

Workday: Create Expense Report

Document Information

Department: Office of Human Resources | HR Training Template No.:

Effective Date: 8/14/2026 | Revision(s): FINAL

Subject: Create Expense Report

Purpose: Guides all employees through creating Spend Authorizations and Expense reports in Workday. Note that in order to create an expense report, employees must first set up Payment Elections for expense payments.

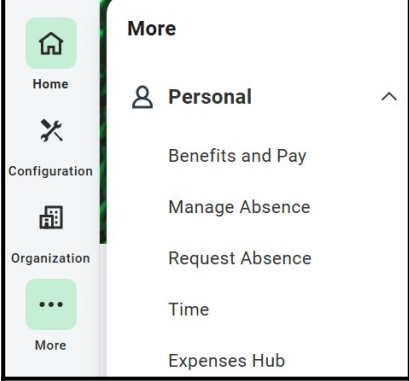
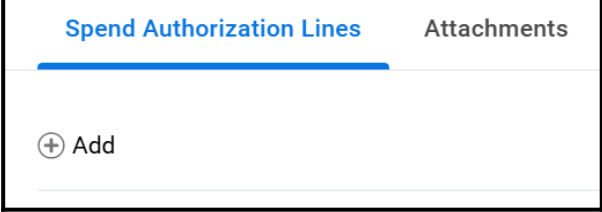
Related References:

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 be included in the spend authorization as estimated costs and noted in the comments section of both the spend authorization and the expense report.

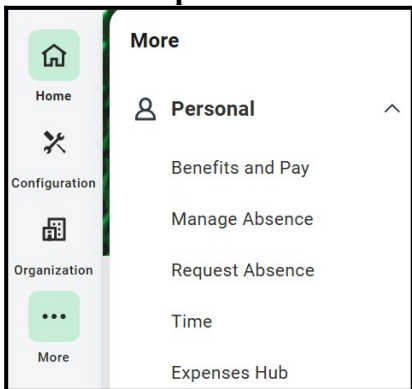
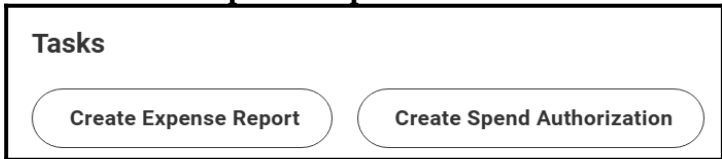
Create Spend Authorization

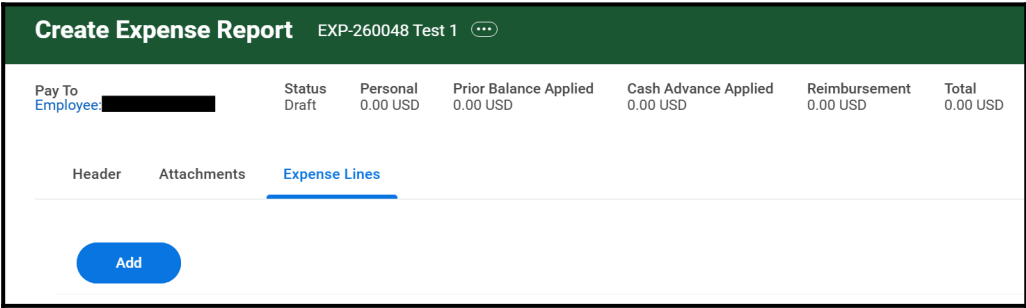
Step	Actions
1.	As mentioned above, ensure you have set up Payment Elections for Expense payments. Please refer to the Payment Elections job aid for instructions on this process. The system is configured to produce an error message if you have not set up your payment elections. The Spend Authorization 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: Company – auto-populates Start Date End Date Description Reimbursement Payment Type Justification Business Purpose
6.	Under Spend Authorization Lines, select Add. 
7.	Populate the following: Expense Item Quantity Per Unit Amount Total Amount Budget Date

Step	Actions
	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

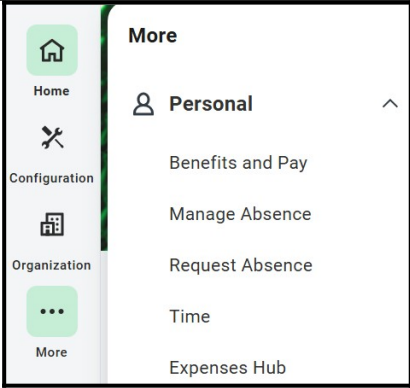
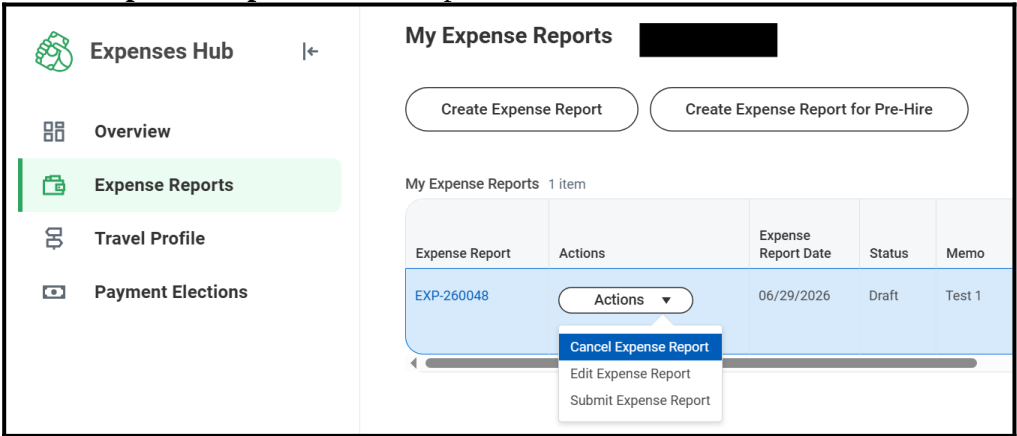
Step	Actions
1.	Select the Expenses Hub on the homepage.  The screenshot shows a sidebar menu with options: Home, Configuration, Organization, and More. The 'More' menu is expanded, showing options: Personal, Benefits and Pay, Manage Absence, Request Absence, Time, and Expenses Hub. The 'Expenses Hub' option is highlighted.
2.	Select Create Expense Report.  The screenshot shows a 'Tasks' section with two buttons: 'Create Expense Report' and 'Create Spend Authorization'. The 'Create Expense Report' button is highlighted.
3.	Review the Instructions included in the Help Text on the right.
4.	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. To Copy from Previous, you'll need to select the previous expense report to copy. To Create New Expense Report from Spend Authorization, you'll need to select the appropriate Spend Authorization.
5.	Enter or update the following details:

Step	Actions
	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
6.	Select OK to generate the report.
7.	Once the report has been generated, select the tab at the top called Expense Lines. 
8.	To add any out-of-pocket expenses, select Add .
9.	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.
10.	Fill out the required information as indicated by the Red Asterisks . Please note that Itemized receipts are required for items above \$25.

Step	Actions
	Expense Line Drop files here or Select files Expense Date * 06 / 29 / 2026 Expense Item * Total Amount 0.00 Currency * USD Memo To attach a receipt, navigate to the Select Files button under the title Expense 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.

Step	Actions
	
2.	Select Expense Reports from the pane on the left. 
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.