VERIFYING TRAVEL & ENTERTAINMENT CARD TRANSACTIONS IN WORKDAY

Please follow the steps below for verifying Travel Card transactions in Workday:

- Log into Workday.
- On your home page, click “Expenses”.

- Under “Actions” in the left-hand column, select “Create Expense Report”.

• Creation Options will default to “Create New Expense Report”.
• Company will default to “Wellesley College”, and the Expense Report Date will default to today’s date.
• Your default “Cost Center” (this was previously the “Org” in Banner), Fund, Division, and Program are automatically populated.
  o Note: If you are reallocating to a different Cost Center than your default, please select the new Cost Center first and the rest of the fields will auto-populate.
• All of the posted T&E Card transactions will be listed below under “Credit Card Transactions”. Select the transaction(s) you’d like to add to your Travel Expense Report by clicking on the box(es) under the “Include?” column. You may also choose to verify all charges at the same time by clicking the “Select All” box. Click OK to continue.
• Select the correct “Business Purpose” from the available drop-down list.
• Enter the appropriate business description that corresponds to your trip in the “Memo” field.
• Under “Expense Line”, select the “Expense Item” from the available drop-down list for your credit card transaction (this is the equivalent to “Spend Category” which is what the “Account” used to be in Banner).

• Under “Item Details”, if the “Expense Item” you selected requires additional information, you will be prompted to provide it.
  o For example, if you select “Airfare-Domestic”, it will require you to also select the Airline, Arrival date, Departure Date, and Class of Service.

• Be sure the correct Cost Center, Fund, Division, and Program are selected for the transaction.

• Attach your receipts by clicking on “Attachments” and selecting or dropping a file from your computer.
  o Note: Receipts for expense reports can be uploaded per transaction or they can be loaded in bulk at a header level (top of page).

• After reviewing that all the entered information is correct and accurate, click “Submit”.

• Your verification will be routed to your cost center manager(s) for review and approval. You can view who the verification is awaiting action from by clicking “Process” in the “Up Next” window.
Details and Process

For: Expense Report: 003039

Overall Process: Expense Report: 003039 on 06/17/2018 for $272.82

Overall Status: In Progress

Due Date: 06/16/2018

Process History

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<th>Process</th>
<th>Step Description</th>
<th>Status</th>
<th>Completed On</th>
<th>Due Date</th>
<th>Revision</th>
<th>Comment</th>
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<td>Report Invoicing</td>
<td>Step Completed</td>
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