



Before You Begin: Travel Expense Reports

What you need before you start:

- Gather travel receipts, in PDF format, for all items excluding meals and mileage.
- Receipts will provide transaction date and amount details needed for Expense Lines.
- Hotel receipt; requires itemization reflecting base rate lodging, associated taxes, and other applicable fees.
- Per Diem Lodging Expense Items will require you to separate out the cost of lodging from the cost of taxes, and know the daily totals for both, in order to calculate per diem requirements.
- If receipt is not received, lost/misplaced, or inadequate, fill out and attach Receipt Affidavit.
- Review currency used, reflected on receipts.
- Know the start and end dates and times of travel.
- Know what meals are being claimed versus provided.
- Know the total amount of miles driven if claiming mileage.
- Gather any other supporting documentation or additional information about travel.
- Ensure a Spend Authorization is created, approved, and linked to Expense Report when required/needed.

Common errors:

- Per Diem Lodging must be coded to the Expense Item of Per Diem on the main page of your Expense Report; within the Daily Expense is where “z-” lodging Expense Items are used. An error will result if this is done incorrectly.
- Per Diem Lodging exceeding per diem costs must be coded to Expense Items of up to 150% per diem or over 150% per diem within Daily Expense section.
- Per Diem Meals are reimbursed by selecting the corresponding check box. If this box is not selected, the per diem meal will not be included in reimbursement.
- Mileage must reflect mode of transportation used to generate corrected mileage reimbursement rate.

Tips and reminders:

- Use training resources such as: How-to videos, Reference Guides related to Expenses (Create Expense Report), and Workday Glossary.
- Review “To Resolve Error” context within received errors to help troubleshoot how to correct.

Questions?

Visit the Workday Service Desk to submit a ticket to the Payments Team!

