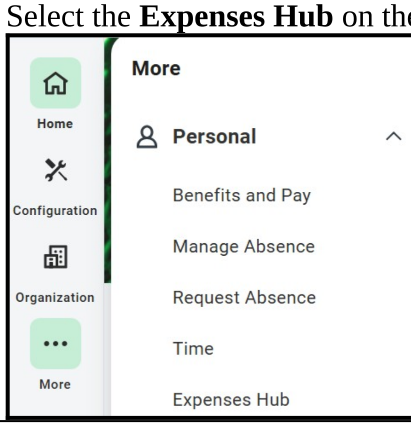
Document Information

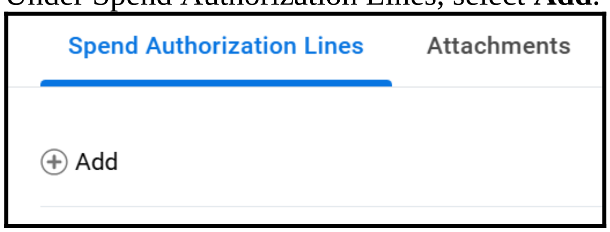
Department: Office of Human Resources | HR Training Template No.:
Effective Date: 8/25/2026 | Revision(s): FINAL
Subject: Create Expense Report
Purpose: Guides all employees through creating expense reports in Workday. Note that in order to create an expense report, employees must first set up Payment Elections for expense payments.
Related References:

Procedures

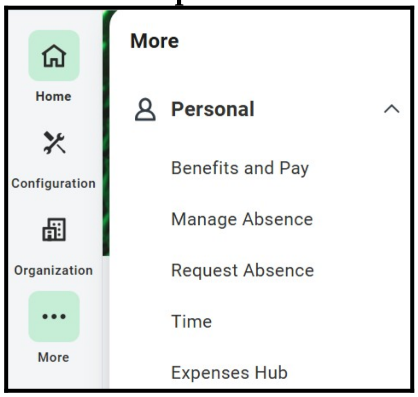
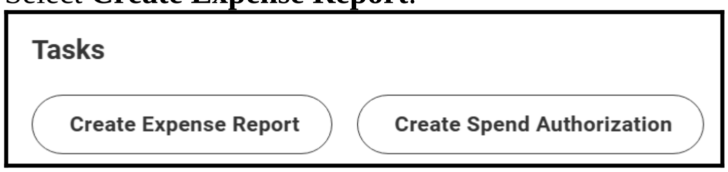
- **Group Travel (Student/Athletic): To request group travel, a roster containing the names of travelers along with their FAMU student, faculty, or staff ID numbers must be included. This roster must be attached to the Spend Authorization before the travel is approved. Please note that a group of employees cannot be considered for group travel; each employee must submit an individual spend authorization. The University may authorize a cash advance of 100% for allowable expenses related to group travel, which includes hotel accommodations, meals, mileage, and rental cars.**
- **A P-Card can be used to make advance payments for conference registration, airline bookings, and hotel accommodations in preparation for official university travel. Please note that these expenses should not be included in the spend authorization as estimated costs. Instead, you should mention that these advance payments have been made in the comments section of both the spend authorization and the expense report.**

Create Spend Authorization

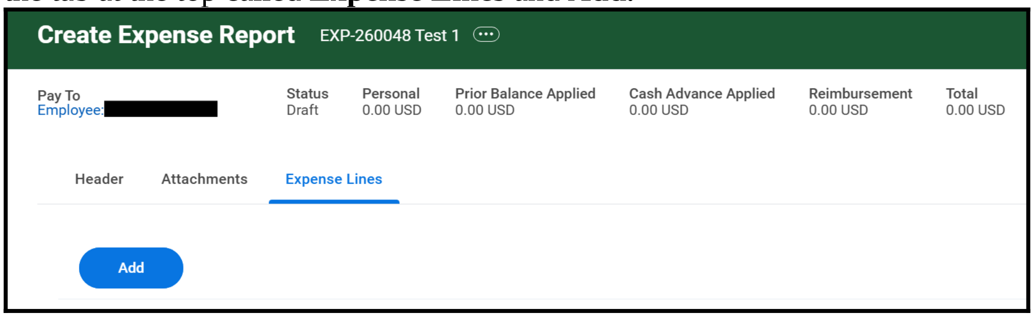
Step	Actions
1.	As mentioned above, ensure you have set up **Payment Elections** for Expense payments. Please refer to the **Payment Elections** job aid for instructions on this process. The system is configured to produce an error message if you have not set up your payment elections. The Spend Authorization will not route for approval until this step is complete.
2.	Select the **Expenses Hub** on the homepage. 

Step	Actions
3.	Under the Overview tab, under the Tasks section, select **Create Spend Authorization**. 
4.	Review the Policy information included in the Help Text at the top of the page.
5.	Enter the following details: a. **Company –** auto-populates b. **Start Date** c. **End Date** d. **Description** e. **Reimbursement Payment Type** f. **Justification** g. **Business Purpose**
6.	Under Spend Authorization Lines, select **Add**. 
7.	Populate the following: **a. Expense Item** **b. Quantity** **c. Per Unit Amount** **d. Total Amount** **e. Budget Date** **f. Memo (Breakfast, Airfare, Gas, Rental Car)** **g. Select the Cash Advance Request Button if requesting a Cash Advance** **h. Enter Grant Number if applicable and ensure proper worktags are selected**
8.	Select **Submit**.
9.	The spend authorization routes for budget check for approval.

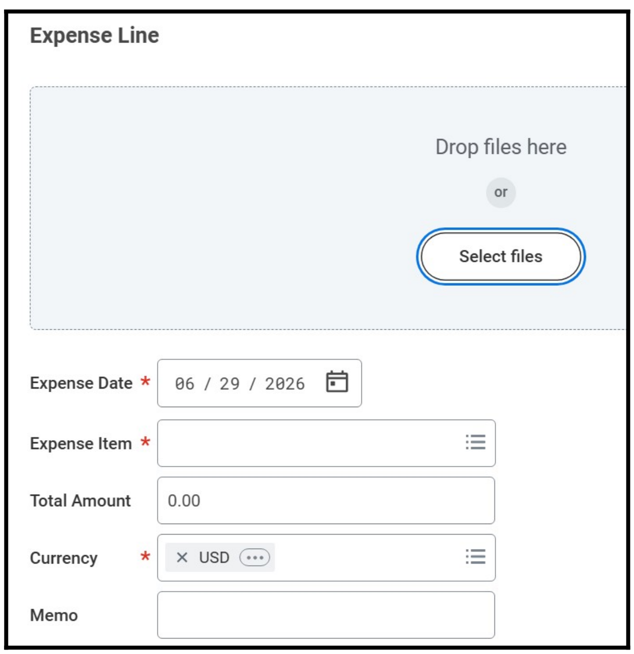
Create Expense Report

<table>
<tr><th>Step</th><th>Actions</th></tr>
<tr><td>1.</td><td>Select the Expenses Hub on the homepage.

</td></tr>
<tr><td>2.</td><td>Select Create Expense Report.

</td></tr>
<tr><td>3.</td><td>Review the Instructions included in the Help Text on the right.</td></tr>
<tr><td>4.</td><td>You can Create New, Copy from Previous, or Create New Expense Report from Spend Authorization. The Copy from Previous option is useful for entering recurring expenses that don’t change much from month to month.
a. To Copy from Previous, you’ll need to select the previous expense report to copy.
b. To Create New Expense Report from Spend Authorization, you’ll need to select the appropriate Spend Authorization.</td></tr>
<tr><td>5.</td><td>Enter or update the following details:
h. Memo – Enter expense report title
i. Company – Defaults in based on your specific worker profile information
j. Expense Report Date – Defaults to today’s date, but can be updated
k. Business Purpose – Group travel, individual travel, non-travel
l. Cost Center – Defaults in based on your specific worker profile information
m. Fund – Auto-populates
n. Program Code – Auto-populates
o. Additional Worktags – May be used for tracking expenses and reporting purposes</td></tr>
<tr><td>6.</td><td>Note: If an Expense Card was used for airfaire, lodging, car rental, registration</td></tr>
</table>

<table>
<tr><th>Step</th><th>Actions</th></tr>
<tr><td></td><td>fees, or other trip expenses, please link the Expense Card transaction(s) to your Expense Report. The associated charges will be available to select during the expense report creation process and must be attached to the appropriate expense item.</td></tr>
<tr><td>7.</td><td>Select OK to generate the report.</td></tr>
<tr><td>8.</td><td>Once the report has been generated, to add any out-of-pocket expenses, select the tab at the top called Expense Lines and Add.



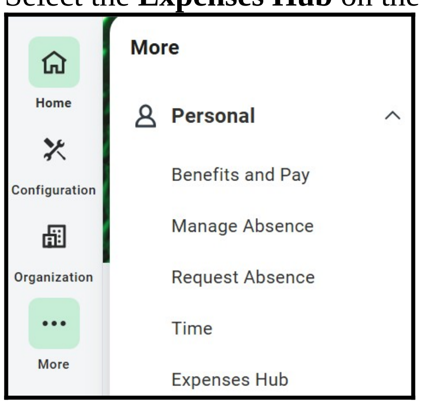
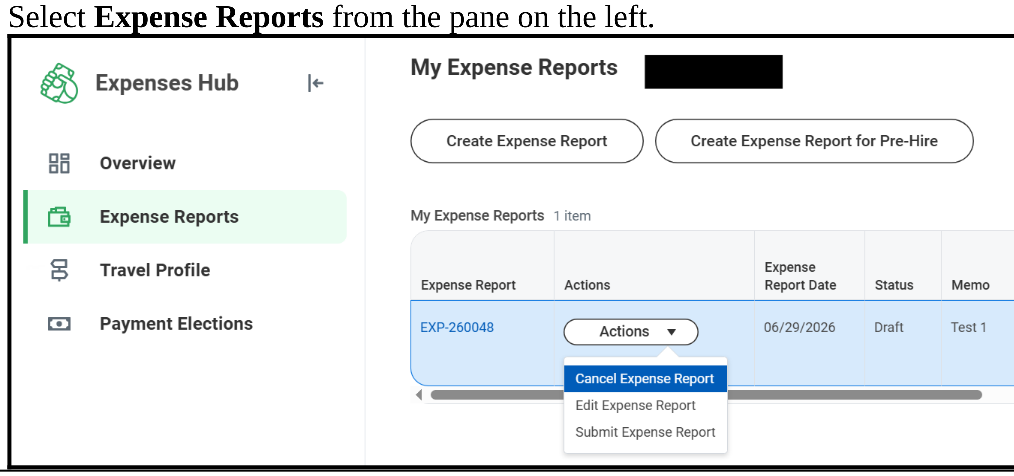
</td></tr>
<tr><td>9.</td><td>For each Expense Item, start by typing a few words like “mileage” or “hotel” and the correct expense item will default. If you need help finding the item, use the drop-down filters of Spend Categories or Expense Item Groups to search.</td></tr>
<tr><td>10.</td><td>Fill out the required information as indicated by the Red Asterisks. Please note that Itemized receipts are required for items above $25.



To attach a receipt, navigate to the Select Files button under the title Expense</td></tr>
</table>

Step	Actions
	Line. Select the receipt image file or drag and drop into the grey box.
11.	If a transaction needs to be coded to multiple cost centers or expense items, select **Add** under Itemization and code appropriately. To add lines, select **Add**.
12.	Continue adding transactions until your expense report is complete, then select **Submit**. Note: The spend authorization amount must equal the expense report amount. If an expense report exceeds the spend authorization by over $100, it will be returned to the expense managers for further approval.
13.	Your expense report will route to your **Manager** for approval.

Edit Expense Report

Step	Actions
1.	Select the **Expenses Hub** on the homepage. 
2.	Select **Expense Reports** from the pane on the left. 

Step	Actions
3.	Under the My Expense Reports table, navigate to the expense report you need to edit.
4.	Under the Actions column, select **Actions**, followed by **Edit Expense Report.**
5.	You will receive a notice prior to proceeding letting you know that editing the expense report will resubmit the expense report for approvals. Select **OK**.
6.	Make the necessary expense report edits.
7.	Select **Submit**.
8.	The expense report will re-route through the approval process prior to payment being disbursed.

Please reach out to workday@famu.edu for additional information.