

Expense Reimbursement/Submitting an Expense Report (ER)

To submit a reimbursement against a spend authorization (travel approval), please follow the following steps to create an expense report (ER)

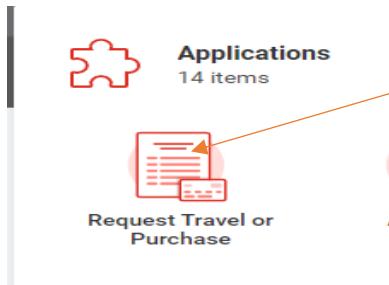
All reimbursements must be submitted within 60 days of the expense. You do not have to wait until the end of the travel to submit an ER for expenses you've paid for and have final receipts.

Airfare booked through CTP (as is OSU Travel Policy) will be expensed by the travel office but you are still required to attach your CTP itinerary to your ER.

Helpful Hint: Open your SA in another window so you can reference as you are expensing your trip.

****Log into Workday**

From your applications screen, select request travel or purchase.



Select Request an expense reimbursement and/or process PCard transactions

| I need to... | Description |
|--|--|
| Request preapproval for travel | Create a Spend Authorization to request approval to travel on behalf of the university with or without expected expenses. Embarking on travel and/or the prepayment of travel expenses is only permitted after an approved Spend Authorization is issued. |
| Request an expense reimbursement and/or process PCard transactions | Create an Expense Report to request a reimbursement for costs personally expensed for business needs or travel on behalf of the university and/or process a PCard transaction associated with business expenses. Transactions must be expensed in a timely manner. |
| Request to procure goods and/or services | Submit a requisition for external/internal goods or services off the Marketplace or Non-Catalog Requests. Examples: Office Supplies, Stores Orders, Laboratory Supplies, etc. |
| Request payment for a PO invoice | Request to pay an invoice tied to a purchase order. Examples: Invoices that did not go through Central AP. Please email them to: UNIV: apinvoices@osu.edu OSUHS: medctrinvoices@osumc.edu OSUP: osupinvoices@osumc.edu |
| Request payment for a non-PO invoice | Request to pay an invoice not associated with a purchase order and the supplier is an approved vendor in the system. Examples: Utilities |
| Request a one time payment to a non-supplier | Request a one-time payment to a non-supplier. Examples: Honorarium, visiting fellows, etc. |

Click Create New Expense Report from Spend Authorization

In the box beside the radio button for creating the expense, click the 3 lines. Your eligible spend authorizations (SAs) will populate. Select the appropriate SA.

Create Expense Report

▼ Expense Report Information

Expense Report For * Employee: Ann Ford

Creation Options *

☐

Create New Expense Report

☐

Copy Previous Expense Report

☒

Create New Expense Report from Spend Authorization

Search



08/22/2022 Attending IFT22
Conference in Chicago, IL
1,099.00 USD

Memo

Once you've selected your SA, the required fields on the Header page will autofill based on your SA information. The funding worktags will not autofill. Enter the funding worktags from your SA on this page and they will autofill on each of your expense lines.

Create Expense Report

✓ Expense Report Information

Expense Report For

★ Employee: Ann Ford

Creation Options

- ★ ☐ Create New Expense Report
- ★ ☐ Copy Previous Expense Report
- ★ ☒ Create New Expense Report from Spend Authorization

x 08/22/2022 Attending IFT22 ...
Conference in Chicago, IL
1,099.00 USD

Final Expense Report for Spend Authorization

☐

Memo

Attending IFT22 Conference in Chicago, IL

Company

★ The Ohio State University

Expense Report Date

★ 08/18/2022

Business Purpose

★ x Conference ...

If you scroll to the bottom of the page, you will find any PCard transactions that have been assigned to you (ie., if you had used the department PCard to pay for your conference registration). If it is applicable to your ER/SA, please select it and it will forward to your ER expense lines. – **If your ER funding does not match the funding on your SA, your ER will be sent back by the Service Center which will delay your reimbursement. If you do not enter your funding worktags on the Header page, you will have to enter them on each expense line.**

If you do not have any PCard transactions to expense, select OK at the bottom of the page.

Now you are on the Expense Line page:

If you selected a PCard Transaction, you will see an expense line including the transaction. Expense using the same instructions as we will illustrate here. If you did not select a PCard Transaction, you will start here by clicking the Add button

Create Expense Report

ER-0000222333 Attending IFT22 Conference in Chicago, IL

Pay To
Employee: Ann Ford

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

Header

Attachments

Expense Lines

Add



There's nothing here

Once you have clicked on Add, you will choose an Expense Item as you did when you submitted your SA. Choose your Expense Item from the drop down menu by clicking on the 3 small lines in the field box

Select:

>By Expense Item Group

Add

1 item

Expense Line

Drop files here

or

Select files

By Expense Item Group

By Spend Category

By Alphabetical Order

Date

*

Expense Item *

Search

Then select:

*Travel Expenses

Add

1 item

Expense Line

Drop files here

← By Expense Item Group

- *Entertainment Expenses >
- *Travel Expenses >
- Disputed Credit Card Transactions >
- Non-Travel/Non-Entertainment Expenses >
- Student Group Travel >
- Search

Date *

Expense Item *

Then choose the Expense Item:

We will start with:

****Conference Registration**

Header Attachments **Expense Lines**

Add

1 item

Expense Line

Drop files here

← *Travel Expenses

- ☒ Actual Meals (in lieu of per diem)
- ☐ Airfare
- ☐ Airline Baggage Fees
- ☐ Airline Change Fees
- ☐ Airline Credits
- ☐ Alcohol
- ☐ Business Meals or Food - External Attendees
- ☐ Business Meals or Food - Internal Attendees
- ☐ Conference Registration
- ☐ Conference Supplies and Rentals
- ☐ Entertainment
- ☐ See (Travel)
- Search

Date *

Expense Item *

*Total Amount: Amount of payment

*Merchant: Host of Conference

Upload or drag in your conference registration payment receipt

Check the box for Receipt Included

Check that your funding worktags match your SA funding worktags for this expense.

Under the worktags, at the bottom of the page, you will see “Available Spend Authorization Lines”. Sometimes this will autofill, other times, you may need to click on the 3 small lines in the field for the drop-down available SA expense lines so you can choose the appropriate line.

| | | |
|-------------------------------------|--|---|
| Grant | <input type="text"/> | ⋮ |
| Program | <input type="text"/> | ⋮ |
| Project | <input type="text"/> | ⋮ |
| *Additional Worktags | <input type="text" value="x Function: FN100 Instruction and Departmental Research"/> | ⋮ |
| Available Spend Authorization Lines | <input type="text" value="x Conference Registration - 100.00 USD"/> | ⋮ |

****Lodging** – Only enter your room expense; the total of all fees & taxes will be expensed in “Lodging Fees & Taxes” which will be the next expense we discuss.

Header

Attachments

Expense Lines

Add

2 items

Sort By: ▾

Fri, Aug 19

Conference Registration 100.00 USD

IFT22 Conference Registration

Expense Line

Date *

Expense Item *

Total Amount *

0.00

*Travel Expenses

☐ Conference Supplies and Rentals

☐ Entertainment

☐ Gas (Travel)

☐ Ground Transportation

☐ Internet/Data/Cellular Access

☒ Lodging

☐ Lodging Fees and Taxes

☐ Meeting Facilities

☐ Mileage (Federal Rate)

☐ Parking

☐ Passport and Visa Services

☐ Per Diem (Post-Trip)

Search

⋮

*Quantity: Number of Nights Lodging

*Per Unit Amount: Per Night Cost (Room Only)

*Total Amount: Autofills

Memo: Use for Name of Hotel if not in Workday hotel listing (Item Details on right of page)

Attach your lodging itemized payment receipt – must show details of charges for each night

Check that your funding worktags match your SA funding worktags for this expense.

Add

2 items Sort By: ▾

Fri, Aug 19

Conference Registration 100.00 USD
IFT22 Conference Registration

Expense Line

PDF

IFT_ChicagoBest_Folio.pdf
✓ Successfully Uploaded!

Comment Lodging Folio

Upload

Date * 08/19/2022

Expense Item *

X Lodging ...

Quantity * 2

Per Unit Amount * 165.00

Total Amount * 330.00

Currency * USD

Memo Chicago Best Hotel

*Hotel: Hotel if listed in Workday; If not listed, enter into Memo field as is shown below

*Arrival Date: Day of Check In

*Departure Date: Day of Check Out

*Destination: City of travel

Check the box of Receipt Included

Item Details

Hotel

Arrival Date

* 08/22/2022

Departure Date

* 08/24/2022

Destination

* Chicago, Illinois, United States of America

Exception Reason (SERVICE CENTER USE ONLY)

Itemization

Remaining Amount to Itemize 330.00/330.00 USD

Add

Receipt Included ☒

**Lodging Fees & Taxes:

Pay To

Employee: Ann Ford

Status

Draft

Personal

0.00 USD

Company Paid

0.00 USD

Prior Balance Applied

0.00 USD

Cash Advance Applied

0.00 USD

Header

Attachments

Expense Lines

Add

3 items

Sort By: ▾

Fri, Aug 19

Lodging

Chicago Best Hotel

330.00 USD

Conference Registration

IFT22 Conference Registration

100.00 USD

Expense Line

Date

*

Expense Item

*

Total Amount

*

0.00

*Travel Expenses

Entertainment

Gas (Travel)

Ground Transportation

Internet/Data/Cellular Access

Lodging

Lodging Fees and Taxes

Meeting Facilities

Mileage (Federal Rate)

Parking

Passport and Visa Services

Per Diem (Post-Trip)

Rental Vehicle

Search

*Date: Autofills date entering expense

*Amount: Only the fees & taxes – not the nightly room rate charge

Memo: Name of hotel and any information that may explain requested amount of reimbursement (ie. If shared room with a student and split the cost between you – you would enter the name and SA# of student)

Add your same lodging receipt and click the box next to “Receipt Included”

Check that your funding worktags match your SA funding worktags for this expense.

Expense Line

Expense Item IFT_ChicagoBest_Folio.pdf
Uploaded by Ann Ford

Comment Lodging Folio

Upload

Date * 08/26/2022

Expense Item * Lodging Fees and Taxes

Total Amount * 70.00

Currency * USD

Memo Chicago Best Hotel

***Cost Center** CC11911 FAES | Food Science and Technology

***Balancing Unit** BL1169 FAES | General

***Fund** FD100 General Fund

Instructions

See [Travel Policy](#) for requi

Item Details

Exception Reason (SERVI

Itemization

Remaining Amount to Item

Add

Receipt Included ☒

** Mileage (Federal Rate)

*Quantity: Number of miles

Rates Used: Already Completed with the current Federal Rate so Total Amount will autofill

Memo: Although not a required field, it is helpful to enter the reason for the mileage. Here is entered the roundtrip to the airport and back from Parker.

*Origination: Columbus (if driving to airport)

*Destination: Columbus (if driving to airport)

*Number of Trips: 1 (Note in Memo – Roundtrip)

Add a map the shows mileage as attachment

Fri, Aug 26

Mileage (Federal Rate)

Parker to Airport & Airport to Parker

12.00 USD

Lodging Fees and Taxes

Chicago Best Hotel

70.00 USD

Fri, Aug 19

Lodging

Chicago Best Hotel

330.00 USD

Conference Registration

IFT22 Conference Registration

100.00 USD

PDF

Mileage_ParkertoCMH.pdf

Uploaded by Ann Ford

Just now

Comment

Upload

Date

* 08/26/2022

Expense Item

* X Mileage (Federal Rate)

Quantity

* 19.2

Rates Used

0.625

Total Amount

12.00

Currency

* USD

Memo

Parker to Airport & Airport to Parker

Instructions

Refer to [CDC Guidelines](#) to identify COVID travel advisements and requirements.

See [Travel Policy](#) for requirements.

Item Details

Origination

* X Columbus, Ohio, United States of America

Destination

* X Columbus, Ohio, United States of America

Number of Trips

* 1

Exception Reason (SERVICE CENTER USE ONLY)

Receipt Included

☒

** Parking

*Date: Autofills date entering expense

*Total Amount: Amount on receipt

*Currency: Autofills USD

*Memo: This is a required field; Enter reason for parking. Here we enter Airport Parking

*Business Reason: Justification from your SA

Add payment receipt as attachment

Check that your funding worktags match your SA funding worktags for this expense.

5 items

Sort By: ▾

Fri, Aug 26

Parking

Airport Parking

50.00 USD

Mileage (Federal Rate)

Parker to Airport & Airport to Parker

12.00 USD

Lodging Fees and Taxes

Chicago Best Hotel

70.00 USD

Fri, Aug 19

Lodging

Chicago Best Hotel

330.00 USD

Conference Registration

IFT22 Conference Registration

100.00 USD

PDF

IFT_AirportParkingRecpt.pdf

Uploaded by Ann Ford

Just now

Comment

Payment Receipt

Upload

Date

* 08/26/2022

Expense Item

* X Parking

Total Amount

* 50.00

Currency

* USD

Memo

* Airport Parking

*Cost Center

X CC11911 FAES | Food Science and Technology

Instructions

See [Travel or Expenditures Policies](#) for requirements.

Please provide a business purpose in the Business Reason.

Item Details

Business Reason

* Attending and presenting a poster at the ai

Exception Reason (SERVICE CENTER USE ONLY)

Itemization

Remaining Amount to Itemize

50.00/50.00 USD

Add

Receipt Included

☒

**Per Diem (Post-Trip)

Pay To
Employee: Ann Ford

Status
Draft

Personal
0.00 USD

Company Paid
0.00 USD

Prior Balance Applied
0.00 USD

Cash Advance Applie
0.00 USD

Header

Attachments

Expense Lines

Add

6 items

Sort By: ▾

Fri, Aug 26

Parking 50.00 USD
Airport Parking

Mileage (Federal Rate) 12.00 USD
Parker to Airport & Airport to Parker

Lodging Fees and Taxes 70.00 USD
Chicago Best Hotel

Fri, Aug 19

Expense Line

Date *

Expense Item *

Total Amount * 0.00

← *Travel Expenses

- ☐ Lodging
- ☐ Lodging Fees and Taxes
- ☐ Meeting Facilities
- ☐ Mileage (Federal Rate)
- ☐ Parking
- ☐ Passport and Visa Services
- ☒ Per Diem (Post-Trip)
- ☐ Rental Vehicle
- ☐ Research Subject Costs
- ☐ Student Group Meals
- ☐ Student Group Travel Per Diem
- ☐ Student Group Travel Tour Guide and Tourist Attractions

Search

*Date: Autofills

*Currency: Autofills

No Attachment necessary

No Memo necessary

*Arrival Date: Day Departured from Columbus

*Departure Date: Day Arrived back in Columbus

*Destination: City of Trip - You will see the Total Amount autofill with the maximum allowed reimbursement for per diem.

As soon as you add your Arrival and Departure Dates and Destination, you will see additional fields with the title: Travel Journal below the Item Details. You will itemize each day by selecting the View Details button

Date

08/26/2022

Expense Item

Per Diem (Post-Trip)

Total Amount

237.00

Currency

USD

Memo

*Cost Center

(empty)

*Balancing Unit

(empty)

*Fund

(empty)

Gift

(empty)

Grant

(empty)

Program

(empty)

Project

(empty)

*Additional Worktags

(empty)

Available Spend Authorization Lines

×

Per Diem (Pre-Trip) - 237.00 USD

Item Details

Arrival Date

08/22/2022

Departure Date

08/24/2022

Destination

×

Chicago, Illinois, United States of America

Exception Reason (SERVICE CENTER USE ONLY)

Travel Journal

Total Amount

237.00 USD

View Details

3 items

| | |
|-------------------|-----------|
| Mon, Aug 22, 2022 | 79.00 USD |
| Tue, Aug 23, 2022 | 79.00 USD |
| Wed, Aug 24, 2022 | 79.00 USD |

Receipt Included

When you select the View Details button, you will be provided a breakout of each day of your trip.

For EACH day:

Add funding worktags

Select the box by Breakfast, Lunch and/or Dinner if any were provided to you. For example, if breakfast was provided by the hotel or the conference provide a lunch or other meal, you would check the box. Once checked, that per diem amount allowed for that meal will be deducted from your total allowable per diem for that day.

Flight times are also considered as to an allowable meal under per diem


In this example, I did not arrive in time to for breakfast at the hotel because my flight did not leave Columbus until after lunch so I am going to check the boxes for breakfast and lunch since I was able to provide them for myself before the trip started on the first day.

My hotel provided breakfast so I checked the breakfast box for the following 2 days. No other meals were provided to me and my flight home did not arrive on my final day until after dinnertime.

Once all days are itemized, select Done at the bottom of the page.

Now you can see the itemized daily totals on the right and that the Total Amount of reimbursement on the left has been edited by the itemization.

Notice that the worktags show as “(empty)” on the overview page. That is correct because the worktags are entered on the itemization page.

Date * 08/26/2022 
Expense Item Per Diem (Post-Trip)
Total Amount 158.00
Currency * USD
Memo

*Cost Center (empty)

*Balancing Unit (empty)

*Fund (empty)

Gift (empty)

Grant (empty)

Program (empty)

Project (empty)

*Additional Worktags (empty)

Available Spend Authorization Lines

x Per Diem (Pre-Trip) - 237.00 USD

Item Details

Arrival Date * 08/22/2022
Departure Date * 08/24/2022
Destination *

x Chicago, Illinois, United States of America

Exception Reason (SERVICE CENTER USE ONLY)

Travel Journal

Total Amount 158.00 USD

View Details

3 Items

| | |
|-------------------|-----------|
| Mon, Aug 22, 2022 | 39.50 USD |
| Tue, Aug 23, 2022 | 59.25 USD |
| Wed, Aug 24, 2022 | 59.25 USD |

Receipt Included ☐

After all expense lines have been entered, you may see an alert or error in the upper right hand corner. Please select and read. You will not be permitted to Submit your ER until you correct the errors. Errors are most likely are mandatory fields that need to be completed.

If you get the Alert stating "Final Expense Report for Spend Authorization not checked" and you are 100% sure all your expenses have been submitted against your SA, you may go back to the Header page, select the Edit button and select Final Expense Report to Yes and Save.

Header

Attachments

Expense Lines

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

| | |
|----------------------------|---|
| Spend Authorization | 08/22/2022 Attending IFT22 Conference in Chicago, IL 1,099.00 USD |
| Final Expense Report | No |
| Expense Report Number | ER-0000222974 |
| Memo | Attending IFT22 Conference in Chicago, IL |
| Company | The Ohio State University |
| Expense Report Date | 08/19/2022 |
| Business Purpose | Conference |
| Reimbursement Payment Type | Direct Deposit |

Edit

Header

Attachments

Expense Lines

Spend Authorization

×

08/22/2022 Attending IFT22 ...

Conference in Chicago, IL

1,099.00 USD

⋮

Final Expense Report

☐

Expense Report Number

ER-0000222974

Memo

Attending IFT22 Conference in Chicago, IL

Company

The Ohio State University

Expense Report Date

*

08/19/2022

📅

Business Purpose

*

×

Conference ...

⋮

Reimbursement Payment Type

*

×

Direct Deposit ...

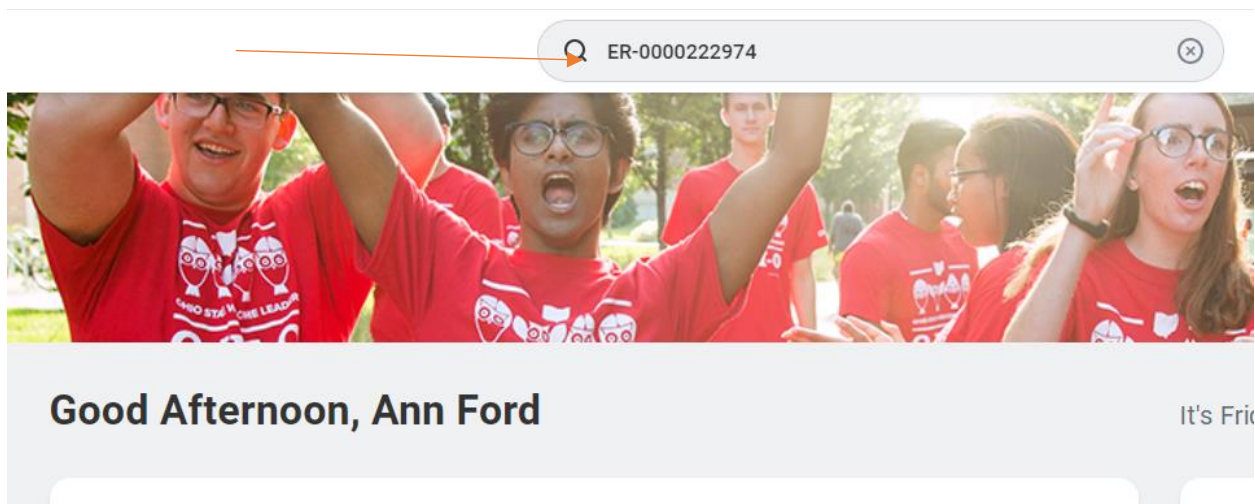
⋮

Save

Cancel

Review and Submit!

If at anytime as the ER is working through the Workday approval process, you can check on the status by entering your SA# into the search bar on the front log in page of Workday.



Click on the Business Process tab near the top of the page:

Business Process 21 Items

| Process | Step | Status | Completed On | Due Date | Person (Up to 5) |
|--------------------------------------|--|----------------|------------------------|------------|--|
| Expense Report Event | Expense Report Event | Step Completed | 07/21/2022 03:17:54 PM | 07/28/2022 | Ann Ford |
| Expense Report Event | Review Expense Report | Not Required | | 07/28/2022 | |
| Expense Report Event | Review Expense Report | Not Required | | 07/28/2022 | |
| Expense Report Event | To Do: Update Expense Report Budget Date for Grant | Not Required | | 07/28/2022 | |
| Expense Report Event | Review Expense Report | Approved | 07/28/2022 12:48:31 PM | 07/23/2022 | Michael Miller (Business Operations Center Rep) |
| Expense Report Event | Review Expense Report | Not Required | | 07/28/2022 | |
| Expense Report Event | Approval by Business Operations Center Lead | Approved | 08/02/2022 09:55:53 AM | | Zac Cooperrider (Business Operations Center Lead) () |