will open as shown in **Figure 7**, on **Page 7**.

The following is a detailed breakdown of the **Create Expense Report Details** for P-Card transactions for travel expenses.

- ❶ **Attach Receipts or Invoices:** Ensure that all expenses included relate to a single grant and travel destination only. Add the required **Receipts or Invoices**. 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 transaction date.
- ❹ **Expense Item:** Enter the name, initial few characters or code 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, additional fields are required. We are showing a domestic flight. When we click on that, the drop-down menu ❹  item detail box will open.

Item Details Box will open after selecting Airline-Domestic example. 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 as shown in **Figure 7**, on **Page 7**.
- ❺ **Total Amount:** Will auto-populate based on the amount of the transaction.
- ❻ **Currency:** This is prefilled.
- ❼ **Memo:** State the reason for the Travel.
- ❽ **Grant, Fund, Cost, and Additional Worktags:** This will auto-populate from the prior page.
- ❾ **Add:** Click blue add button to add another expense to the report. Repeat steps 1 through 9 as indicated above.
- ❿ **Enter Comments:** Enter any additional Comments.
- ⓫ **Save Expense Line:** Click on the Blue Line or in the grey box. This will also verify if all your information has been completed correctly and remove the error box.
- ⓬ **Submit:** Click to **Submit**. A pop-up message will appear as seen in **Figure 7** on **Page 7**.
- ⓭ **Personal Expense:** Check this box when submitting a personal expense.

7. After you enter the expense item ❶ as shown in **Figure 7** below, the **Item Details Box** ❷ will open after selecting Airline-Domestic example. Type the name of airline and click **Enter**, then choose selection. Choose **Departure** and **Arrival Dates** by clicking on the **Calendar Icon** ❸, and complete the destination field by typing name of city and click **Enter**, then choose selection or click on the **drop-down menu** ❹ and select choice.

The screenshot displays the 'Expense Line' form in the OneRF system. On the left, a sidebar shows '1 Item' with a date of 'Thu, Jun 12' and a total amount of '497.98 USD'. The main form area is titled 'Expense Line' and contains the following fields:

- Upload:** A document icon and the text 'Flight Tickets and agenda.docx' with a green checkmark indicating 'Successfully Uploaded!'.
- Comment:** A text box containing 'Flight and Agenda'.
- Credit Card Transaction:** '06/12/2025 DELTA AIR 497.98 USD'.
- Charge Description:** 'DELTA AIR'.
- Expense Date:** '06/12/2025'.
- Expense Item:** A dropdown menu showing 'Airfare-Domestic (6910)' with a red asterisk and a red error icon.
- Total Amount:** '497.98'.
- Currency:** 'USD'.
- Memo:** A text box containing 'Travel To RFCUNY meeting'.
- Grant:** A dropdown menu showing 'GR-10000001 Expense Reports Test'.
- *Fund:** A dropdown menu showing 'GC Grants and Contracts'.
- *Cost Center:** A dropdown menu showing 'CC The CITY COLLEGE of NEW YORK'.

On the right side, the 'Item Details' box is open, showing the following fields:

- Airline:** A dropdown menu showing 'Delta'.
- Departure Date:** A date picker showing '07/28/2025'.
- Arrival Date:** A date picker showing '07/28/2025'.
- Destination:** A dropdown menu showing 'New York City, United States of America'.

Below the 'Item Details' box is the 'Itemization' section, which includes an 'Add' button and a 'Receipt Included' checkbox. A red banner at the top right of the 'Item Details' box indicates '2 Errors'.

At the bottom of the form, there are three buttons: 'Submit', 'Save for Later', and 'Close'.

Figure 7

8. **Figure 8** below shows a completed expense report ready to be submitted. After clicking in the **Grey Box ❶** to save, the information will also verify if all your information has been completed correctly and remove the error box.

Now click **Submit ❷**.

Contingent Worker: Paul Price [C] Draft 0.00 USD 497.98 USD 0.00 USD 0.00 USD 497.98 USD

Header Attachments **Expense Lines**

Add

1 item

Thu, Jun 12

Airfare-Domestic (6910) 497.98 USD ❶

Travel To RFCUNY meeting

Expense Line

Flight Tickets and agenda.docx
Uploaded by Paul Price [C]

Comment: Flight and Agenda

Upload

Credit Card Transaction: 06/12/2025 DELTA AIR 497.98 USD

Charge Description: DELTA AIR

Expense Date: 06/12/2025

Expense Item: Airfare-Domestic (6910)

Total Amount: 497.98

Currency: USD

Memo: Travel To RFCUNY meeting

Grant: GR-10000001 Expense Reports Test

*Fund: GC Grants and Contracts

*Cost Center: CC The CITY COLLEGE of NEW YORK

Additional Worktags

- Admin Fee Type Code: ADMIN FEE-STANDARD RATE
- IRB/IACUC Review: None
- Location: HUNTER COLLEGE
- NACUBO: Research
- Purpose Code: Applied Research on Campus

Personal Expense ☐

Item Details

Airline: Delta

Departure Date: 07/28/2025

Arrival Date: 07/28/2025

Destination: New York City, United States of America

Itemization

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

Add

Receipt Included ☒

enter your comment

❷ **Submit** Save for Later Close

Figure 8

7. After clicking **Submit ②** in **Figure 8**, on **Page 8**, a pop-up box will appear stating **You have submitted ①** as shown below in **Figure 9**.

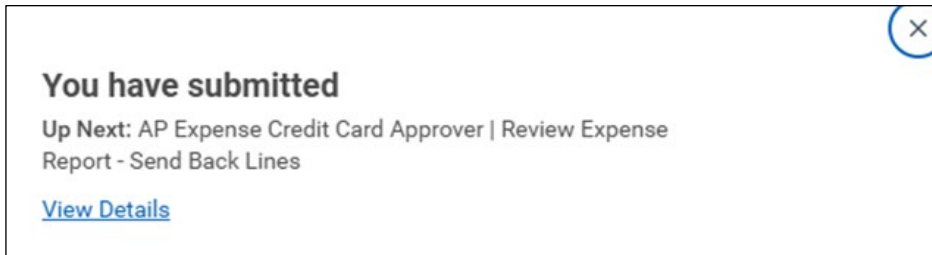


Figure 9