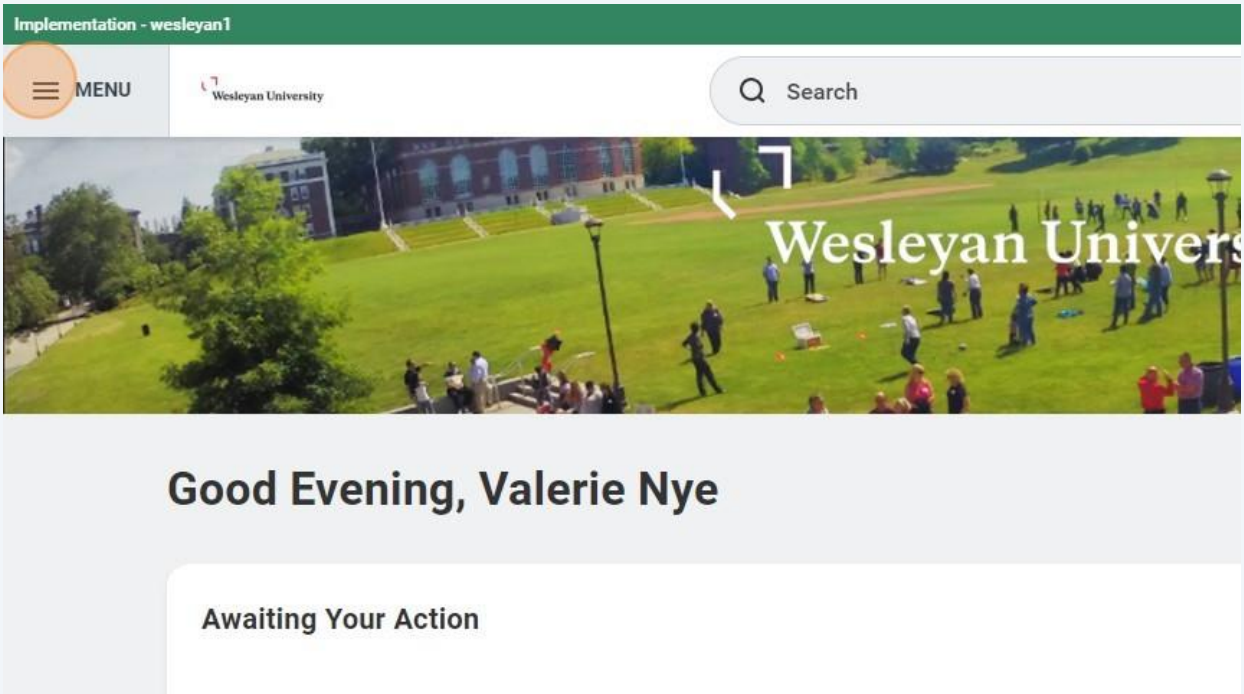
Wesleyan

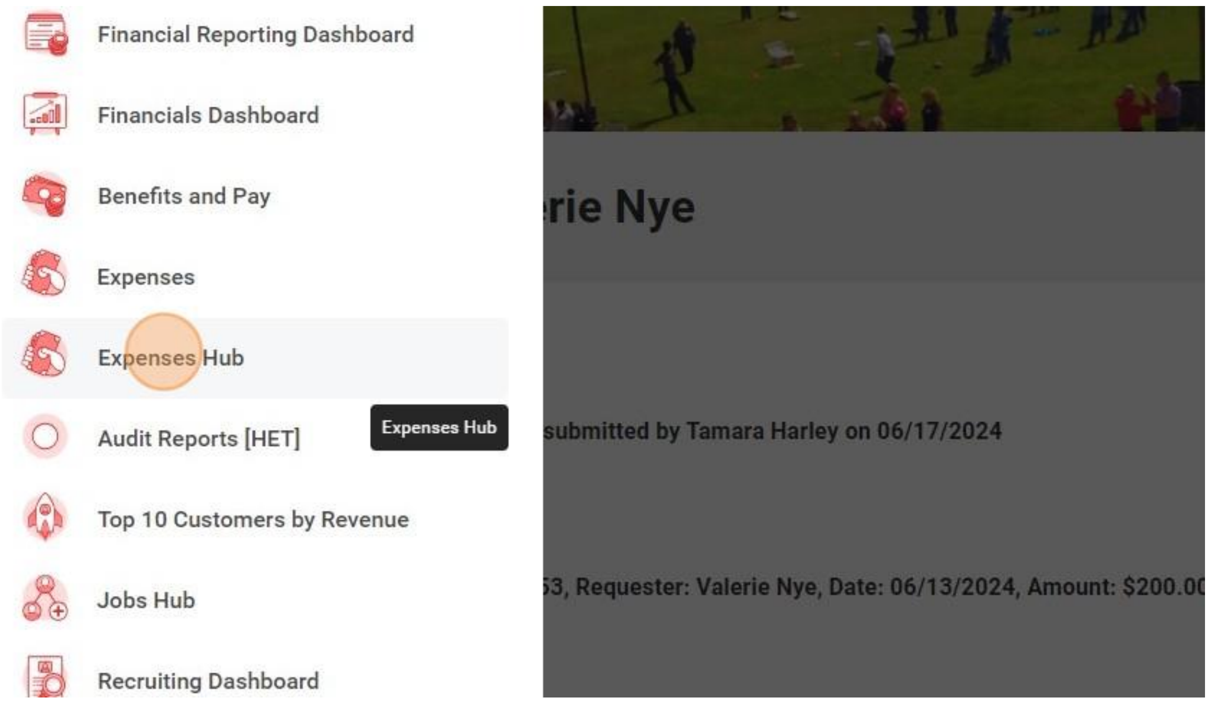
workday

Create Expense Report in From Expenses Hub

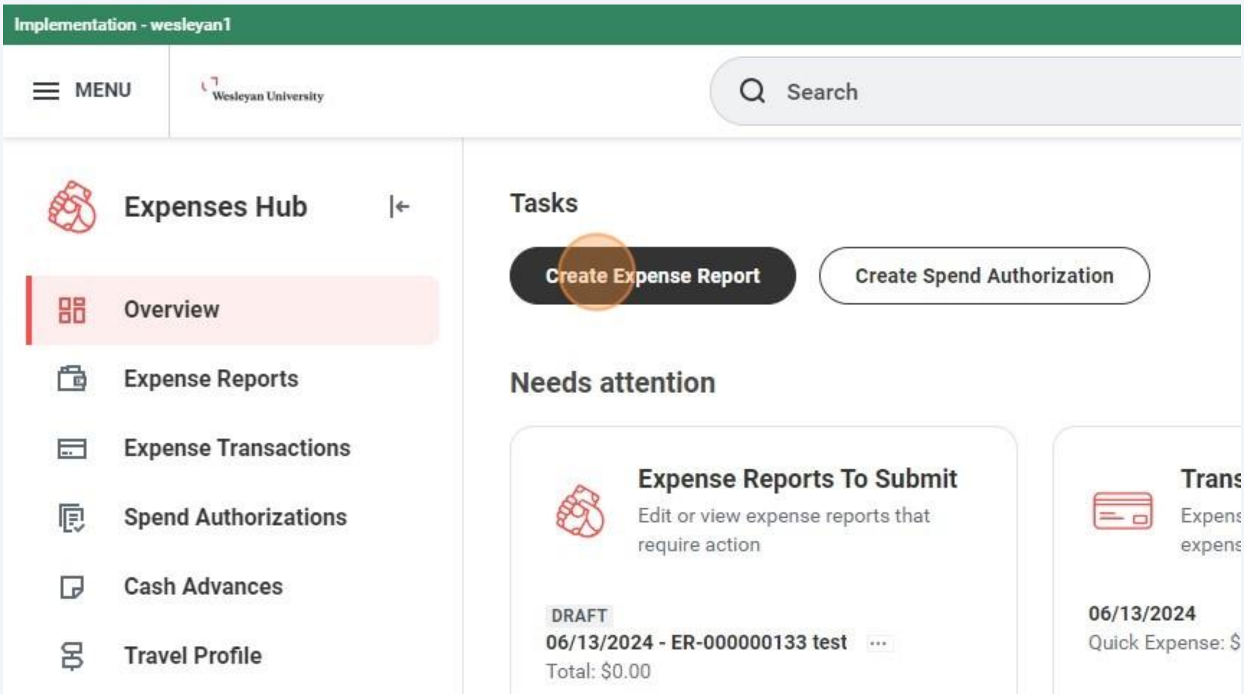
1 Click the Menu



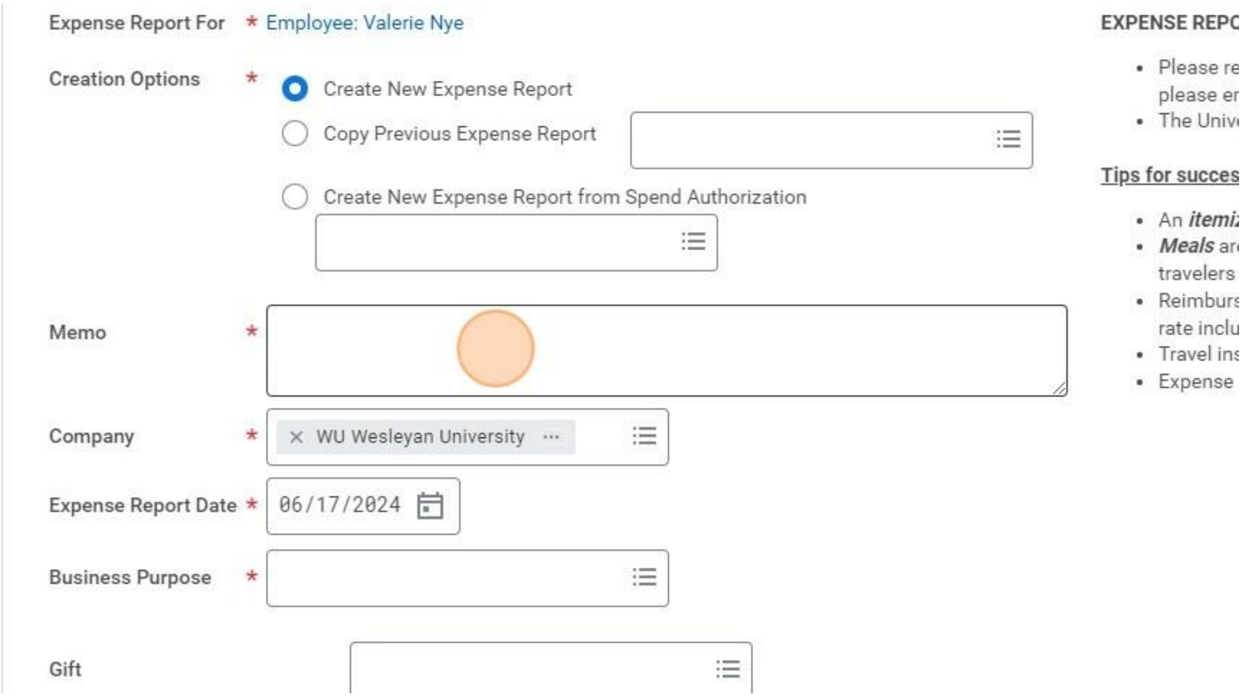
2 Click "Expenses Hub"



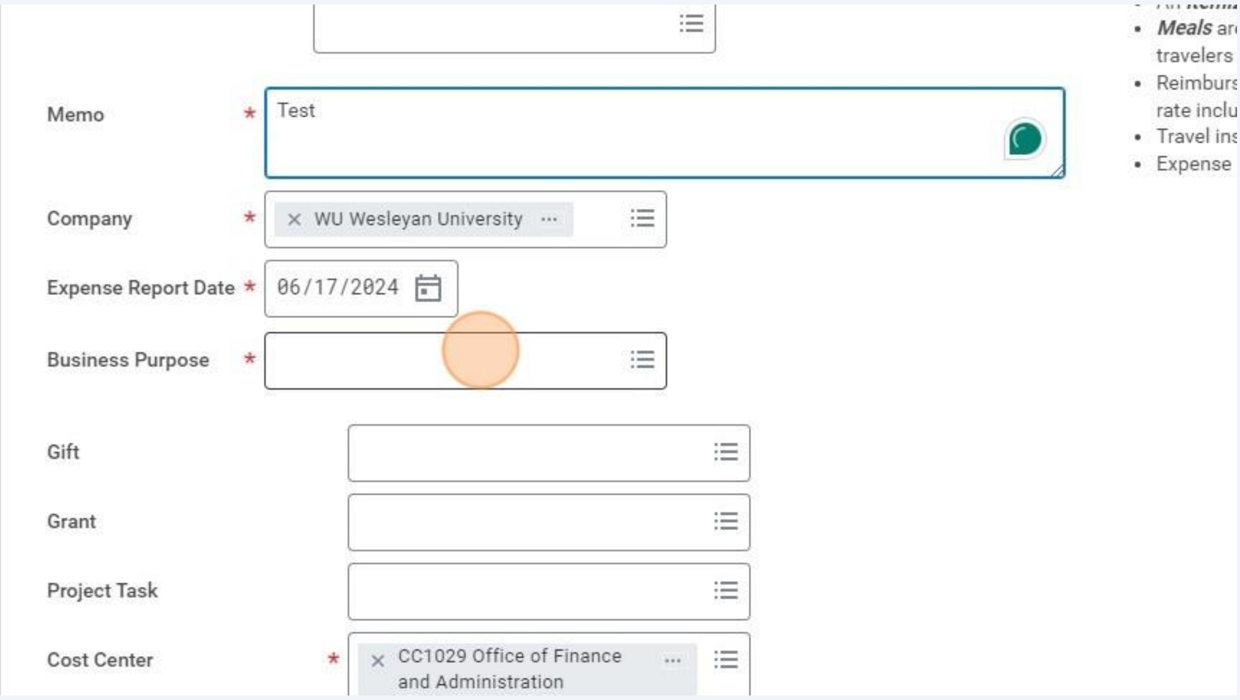
3 Click "Create Expense Report"



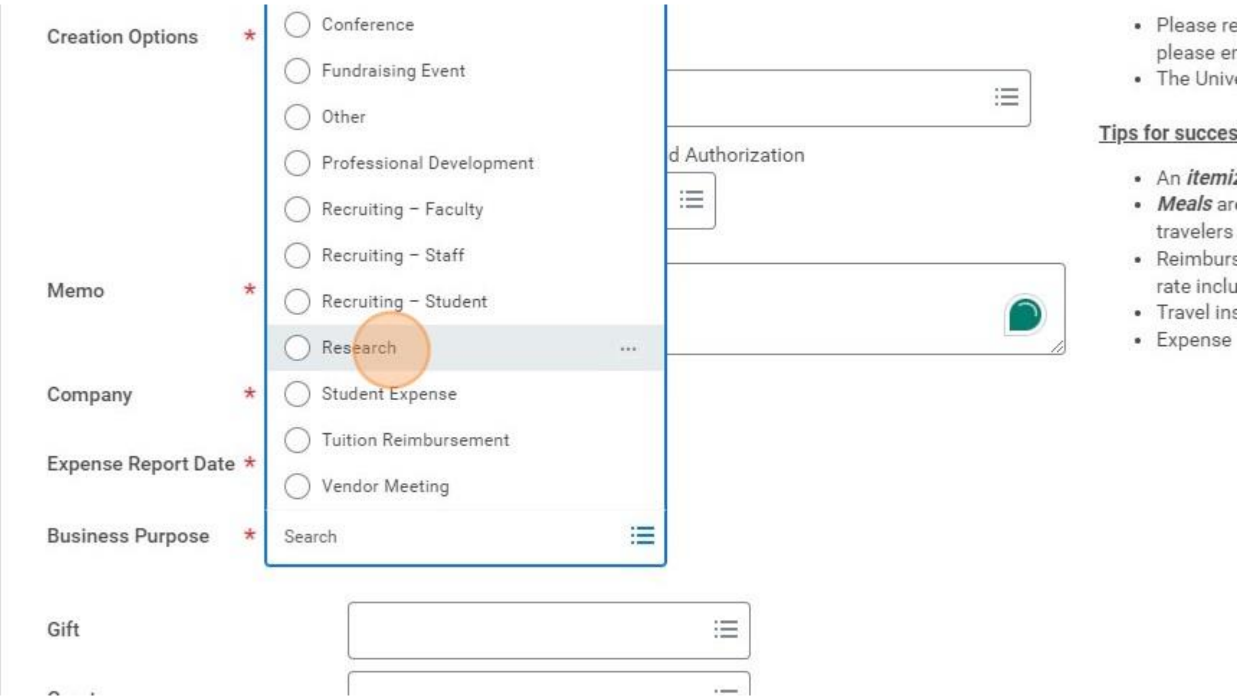
4 Click the "Memo" field and type a description.



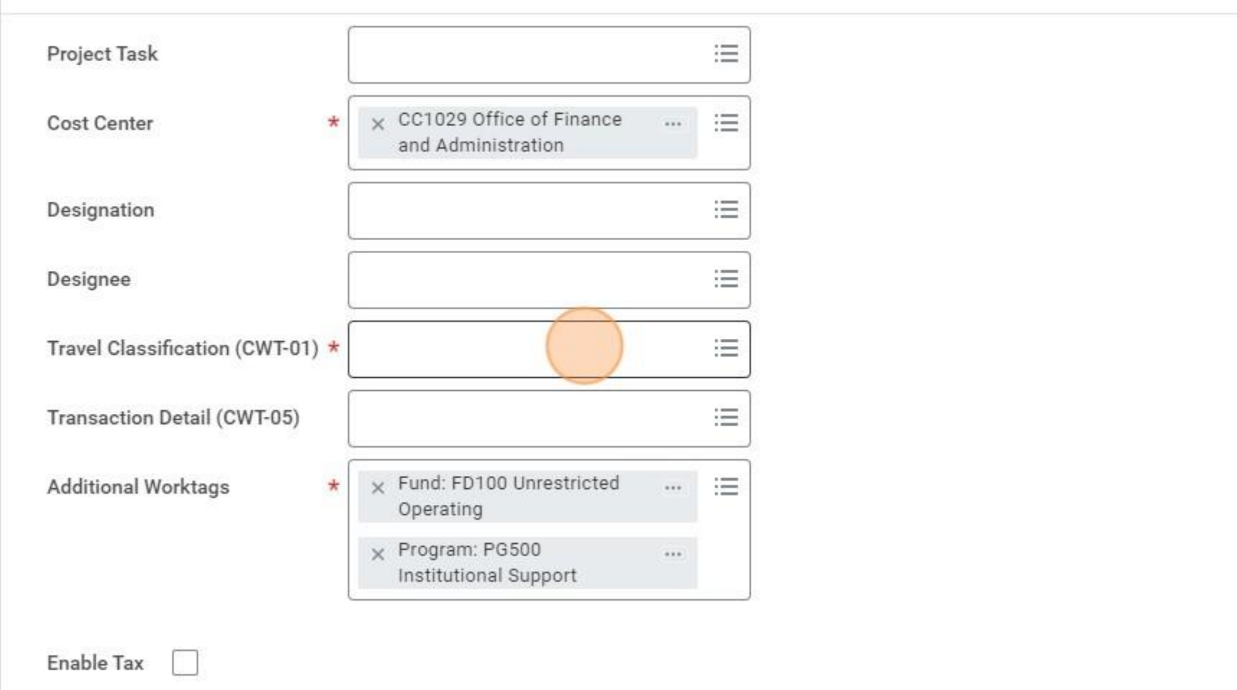
5 Click the "Business Purpose" field. Note: Some accounting is driven off of this field Professional Development maps to ledger account 84560, Student Expense maps to student travel ledger account 84550 and all three recruiting purposes map to ledger account 84510



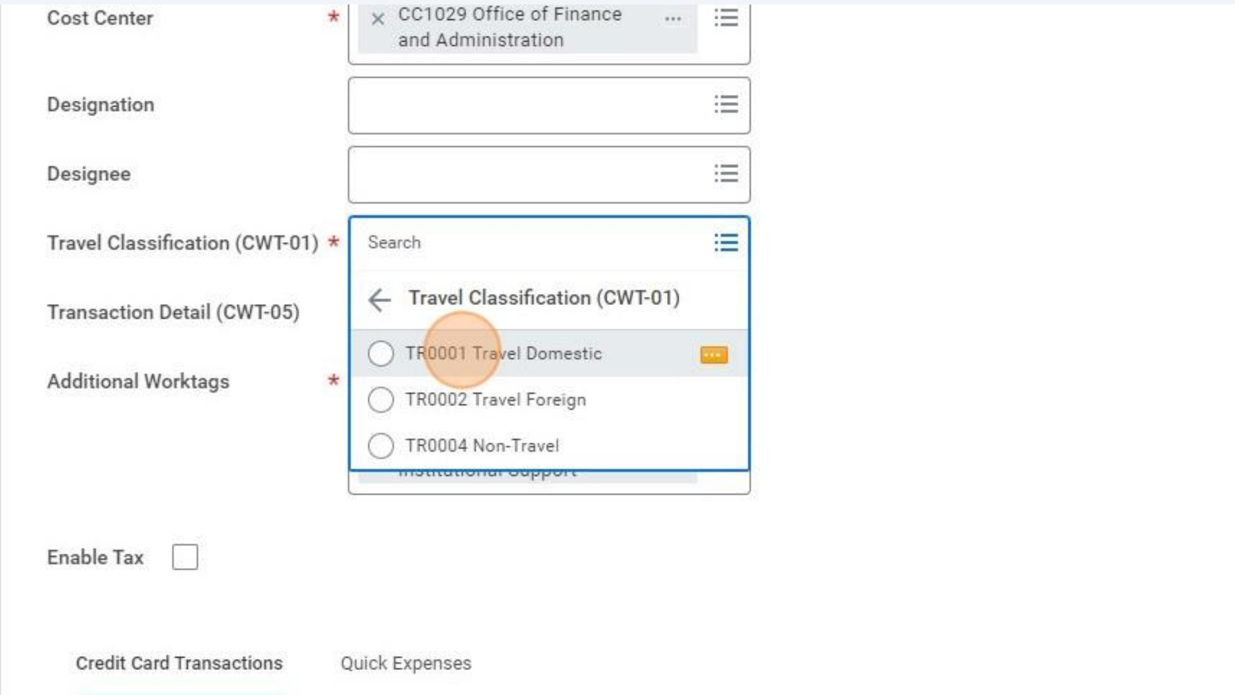
6 Click the applicable business purpose



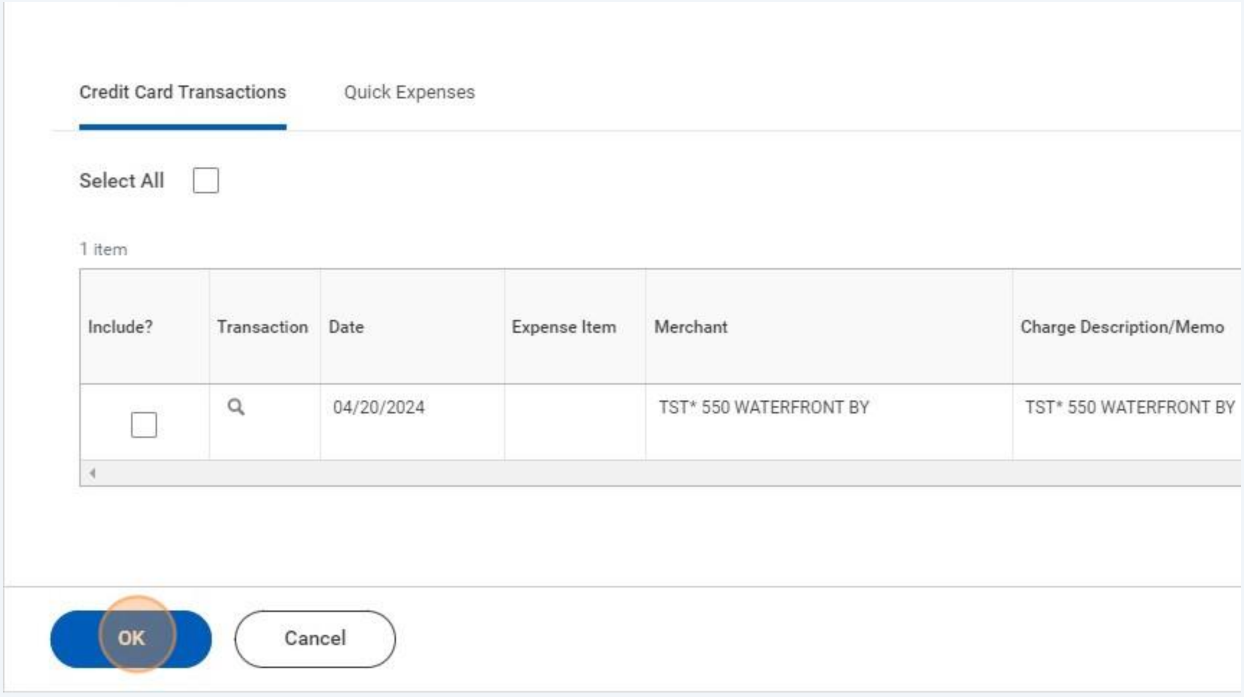
7 Click the "Travel Classification (CWT-01)" field to record domestic, international or non-travel expense. This field is used for University compliance reporting.



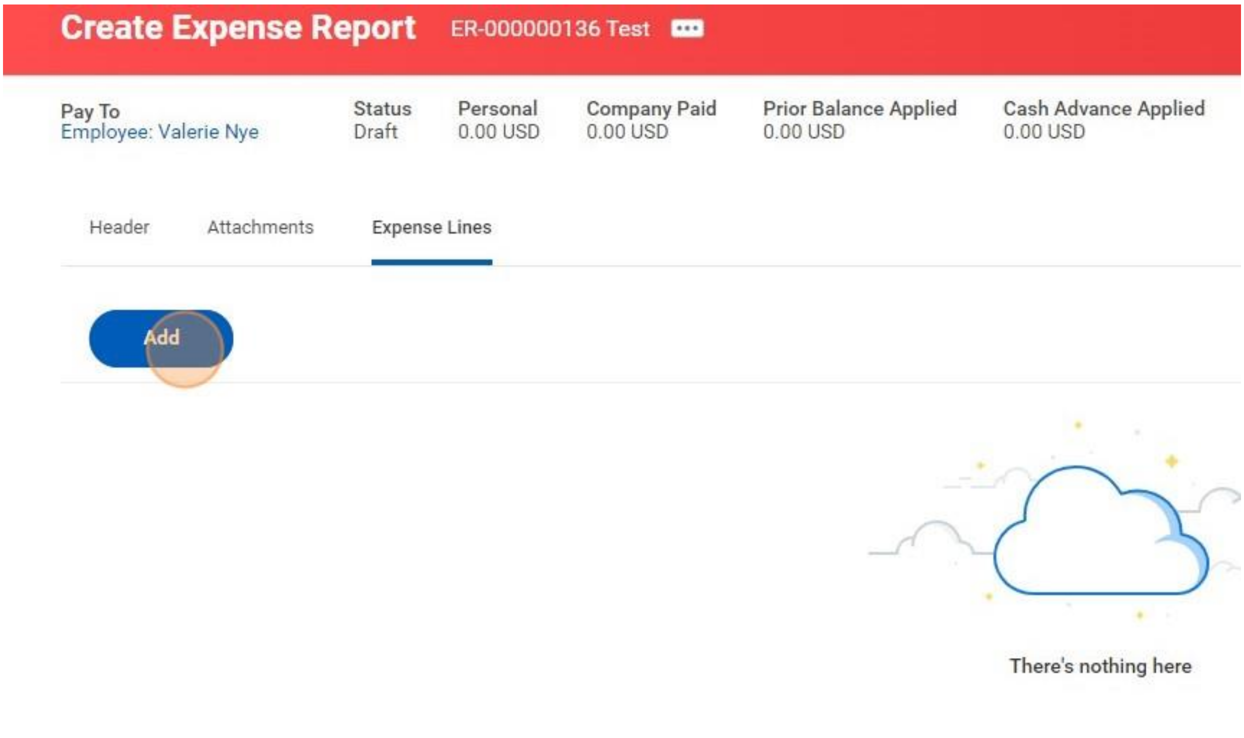
8 Click Applicable Classification



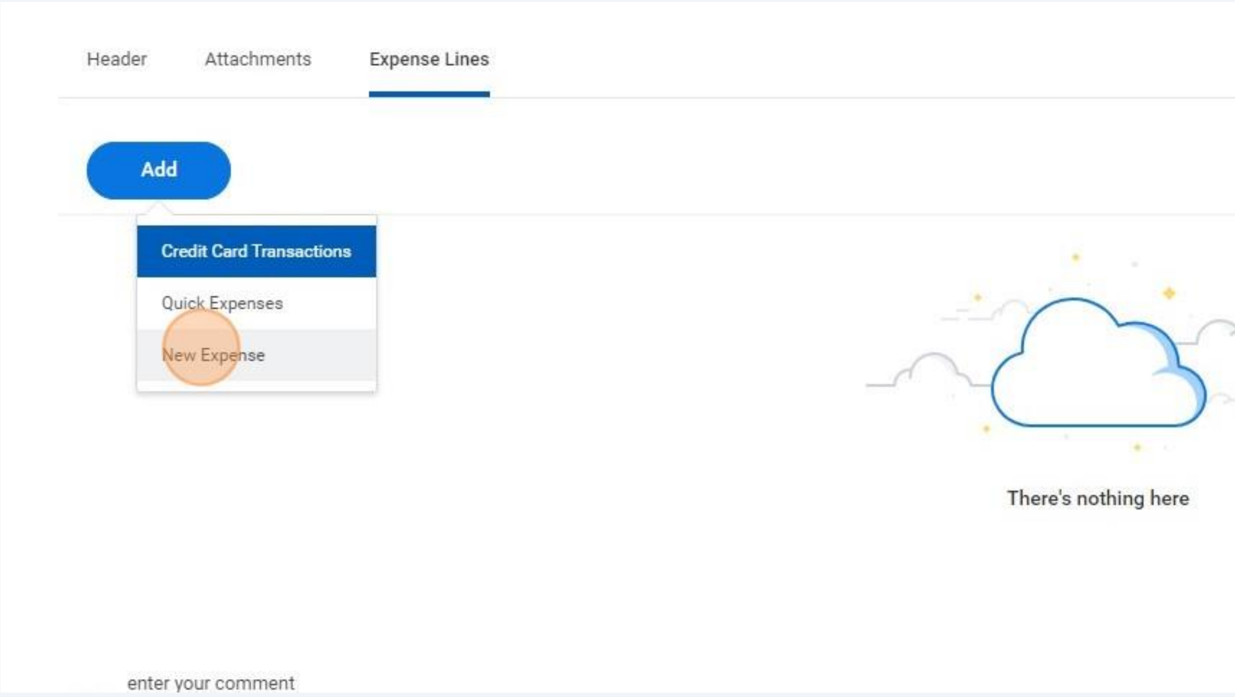
9 Click "OK". Note, you can add credit card expenses here if applicable.



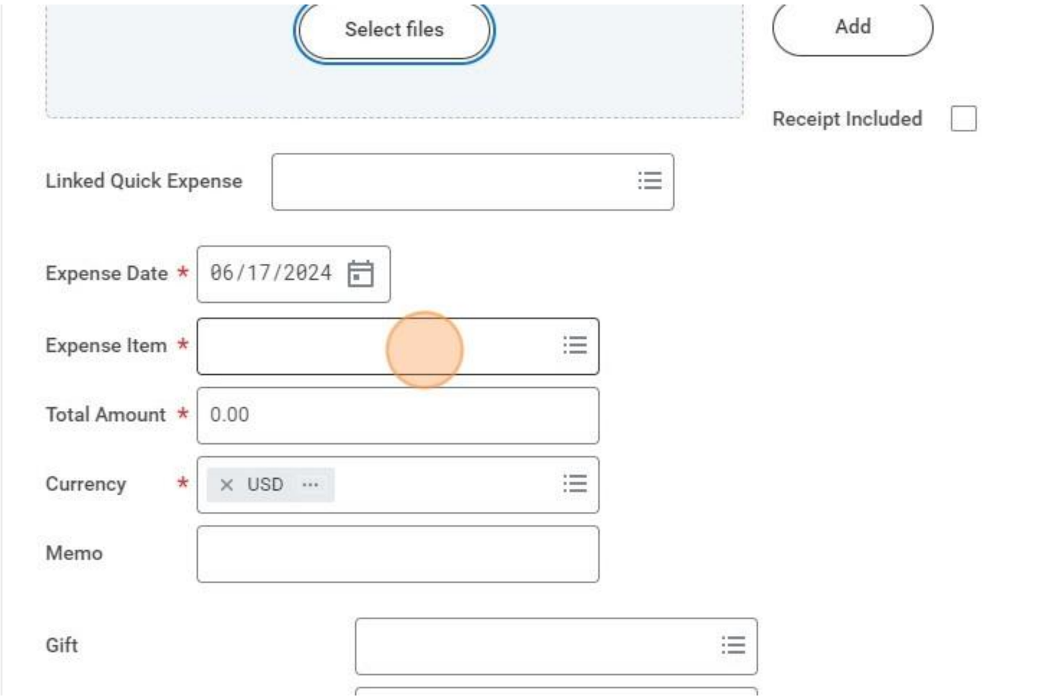
10 Click "Add" to add a new expense line.



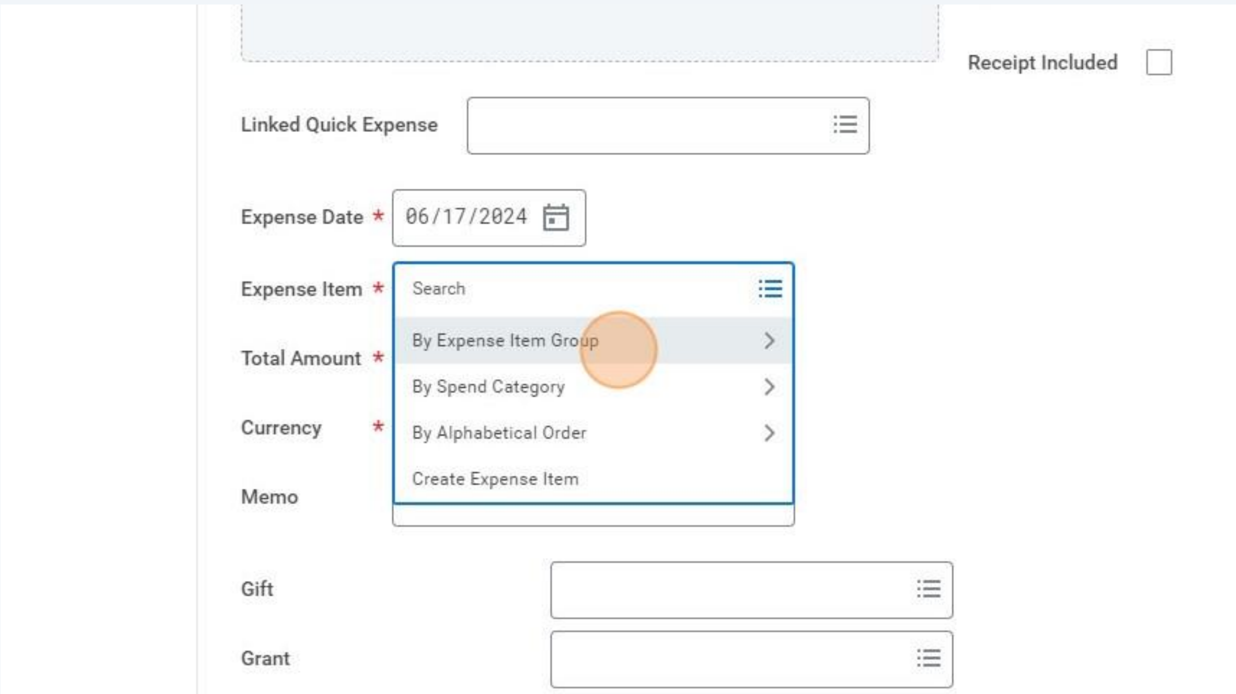
11 Click "New Expense"



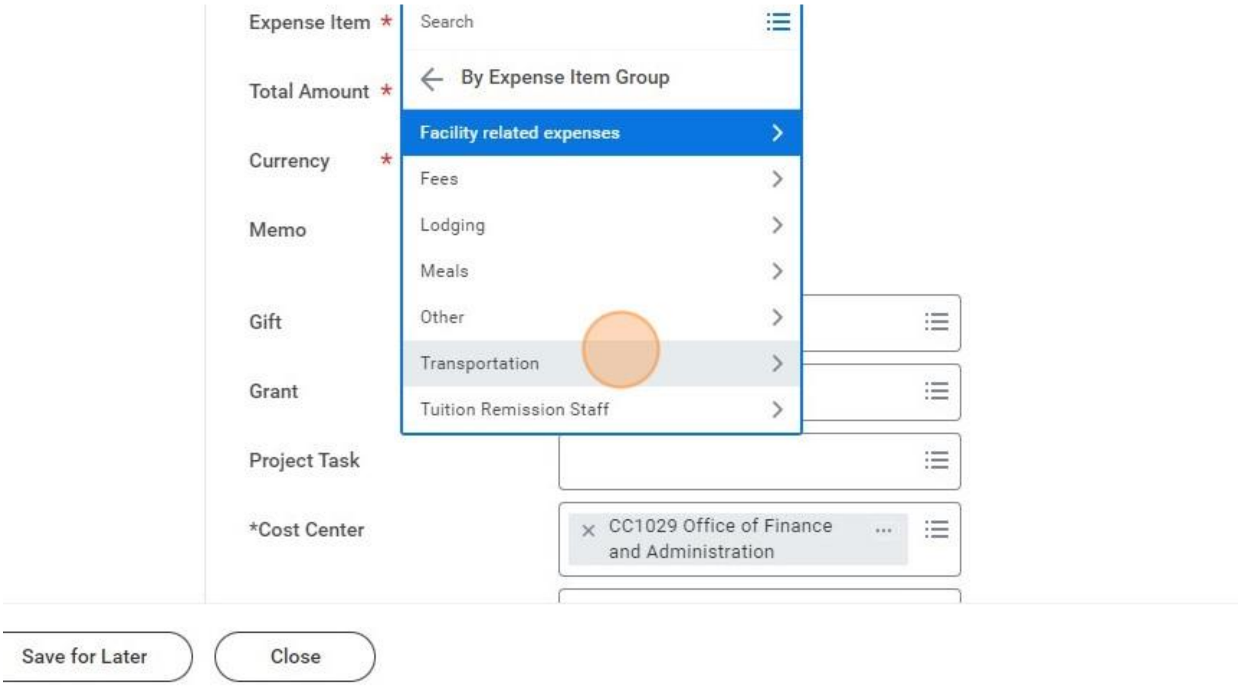
12 Click the "Expense Item" field.



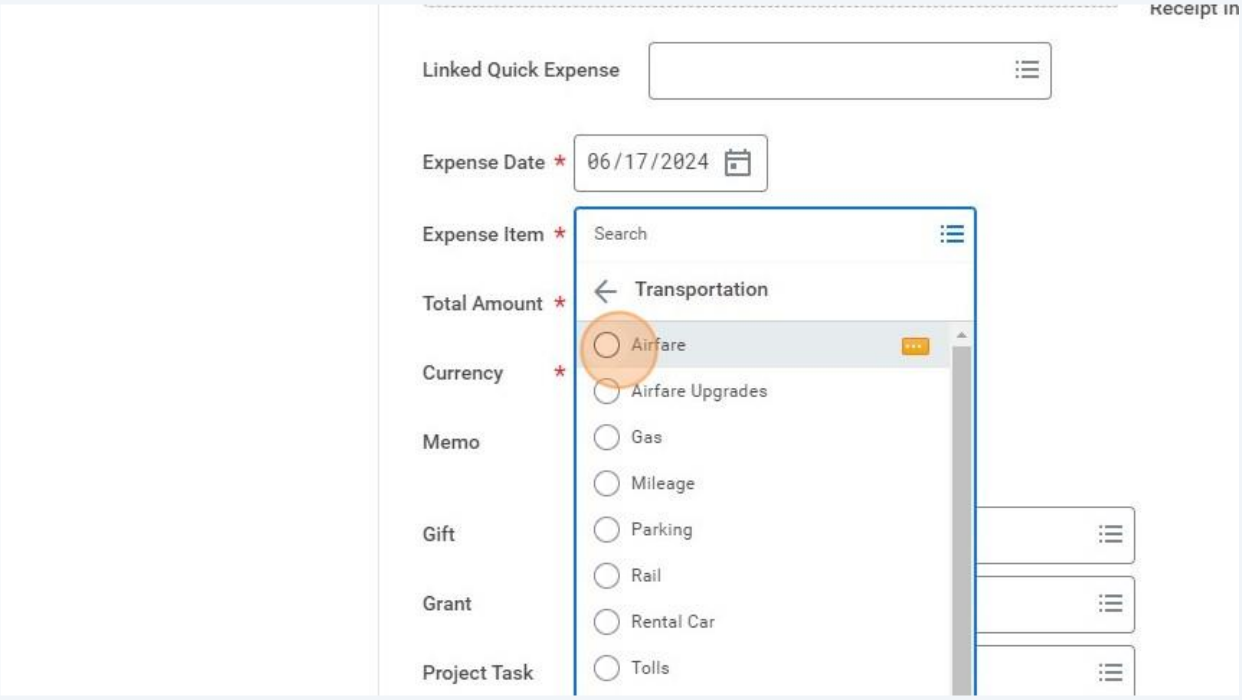
13 You can search by group or just typing in the name.



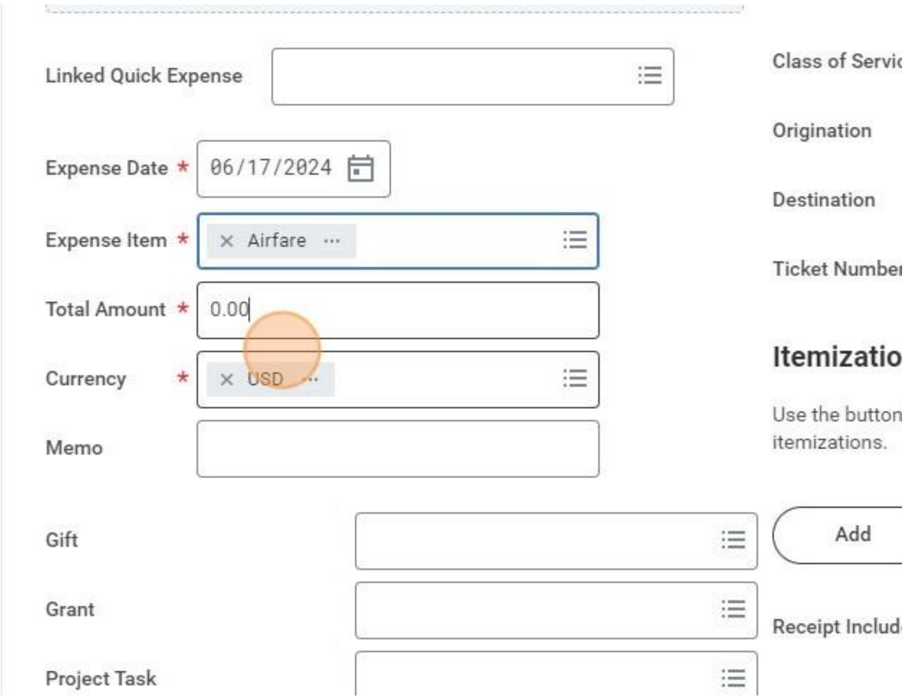
14 Click "Transportation" as an example.



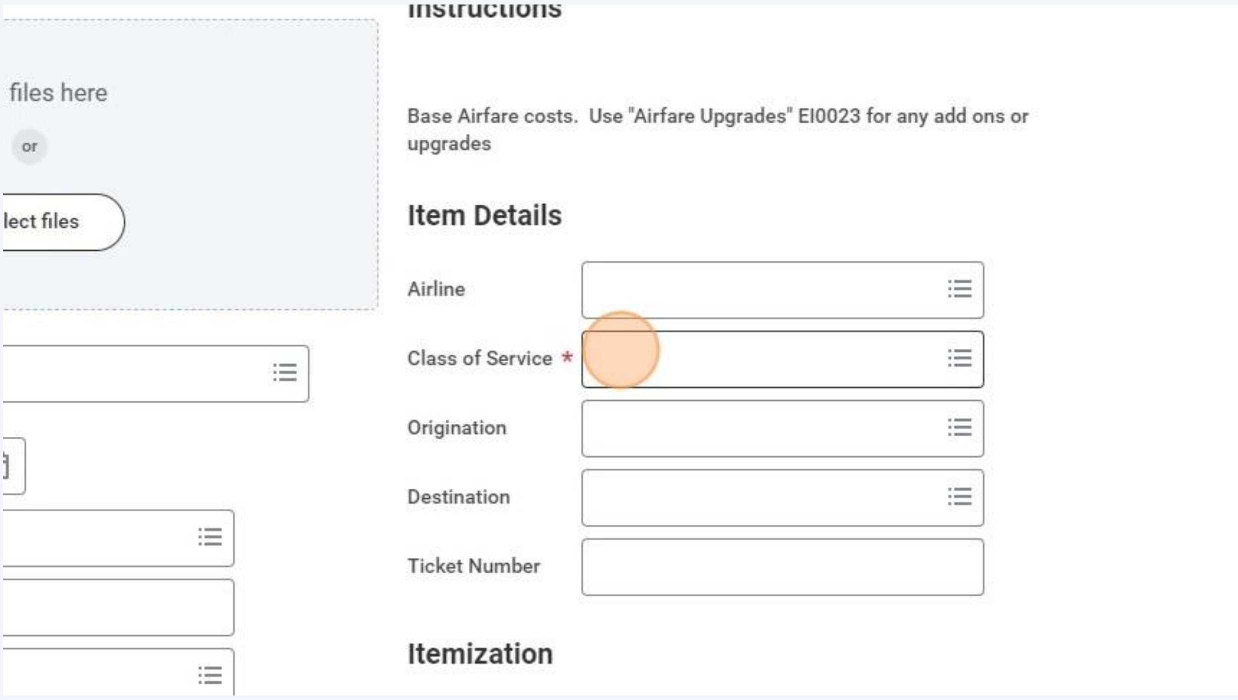
15 Click airfare as an example.



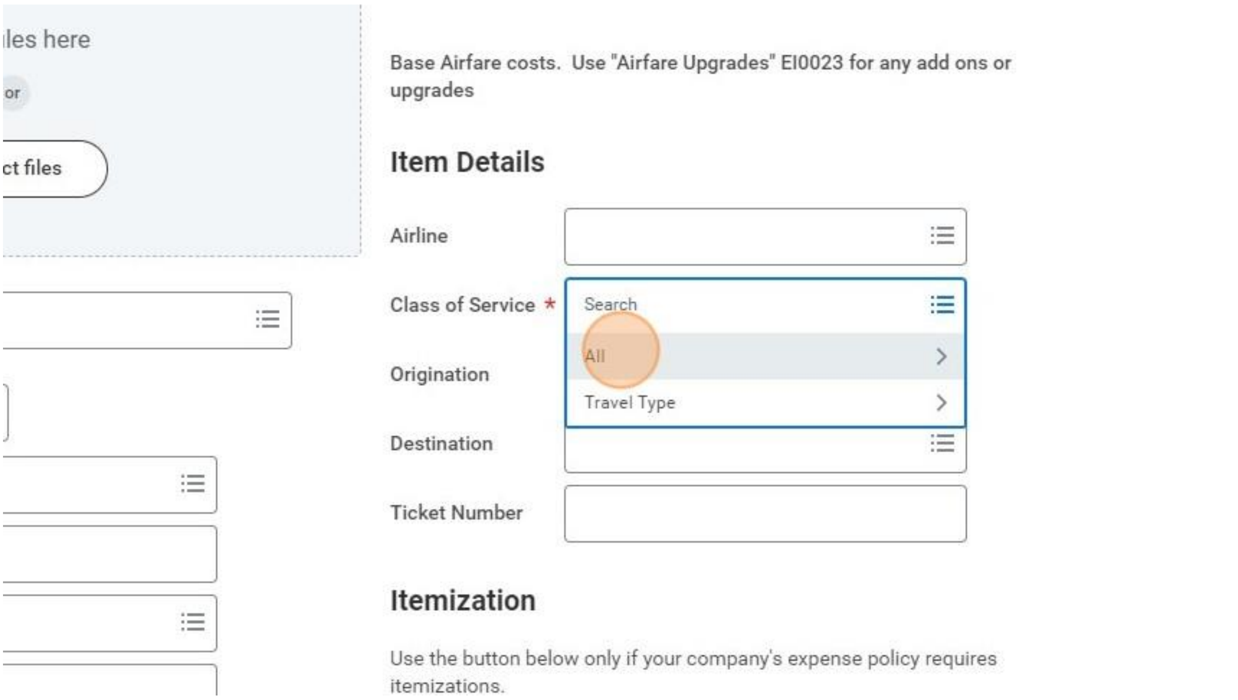
16 Click the "Total Amount" field.



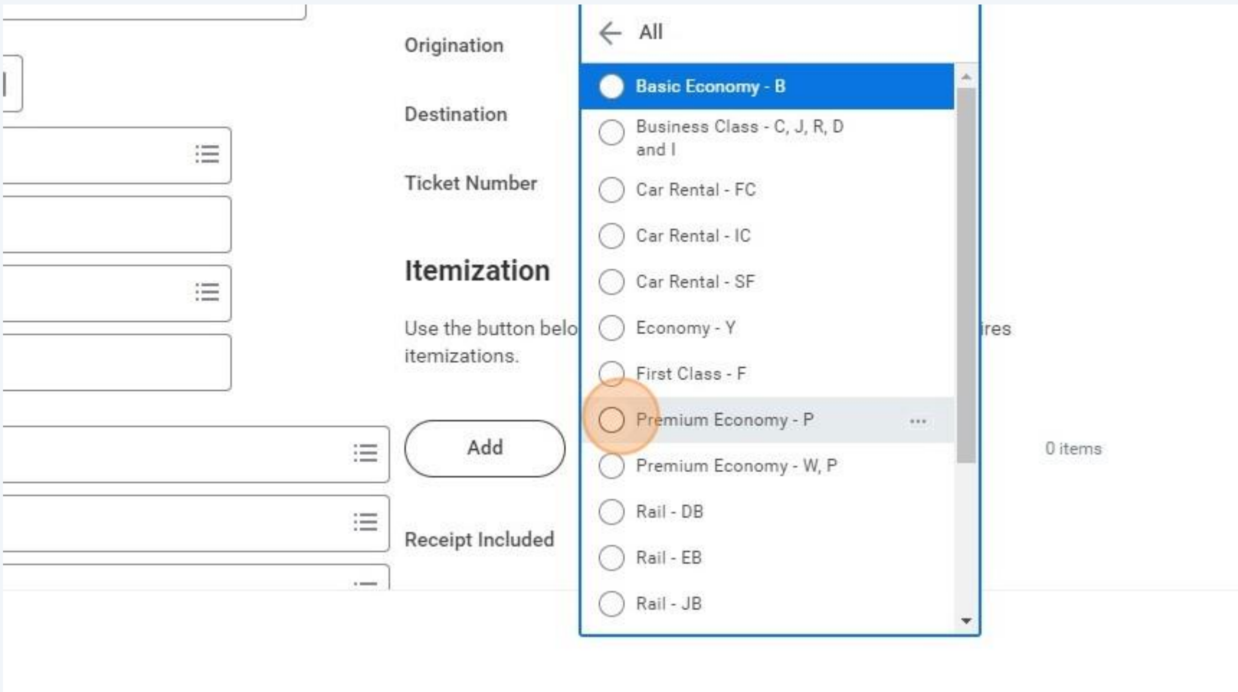
17 Different item details will show up depending on the expense item. In this case, "Class of Service" is required.



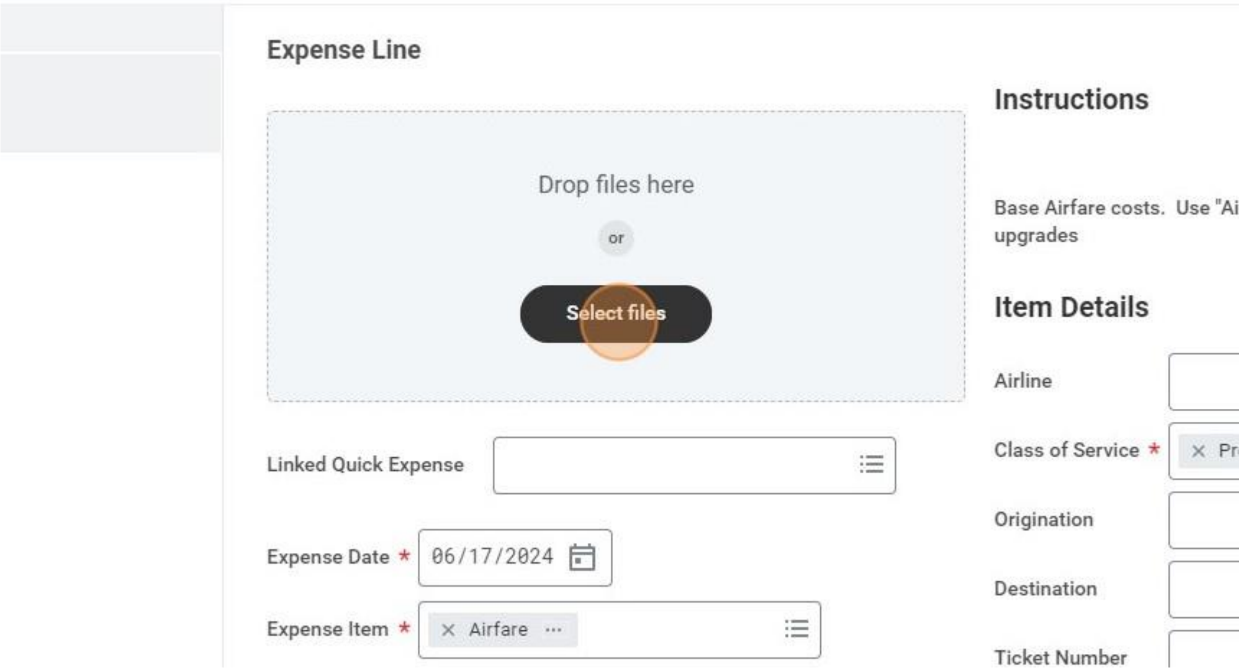
18 Search on "All" or just type in a description.



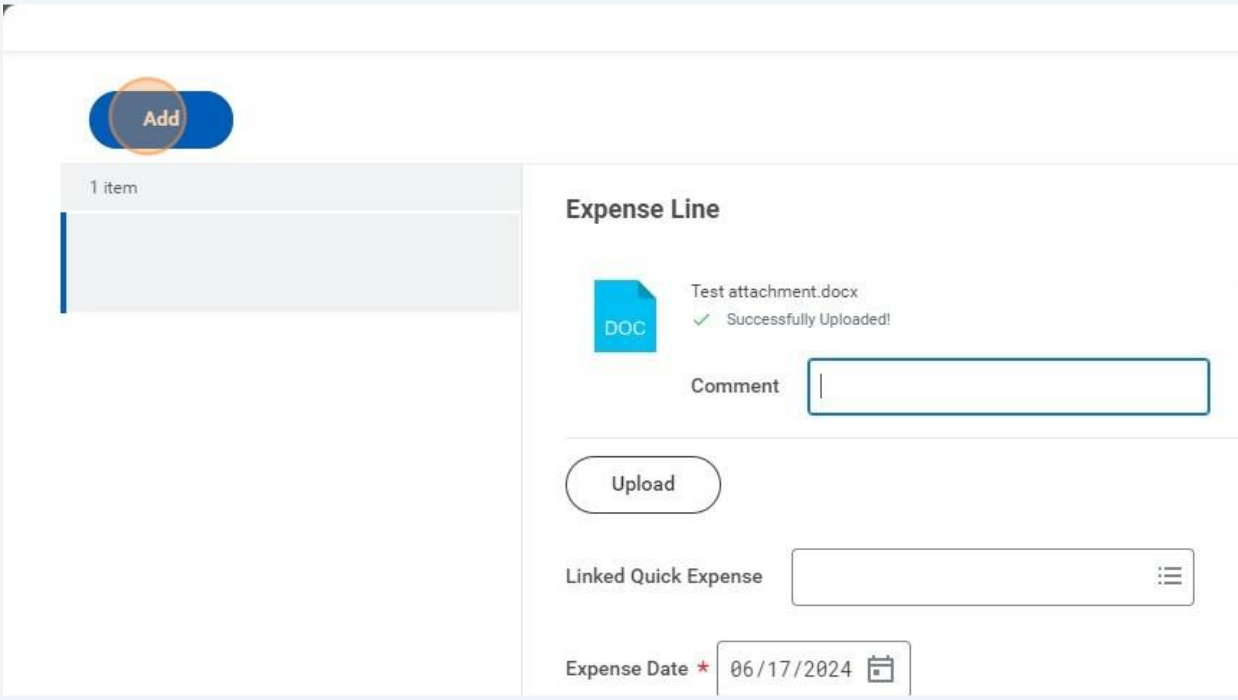
19 Click appropriate class of service.



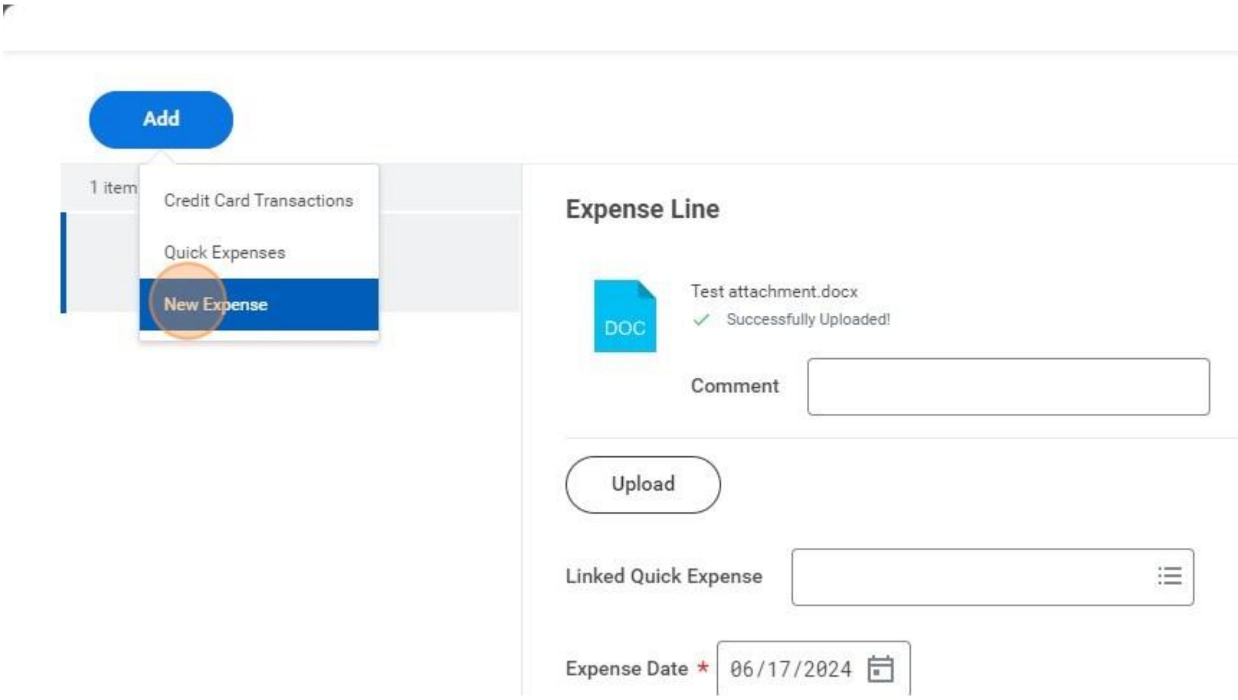
20 Add an attachment



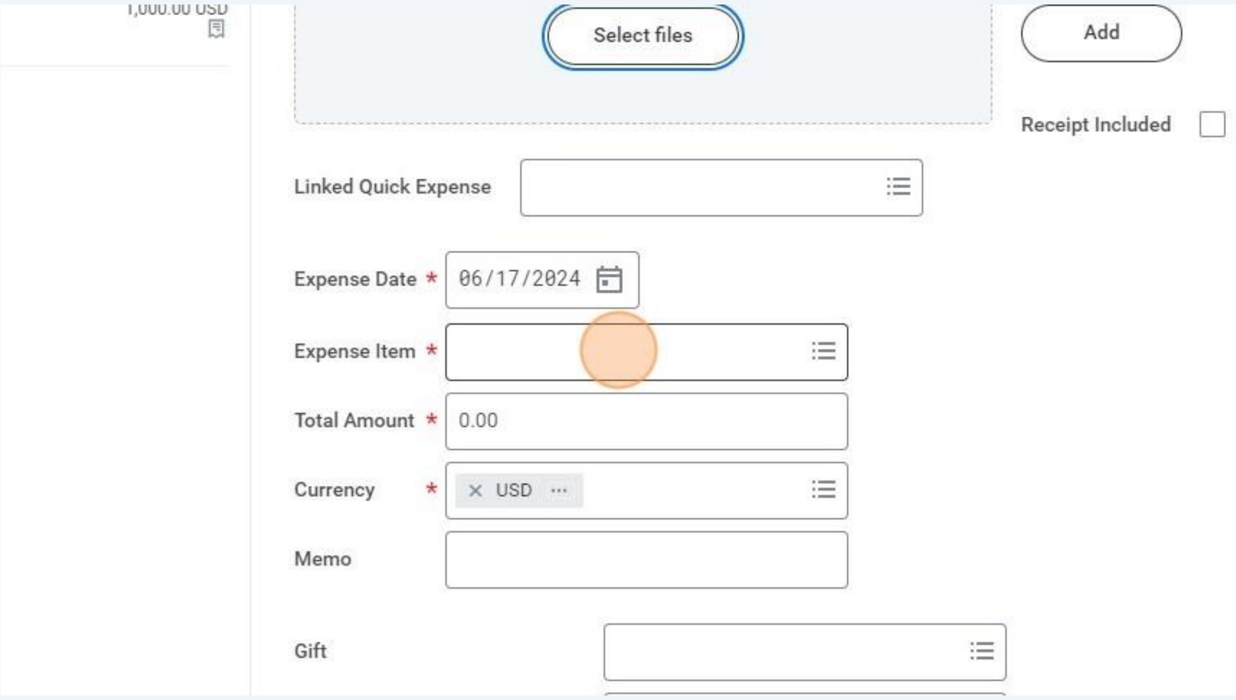
21 Click "Add"



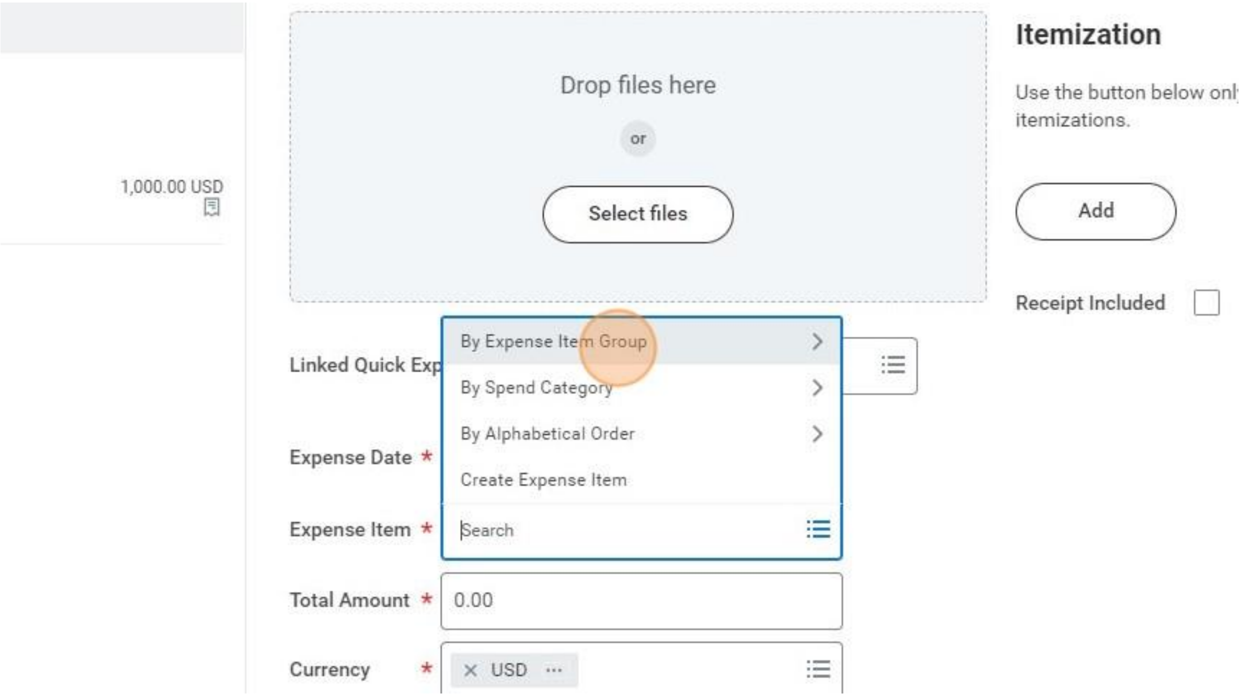
22 Click "New Expense" to add another line.



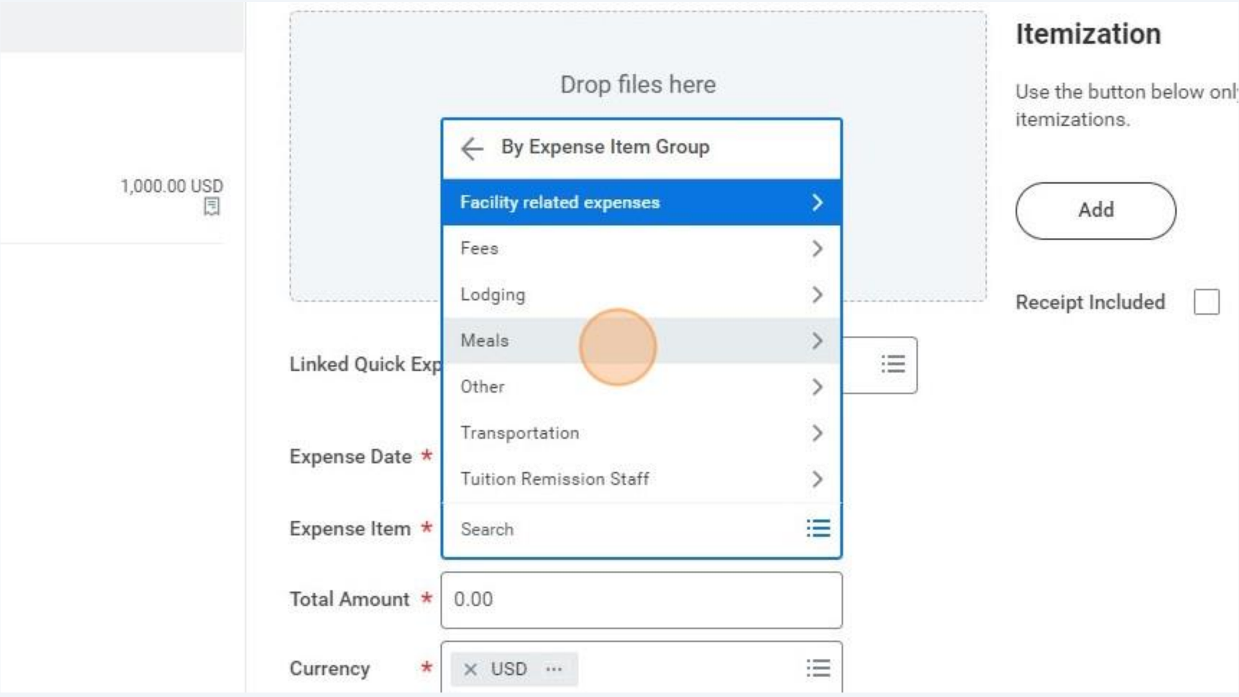
23 Click the "Expense Item" field.



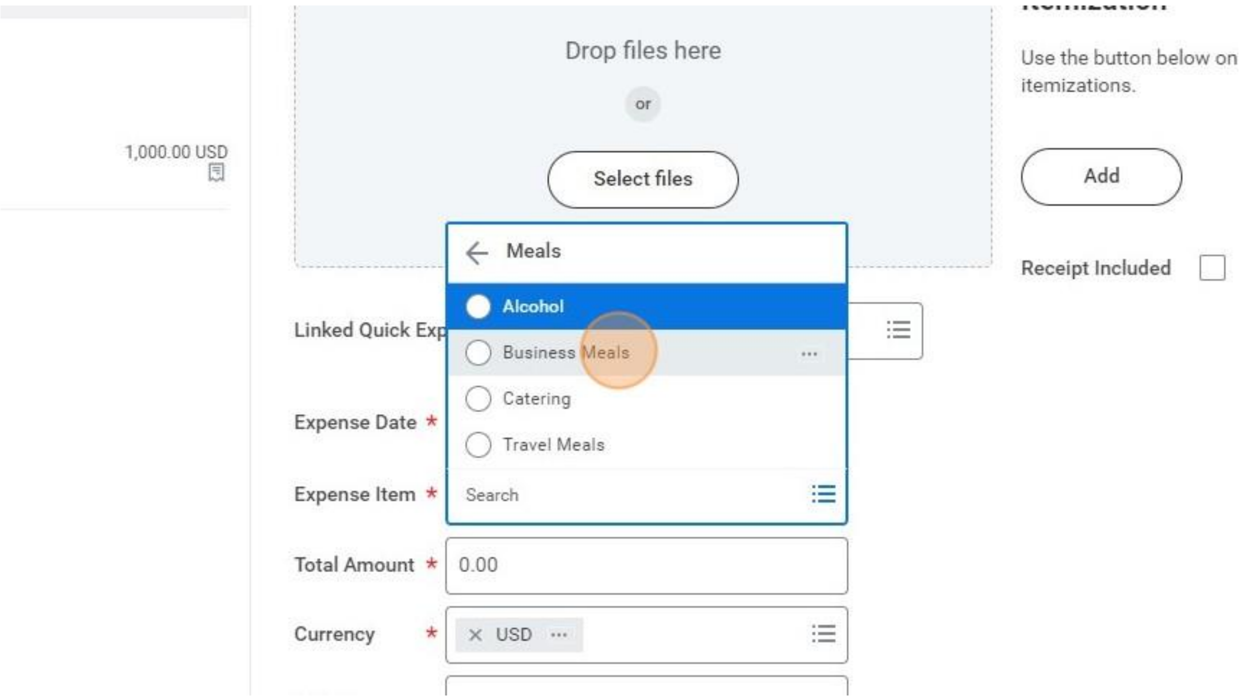
24 Click "By Expense Item Group"



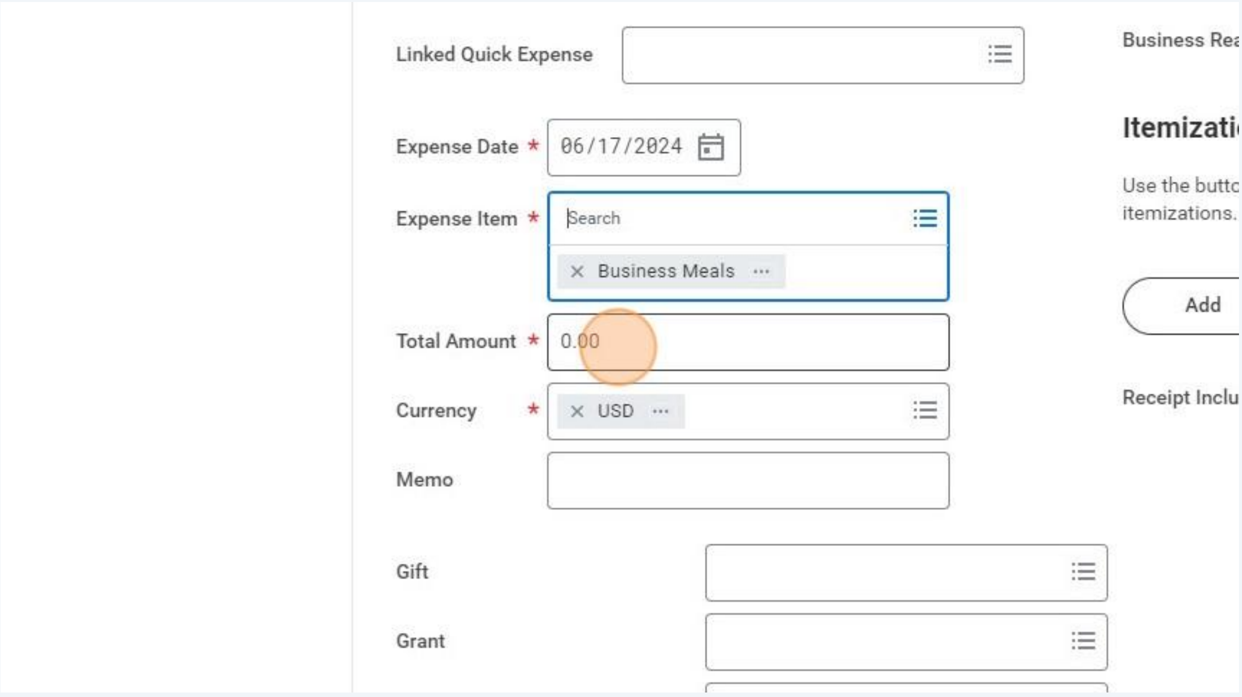
25 Click "Meals" as another example.



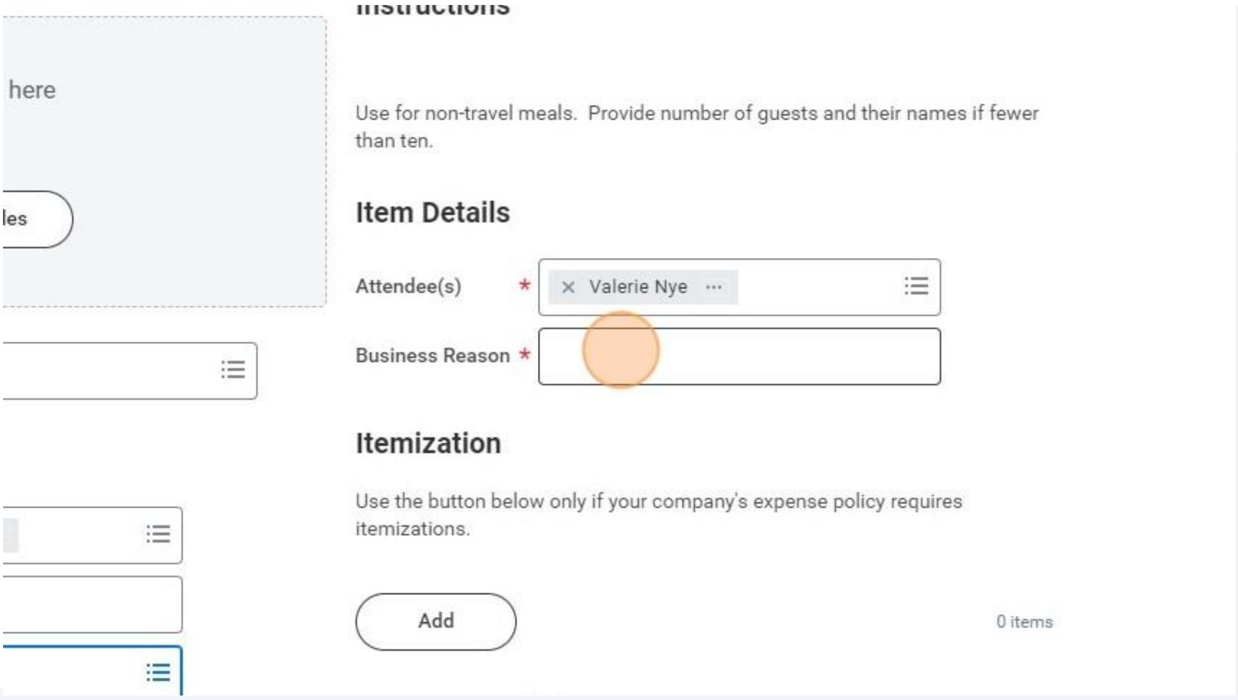
26 Click "Business Meals"



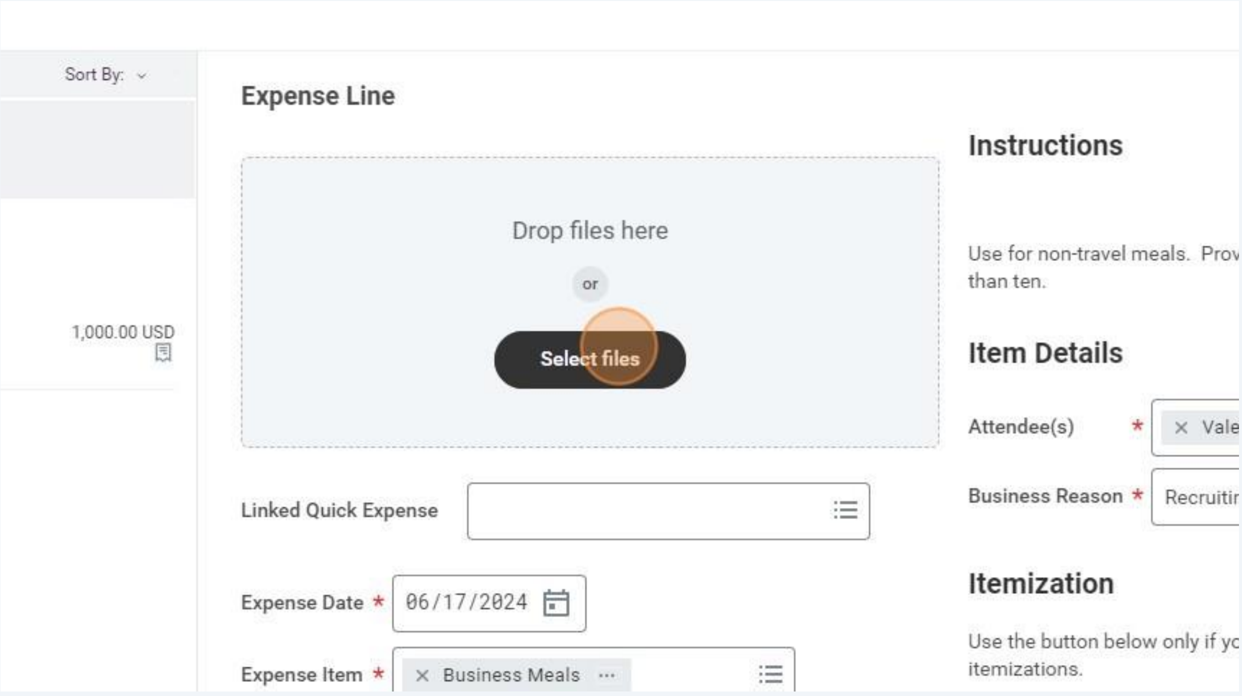
27 Click the "Total Amount" field.



28 Enter a "Business Reason" field. Different details will be required depending onthe expense item selected.



29 Add an attachment



30 Click "Submit"