HOW TO SUBMIT AN EXPENSE REPORT IN WORKDAY

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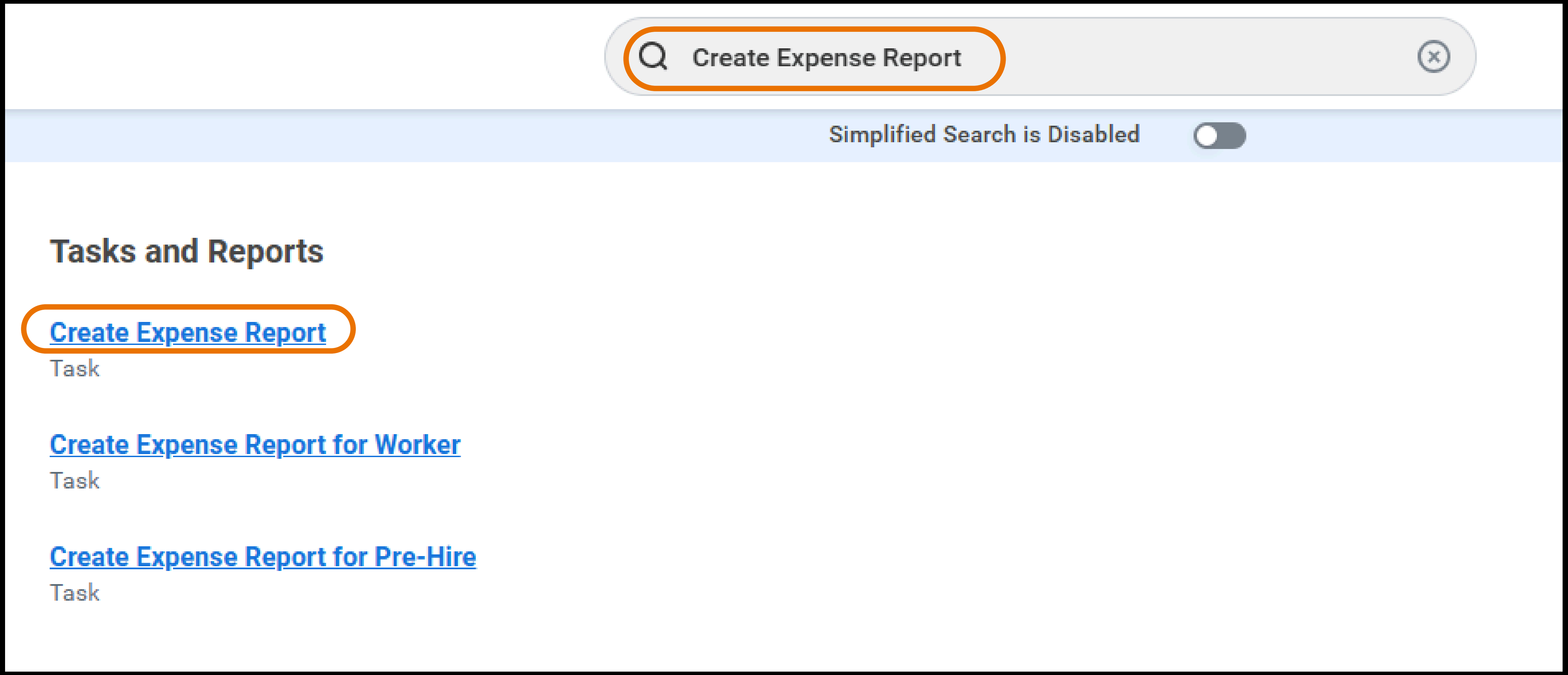
STEP 1

Type Create Expense Report into the search engine

STEP 2

Select the first option.

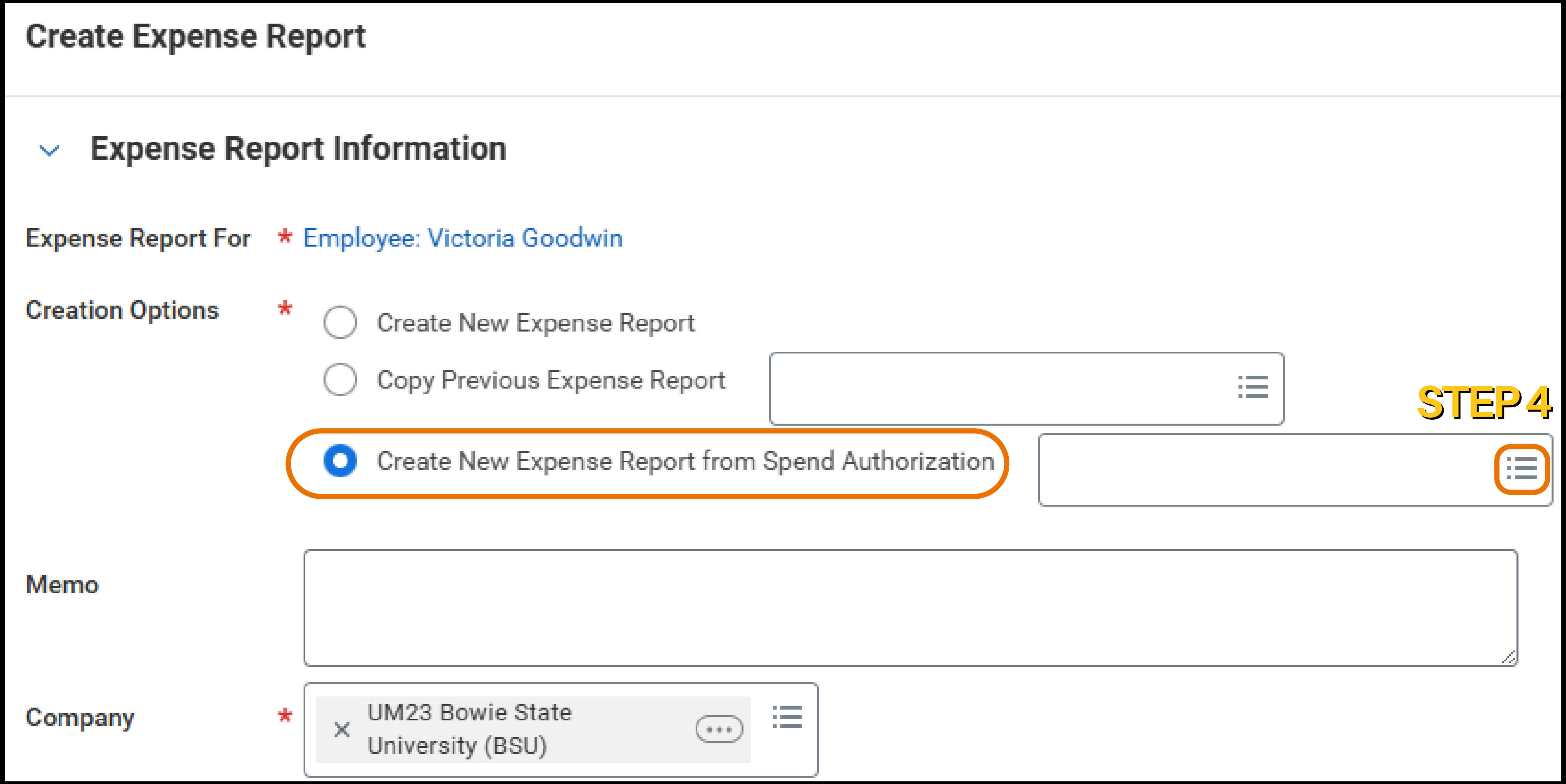


STEP 3

Select Create New Expense Report from Spend Authorization

STEP 4

Click the three lines to the far right



STEP 5

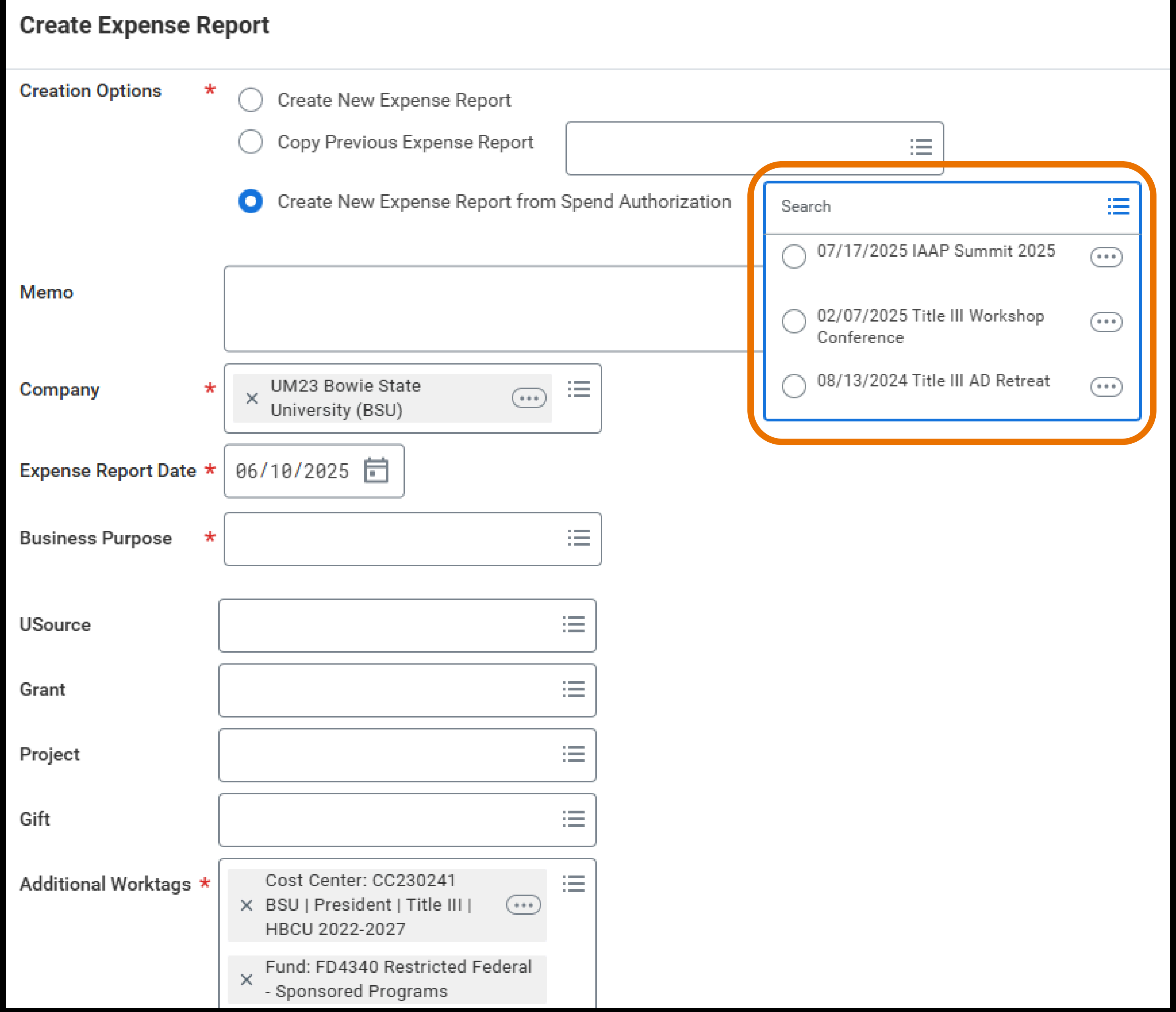
Select the conference you wish to be reimbursed for.

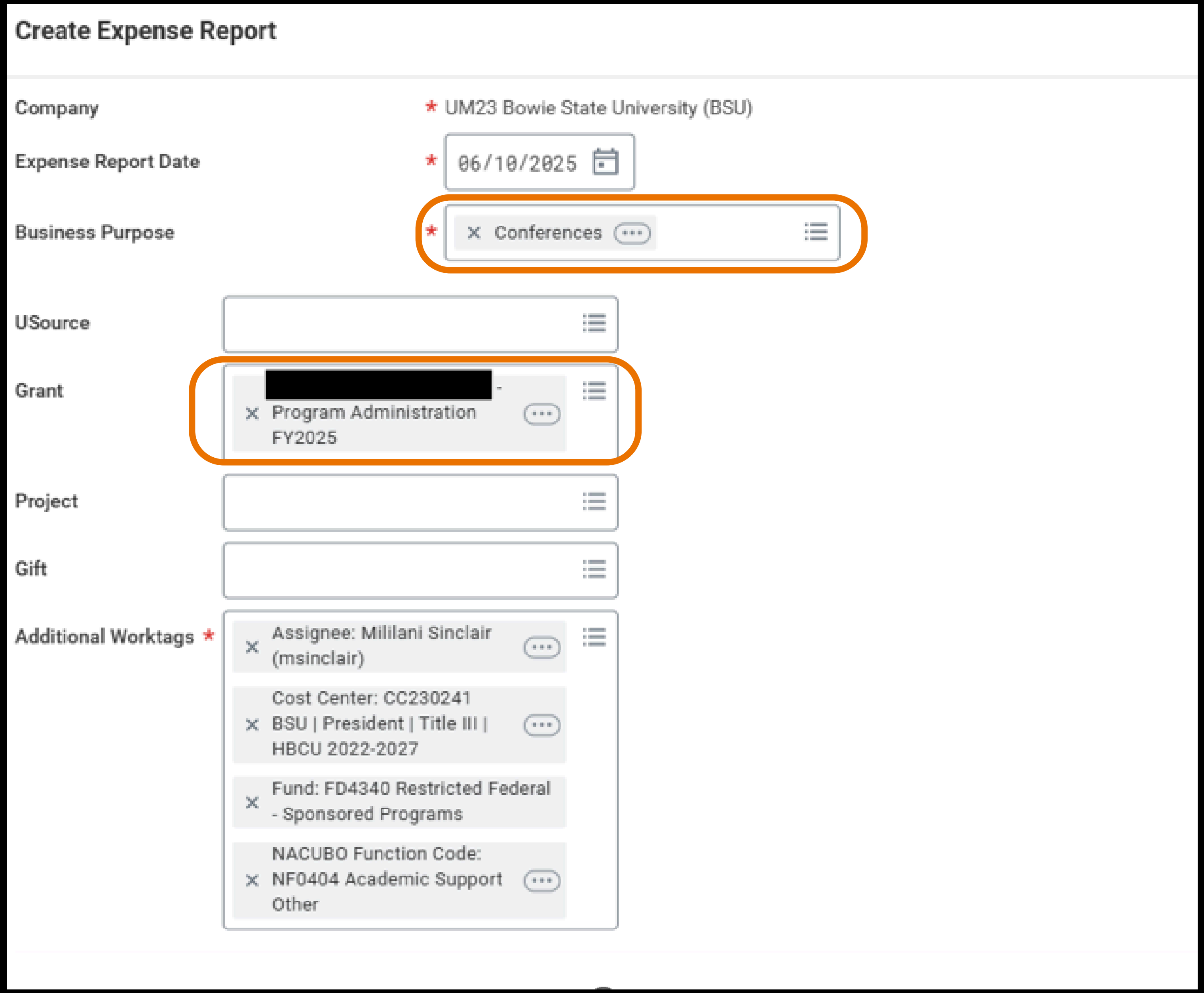
STEP 6

Select **Business Purpose** "ex. Conference"

STEP 7

Type in the current Grant Number into **Grant area**





STEP 8

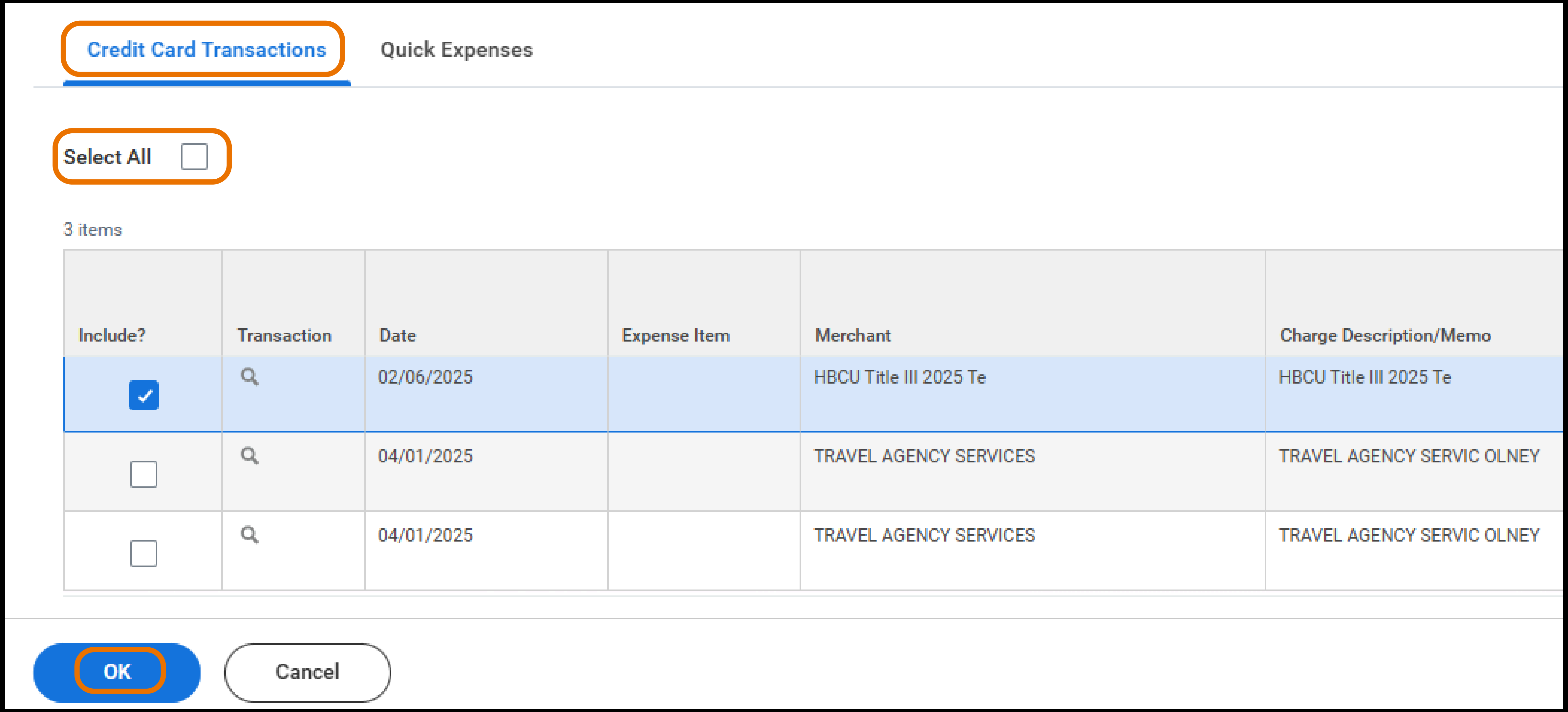
Scroll to the bottom of the page, and you will find **Credit Card Transactions**

STEP 9

Select ALL Credit Card Transactions pertaining to the trip.

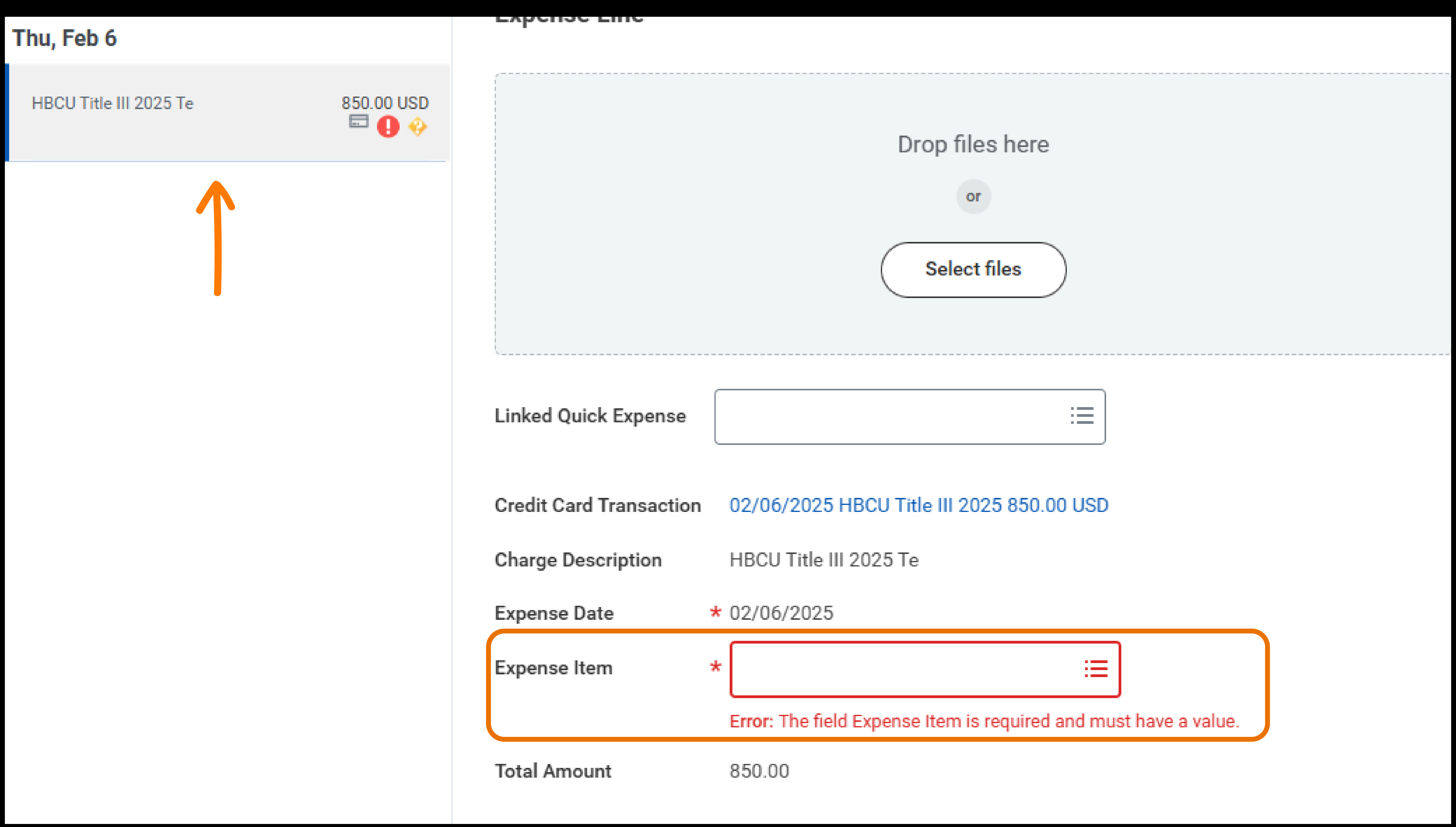
STEP 10

Click **OK**



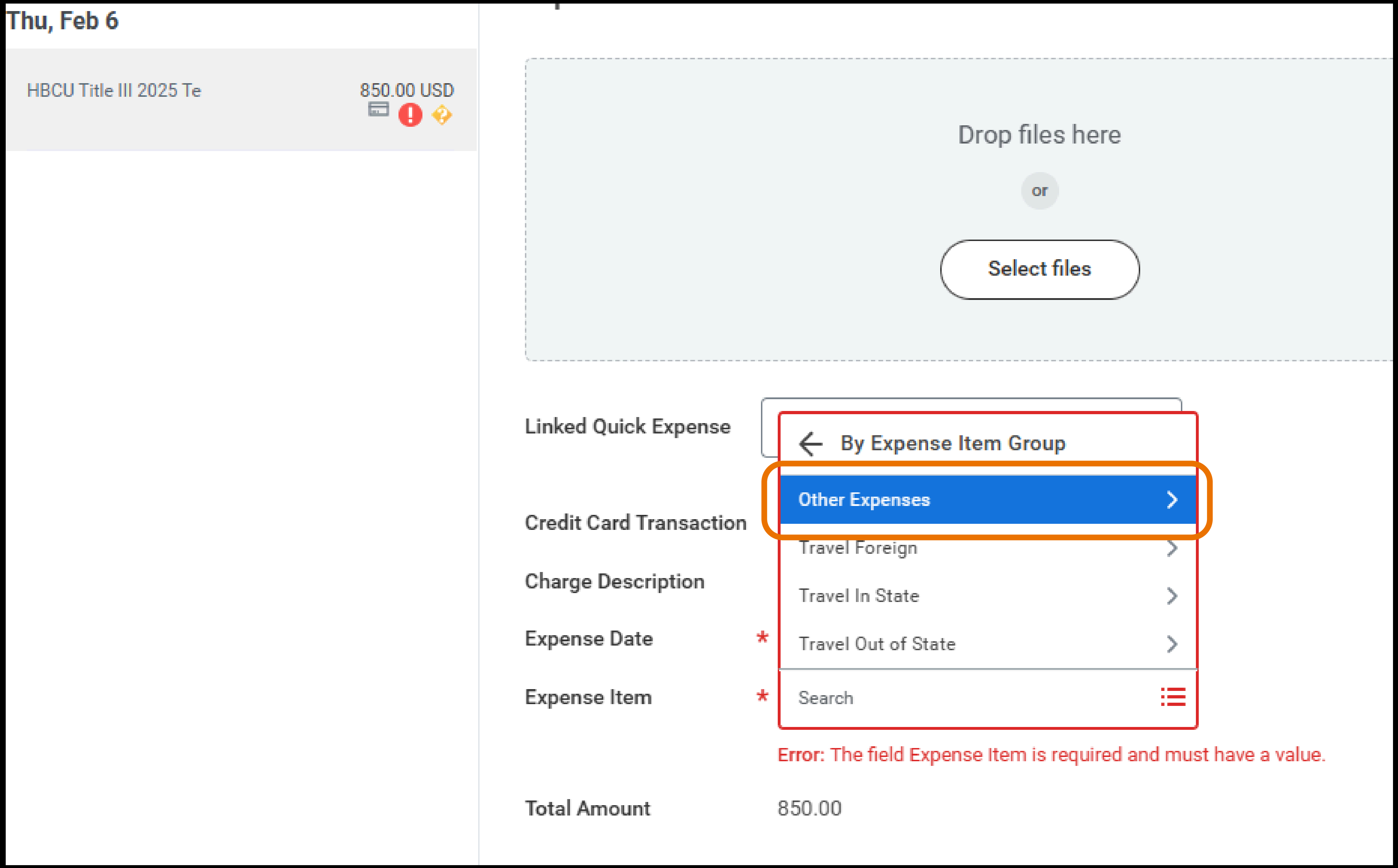
STEP 11

The left will show your itemized charges. Select Expense item and select the **Expense Item Group**



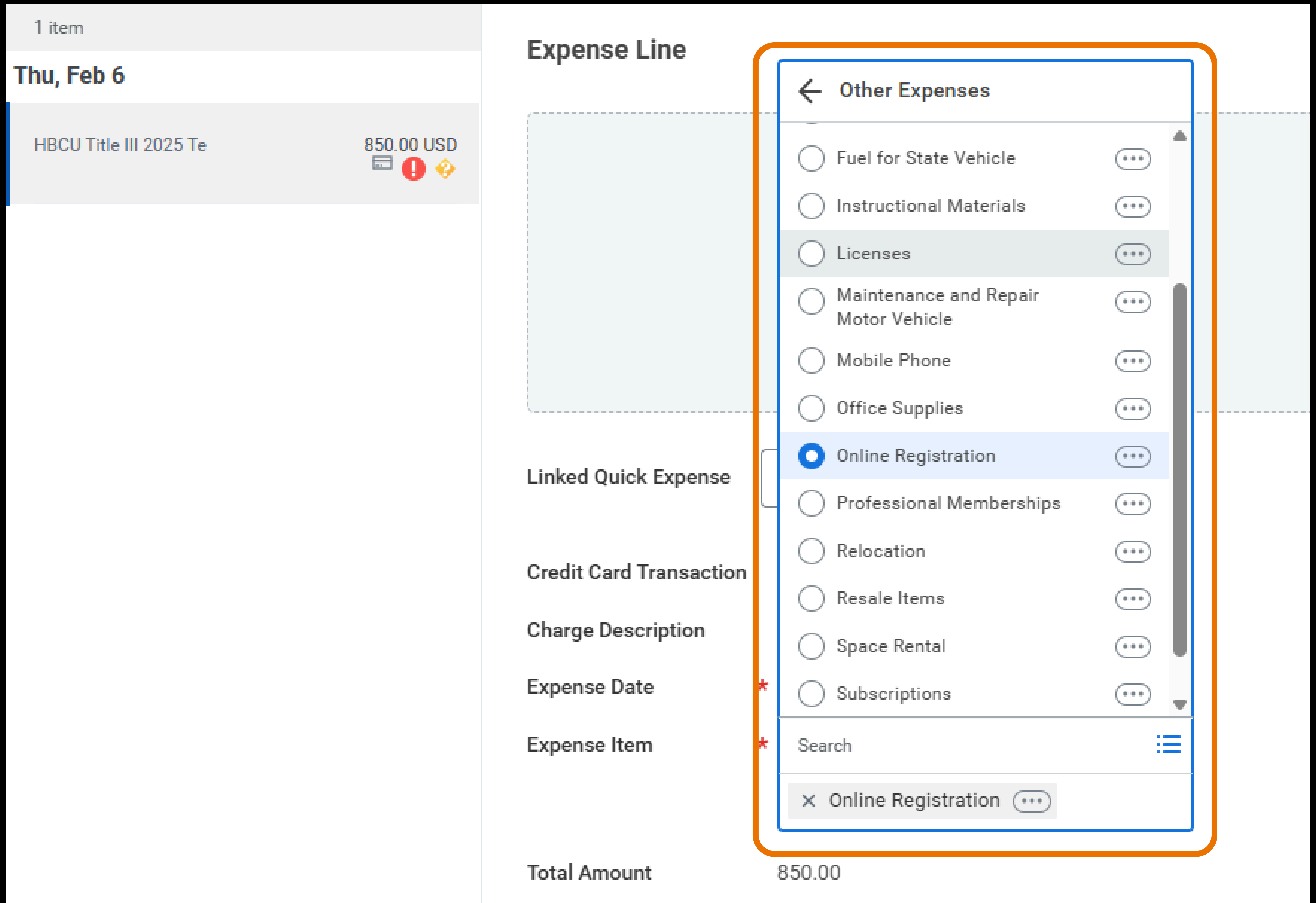
STEP 12

Select **Other Expenses**



STEP 13

Select **Online Registration**
OR the **specific travel expense**

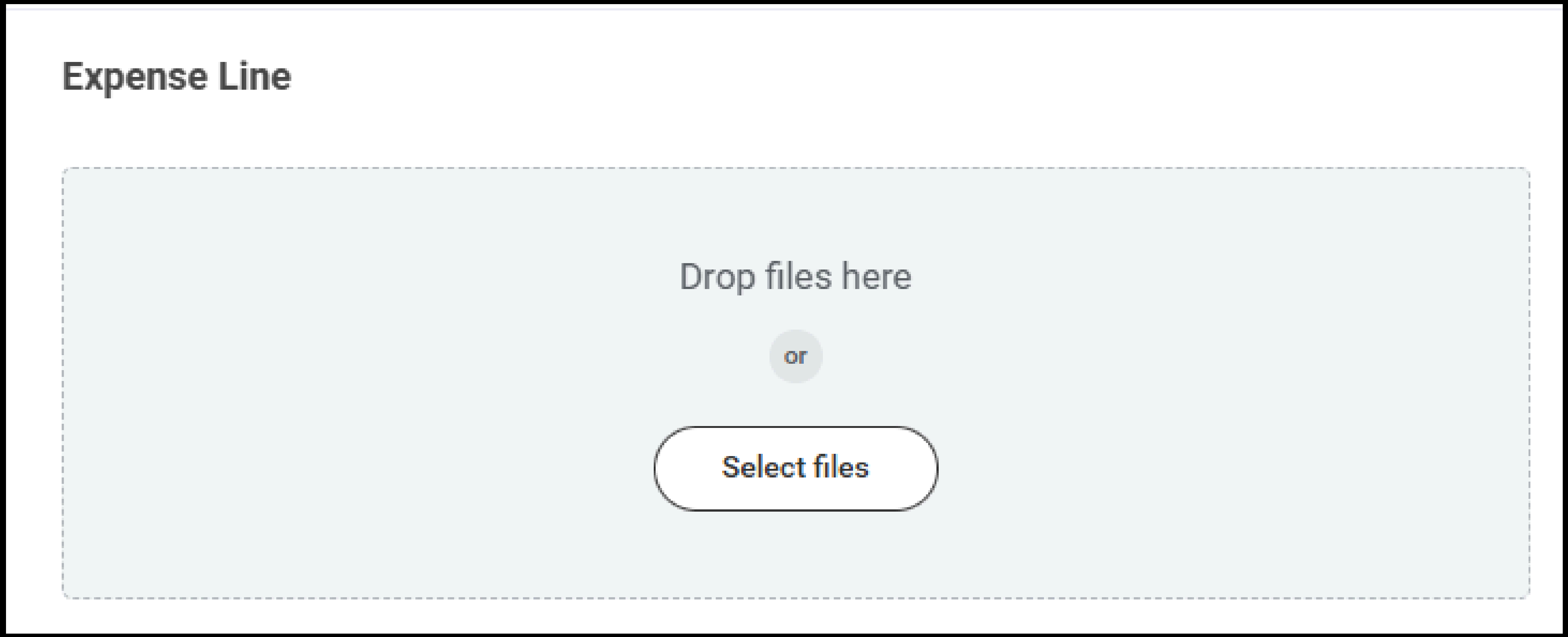


STEP 14

In Business Reason type ex. Conference

STEP 15

Steps 13-14 upload supporting documentation for the expense in the Drop files here.



STEP 16

Submit your Expense Report

CONGRATULATIONS!

YOU HAVE CREATED AN EXPENSE REPORT

BOWIE STATE UNIVERSITY 1865

T3

TITLE III

THANK YOU