# 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)

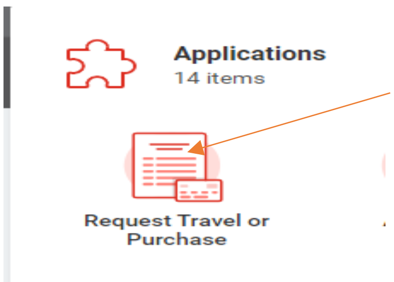
All reimbursements must be submitted within 60 days of the expense. You do not have to wait until the end of the travel to submit an ER for expenses you've paid for and have final receipts.

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.

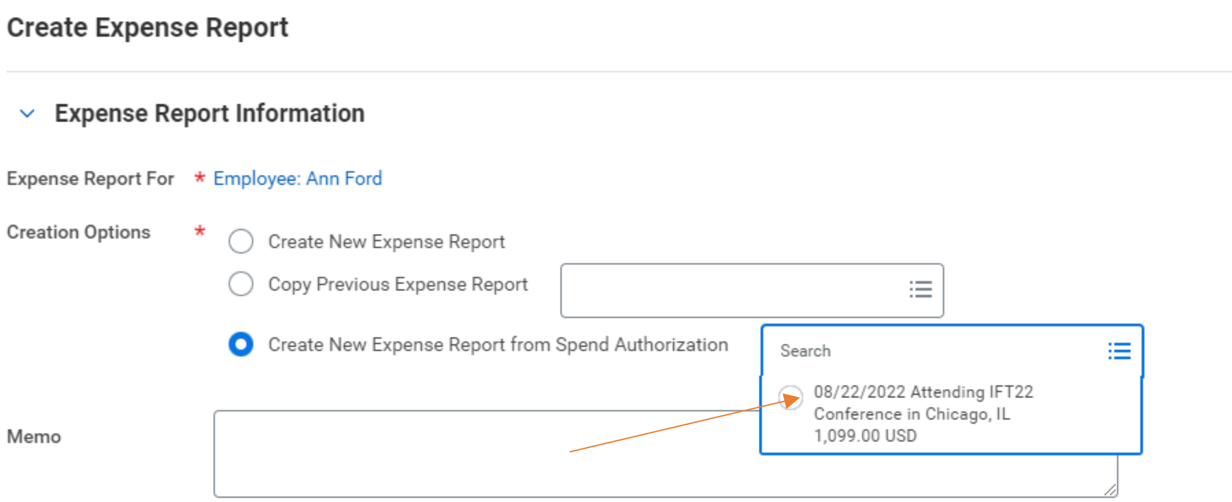



Select Request an expense reimbursement and/or process PCard transactions

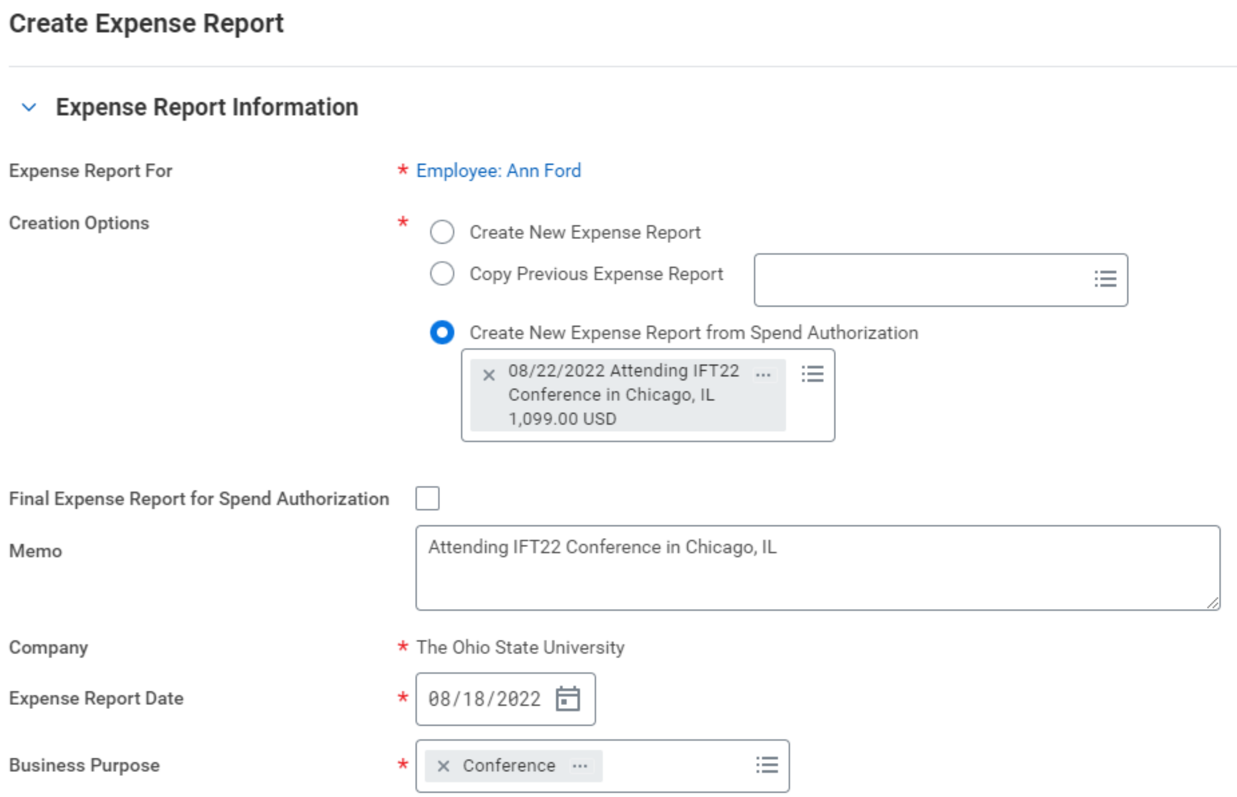
| I need to... | Description |
|---|---|
| Request preapproval for travel | Create a Spend Authorization to request approval to travel on behalf of the university with or without expected expenses. Embarking on travel and/or the prepayment of travel expenses is only permitted after an approved Spend 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:<br>UNIV: apinvoices@osu.edu<br>OSUHS: medctrinvoices@osumc.edu<br>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.




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.

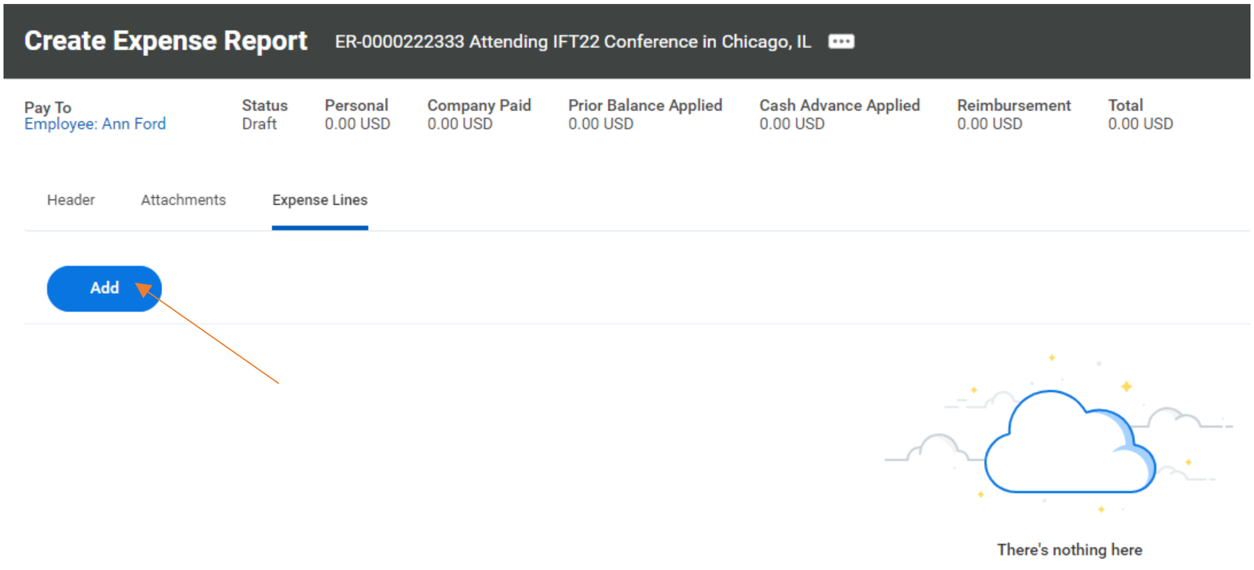



If you scroll to the bottom of the page, you will find any PCard transactions that have been assigned to you (ie., if you had used the department PCard to pay for your conference registration). If it is applicable to your ER/SA, please select it and it will forward to your ER expense lines. – If your 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:

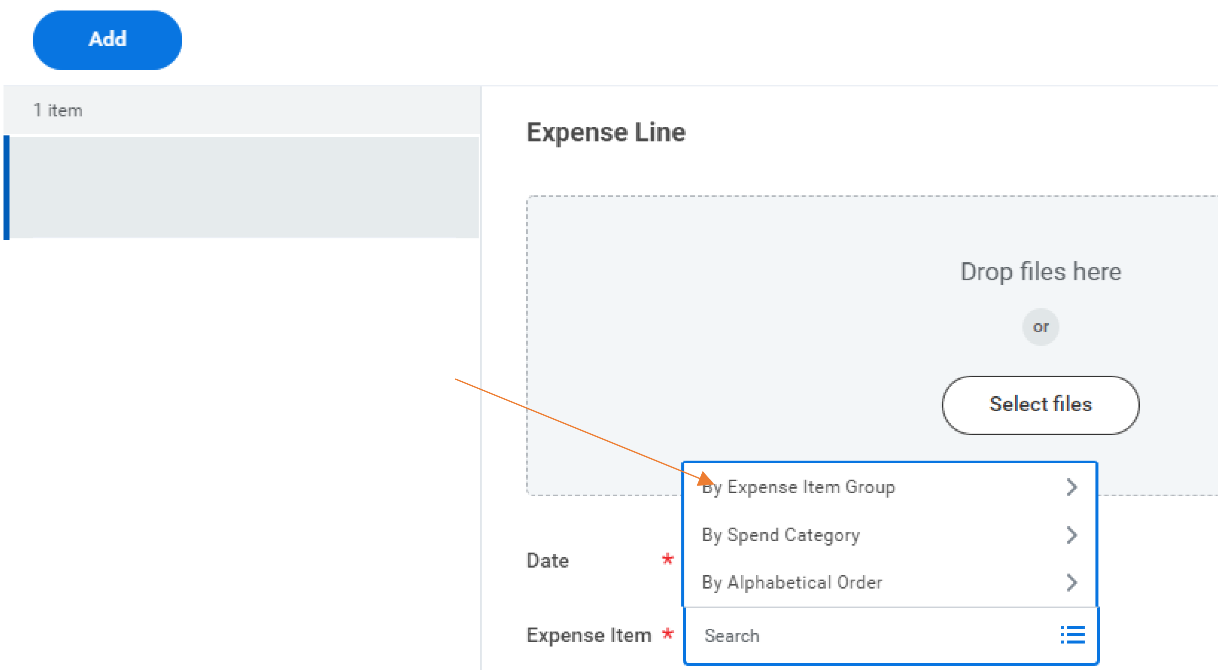
If you selected a PCard Transaction, you will see an expense line including the transaction. Expense using the same instructions as we will illustrate here. If you did not select a PCard Transaction, you will start here by clicking the Add button




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

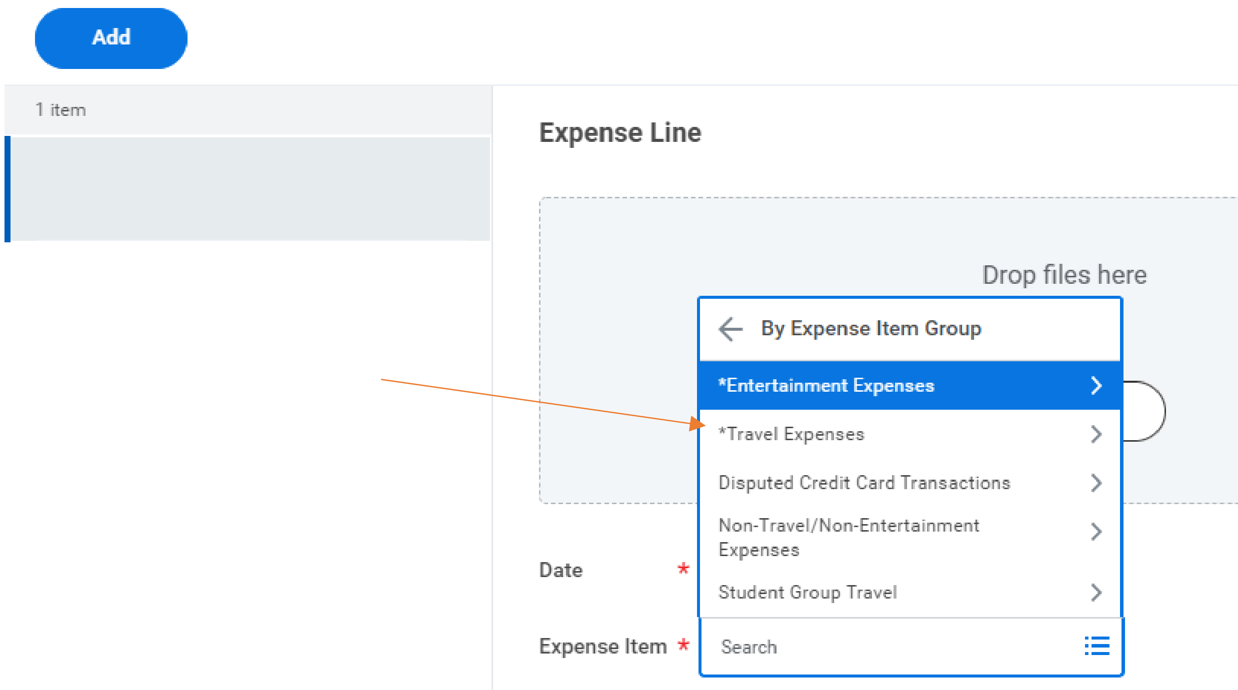
Select:

**>By Expense Item Group**




Then select:

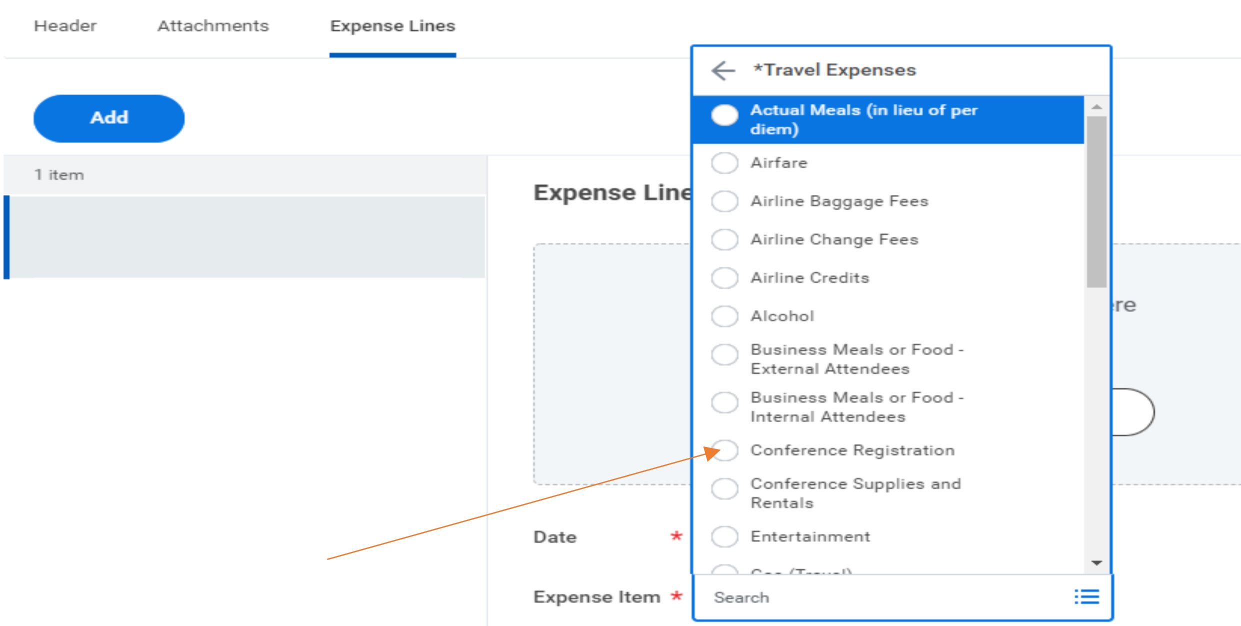
*Travel Expenses




Then choose the Expense Item:

We will start with:

****Conference Registration**




**Total Amount*: Amount of payment

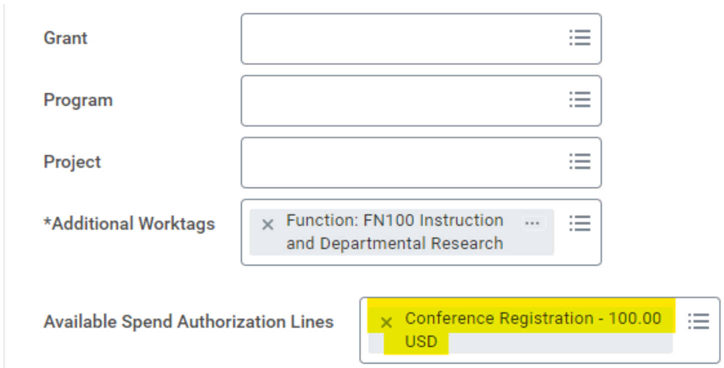
**Merchant*: Host of Conference

Upload or drag in your conference registration payment receipt

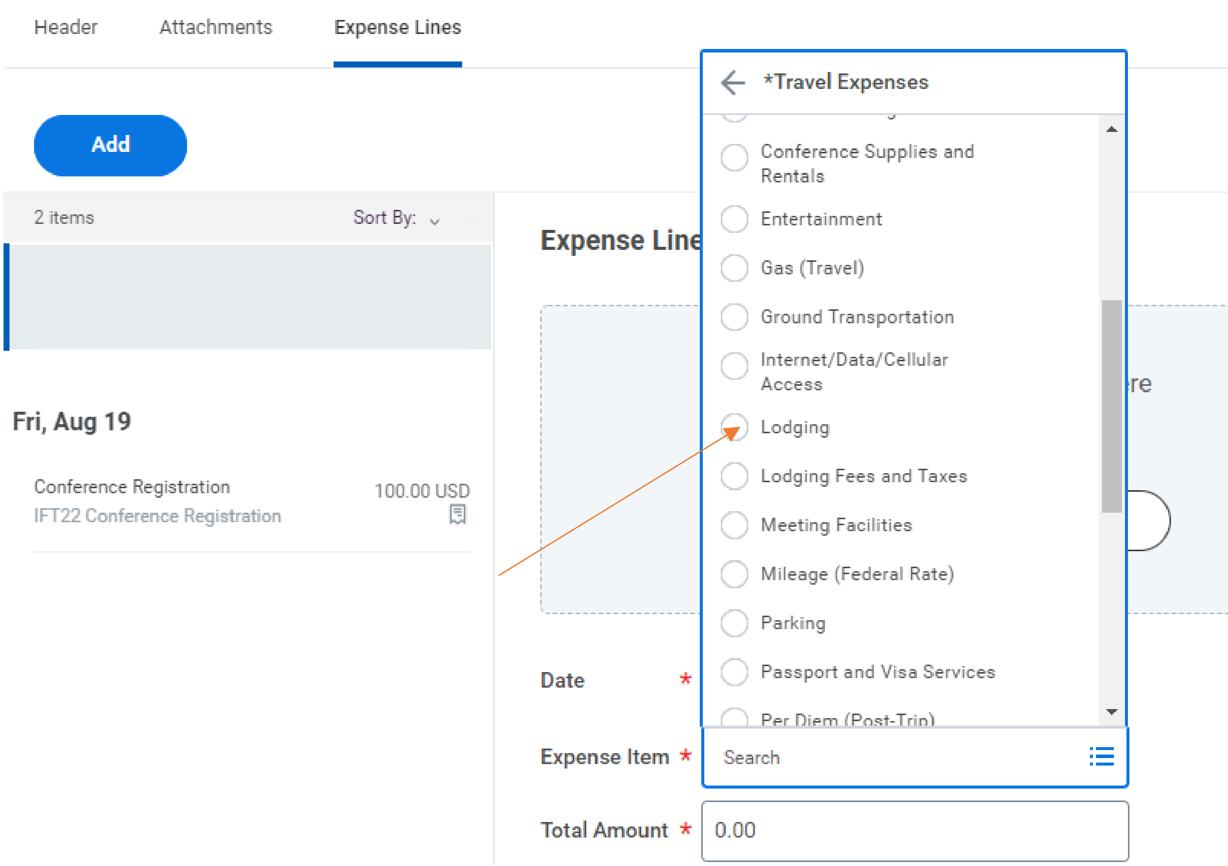
Check the box for Receipt Included

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.




****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.




*Quantity: Number of Nights Lodging

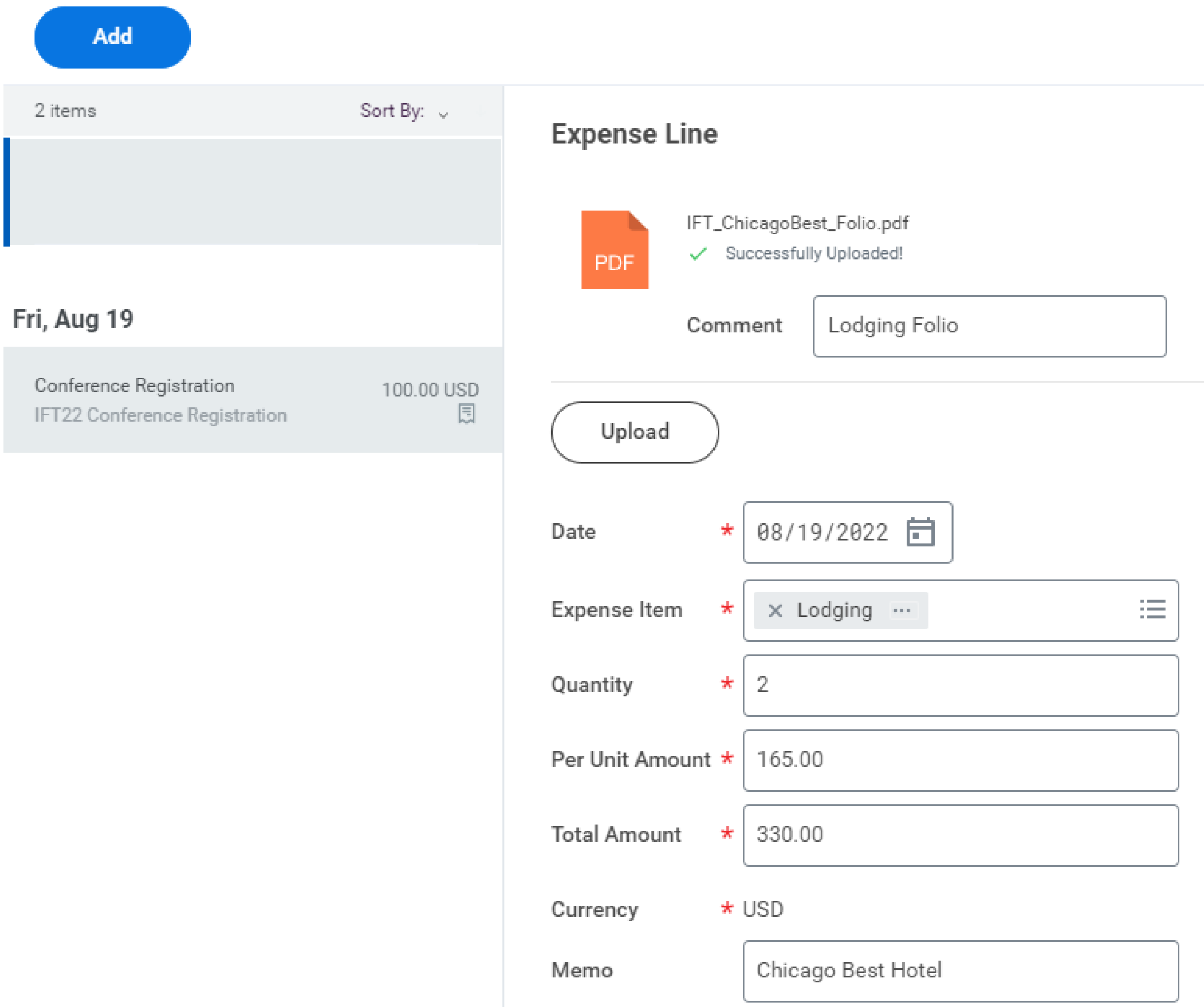
*Per Unit Amount: Per Night Cost (Room Only)

*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.



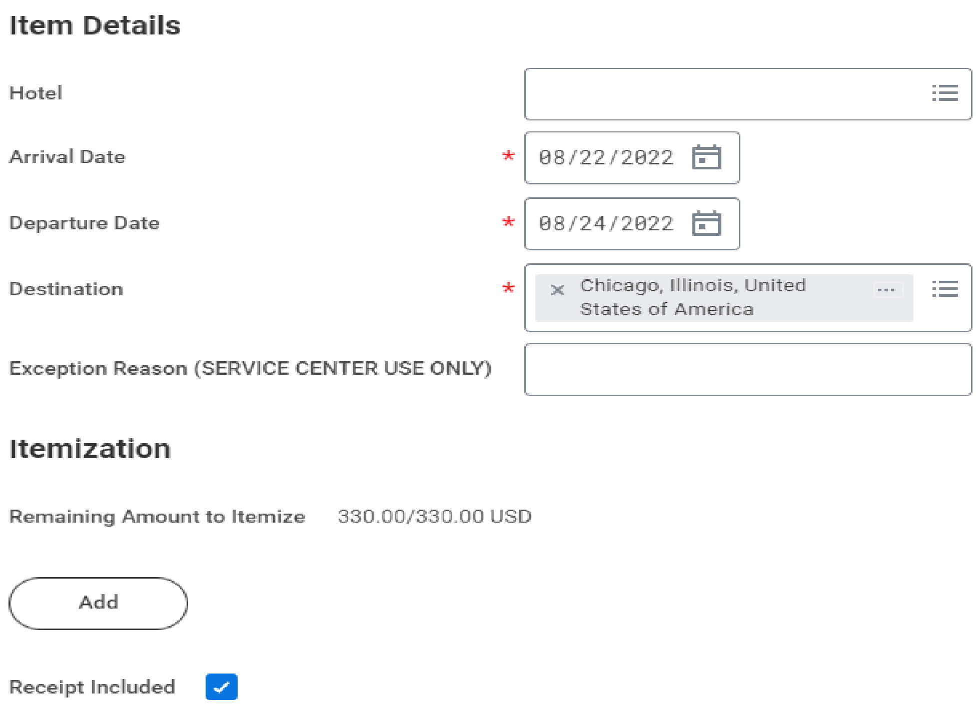

*Hotel: Hotel if listed in Workday; If not listed, enter into Memo field as is shown below

*Arrival Date: Day of Check In

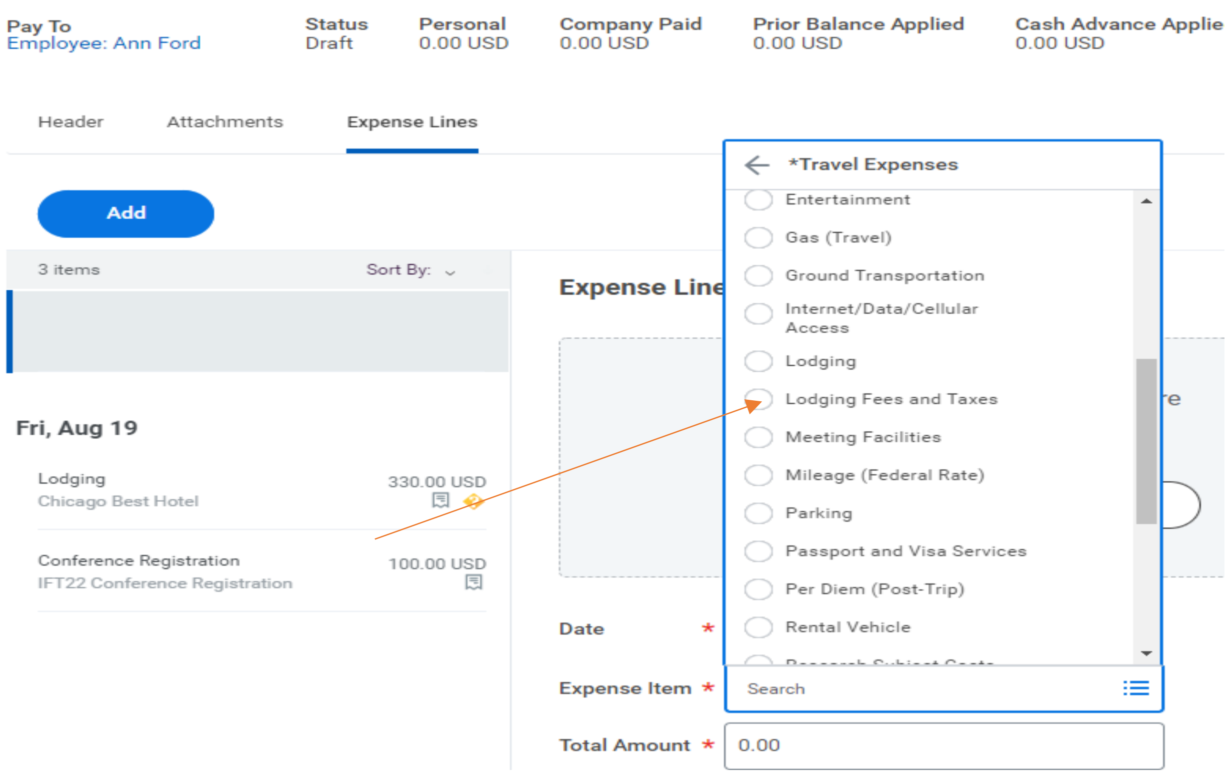
*Departure Date: Day of Check Out

*Destination: City of travel

Check the box of Receipt Included




**Lodging Fees & Taxes:



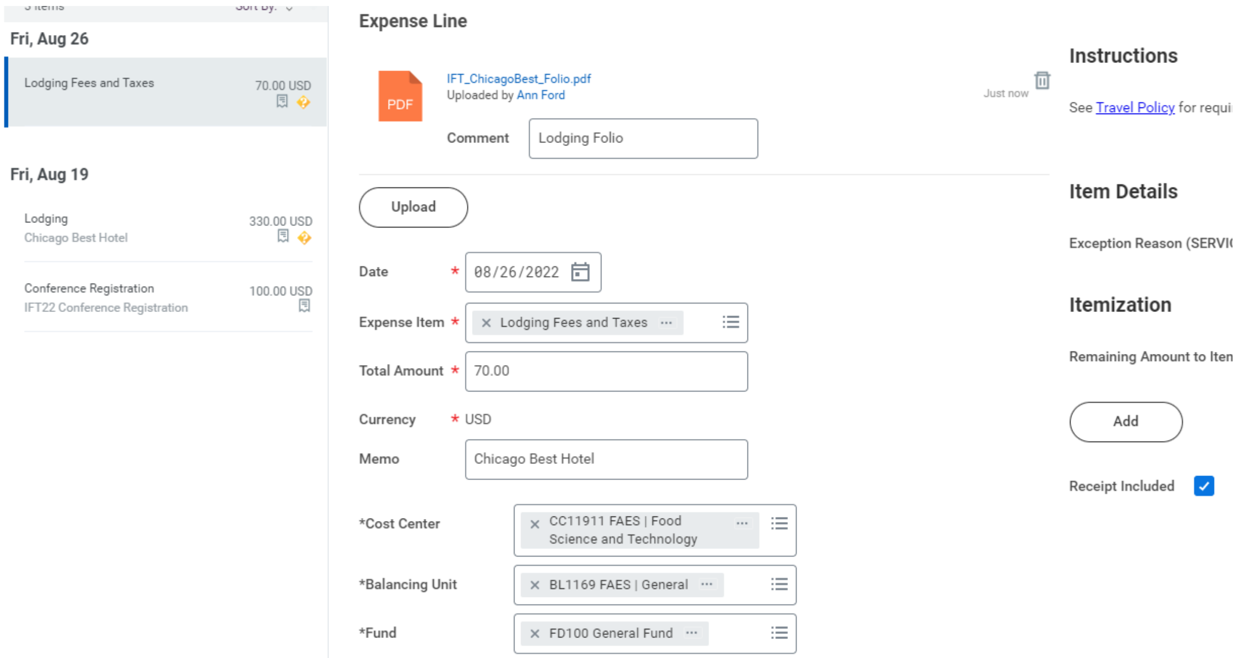
*Date: Autofills date entering expense

*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.




## ** Mileage (Federal Rate)

*Quantity: Number of miles

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

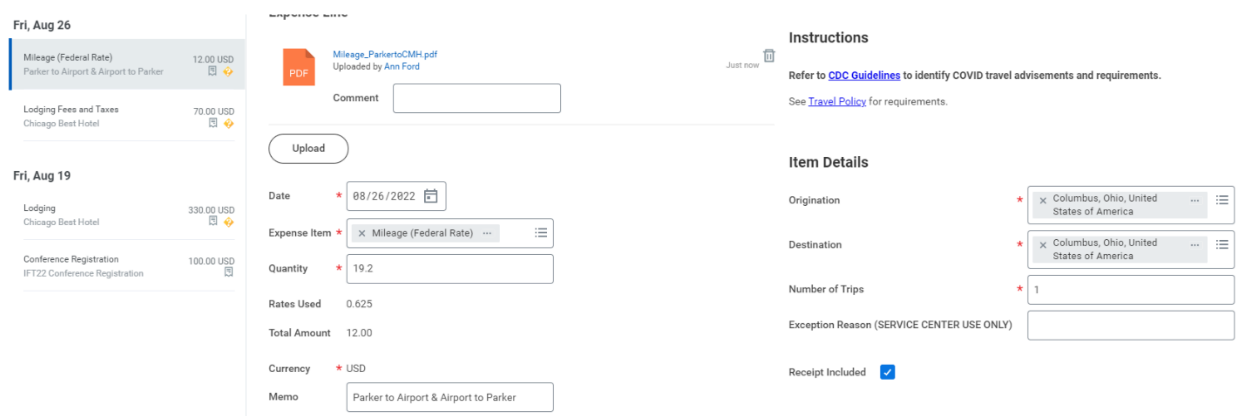
Memo: Although not a required field, it is helpful to enter the reason for the mileage. Here is entered the roundtrip to the airport and back from Parker.

*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




## ** Parking

*Date: Autofills date entering expense

*Total Amount: Amount on receipt

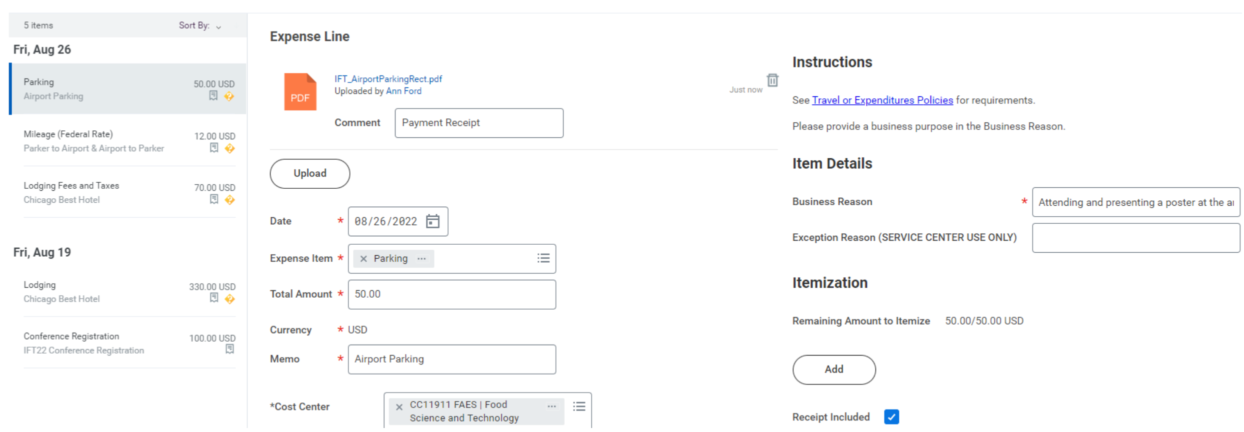
*Currency: Autofills USD

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

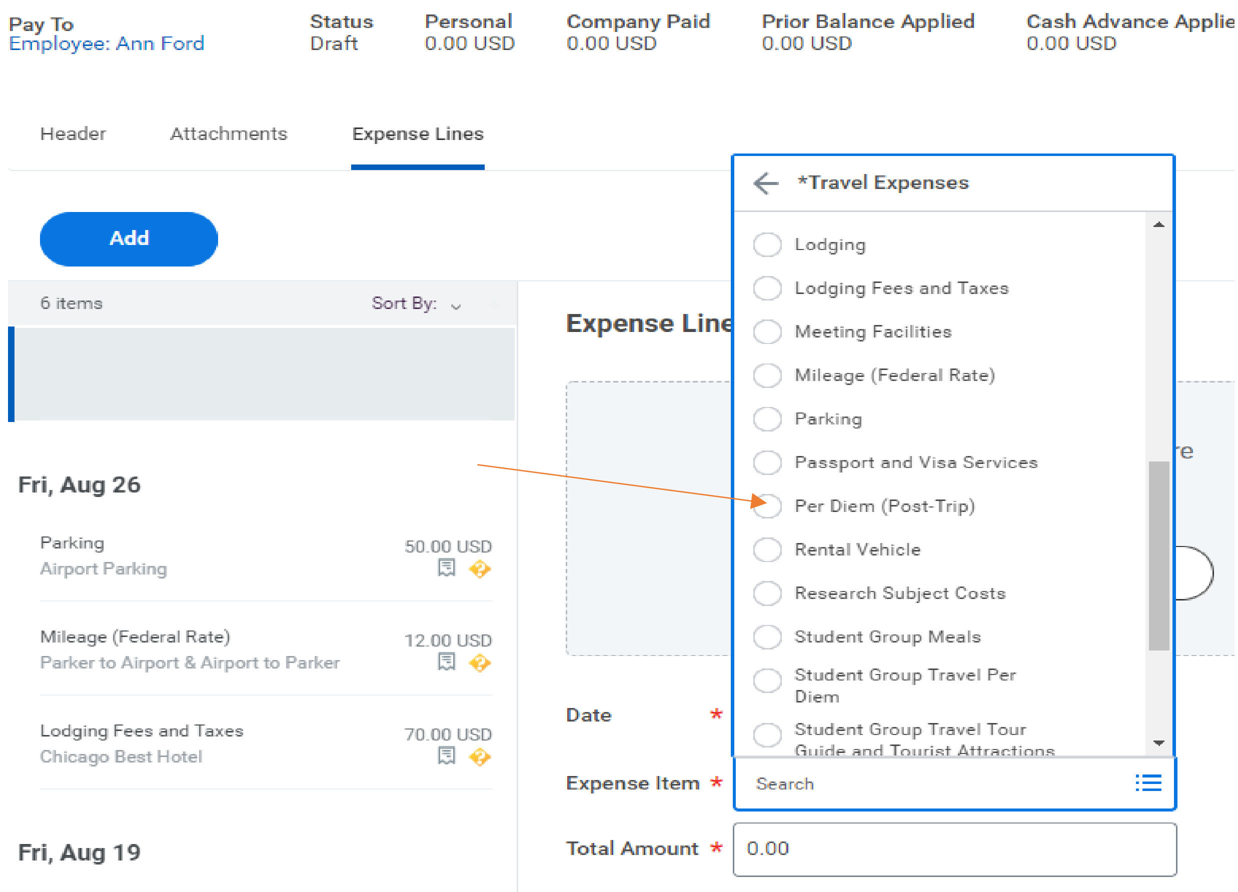
*Business Reason: Justification from your SA

Add payment receipt as attachment

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




## **Per Diem (Post-Trip)




*Date: Autofills

*Currency: Autofills

No Attachment necessary

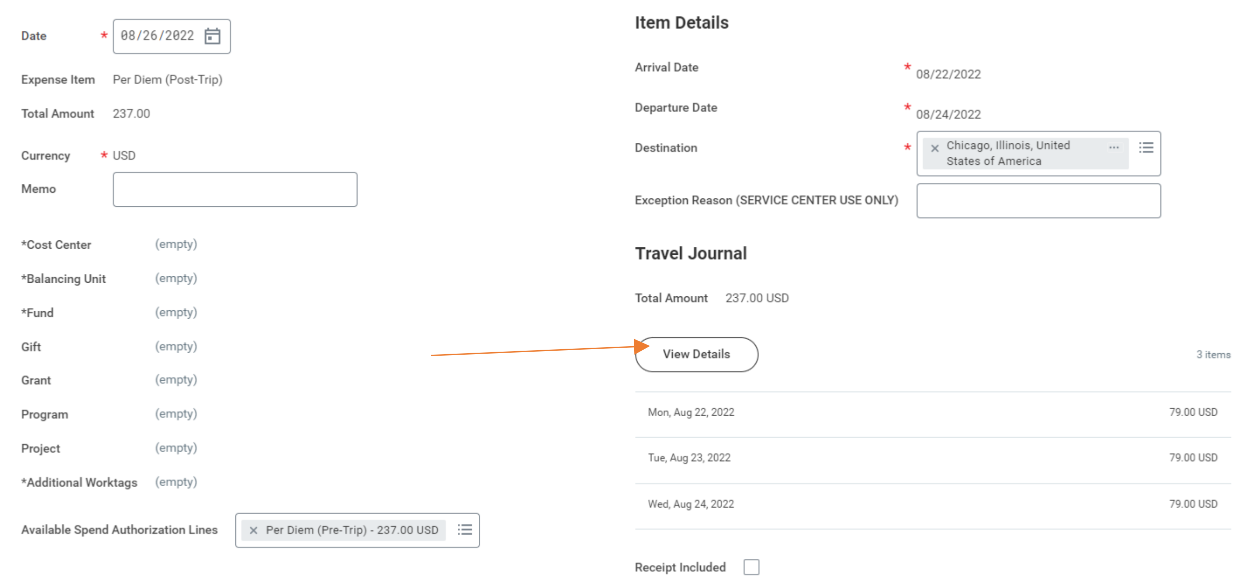
No Memo necessary

*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




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

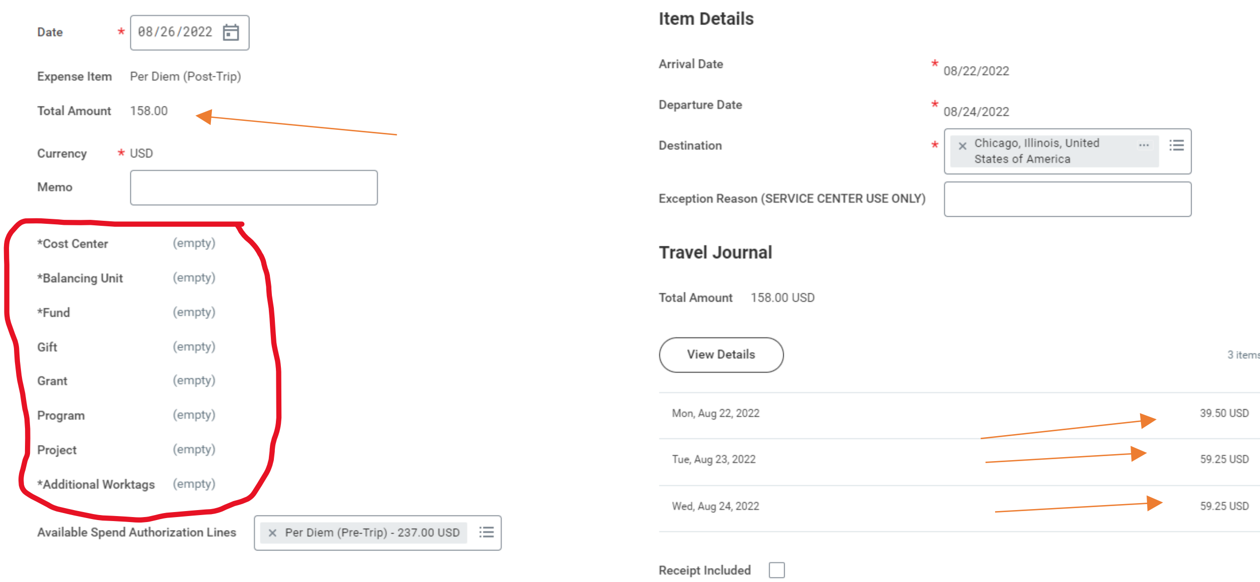
In this example, I did not arrive in time to for breakfast at the hotel because my flight did not leave Columbus until after lunch so I am going to check the boxes for breakfast and lunch since I was able to provide them for myself before the trip started on the first day.

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 | 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 158.00 USD

View Details

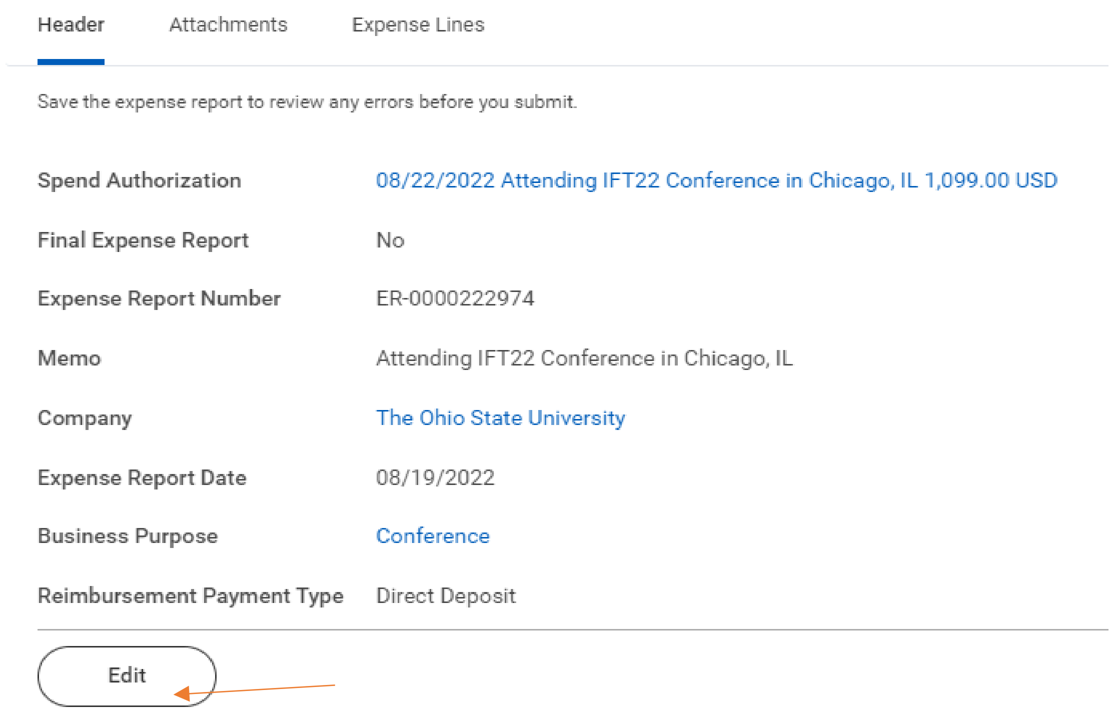
3 items

| | |
|---|---|
| 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.

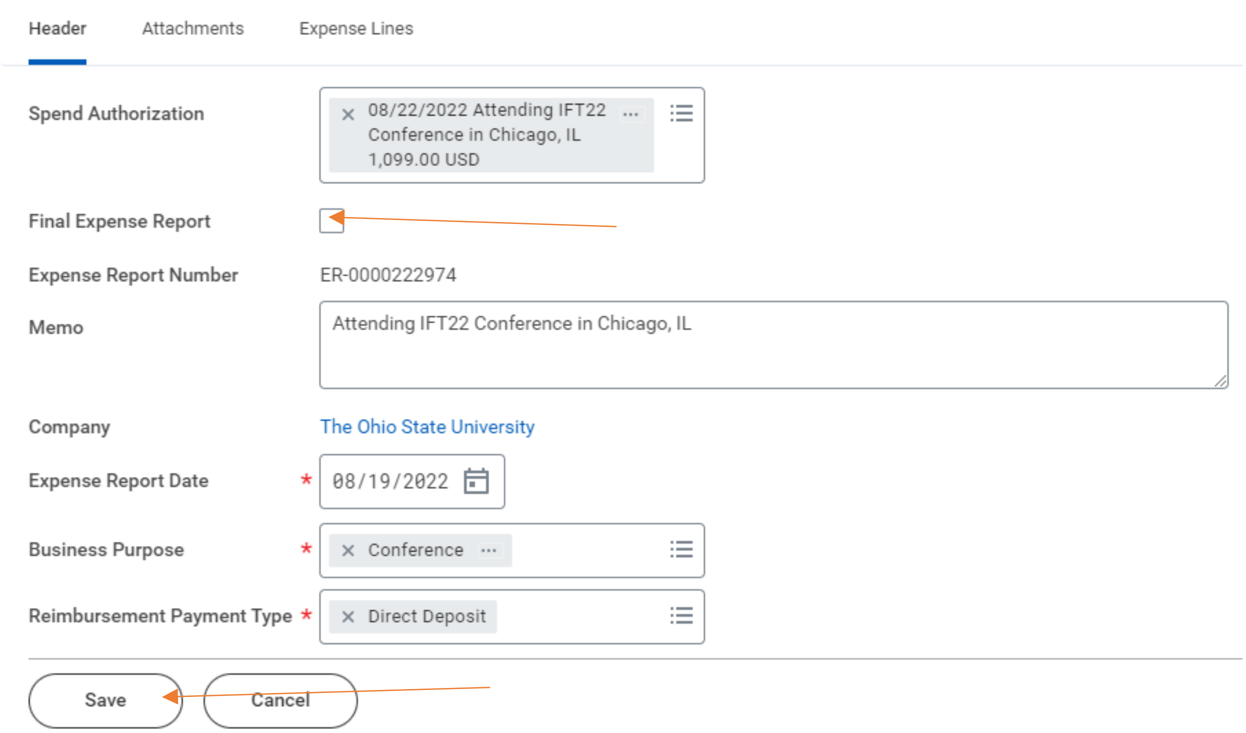


Header | Attachments | Expense Lines

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

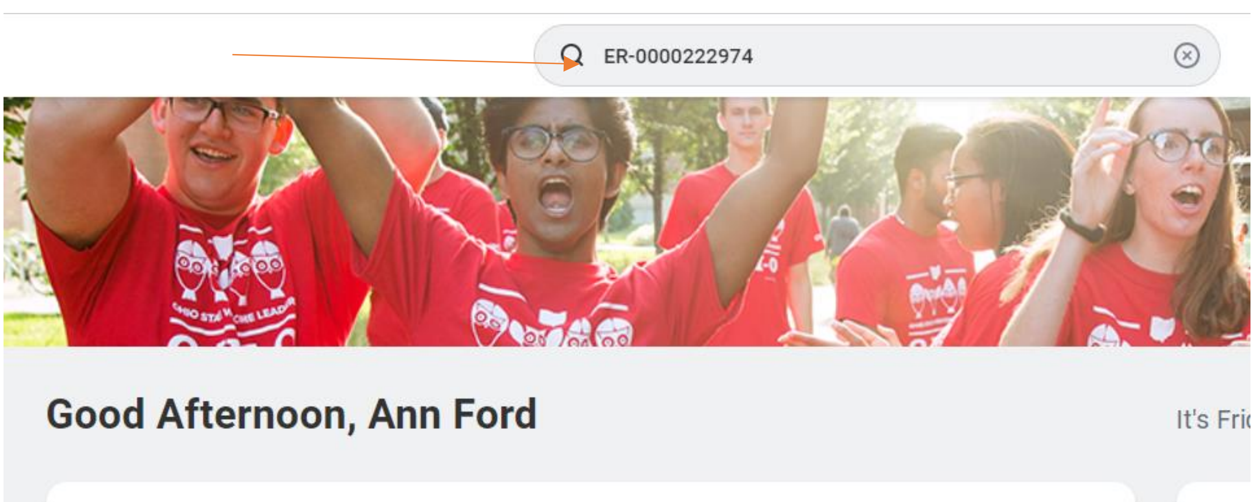
| | |
|---|---|
| Spend Authorization | 08/22/2022 Attending IFT22 Conference in Chicago, IL 1,099.00 USD |
| Final Expense Report | No |
| Expense Report Number | ER-0000222974 |
| Memo | Attending IFT22 Conference in Chicago, IL |
| Company | The Ohio State University |
| Expense Report Date | 08/19/2022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

Edit




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:

Header | Attachments | Expense Payment | **Business Process** | Expense Lines

**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) () |