



# HOW TO SUBMIT AN EXPENSE REPORT IN WORKDAY

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Operations Team

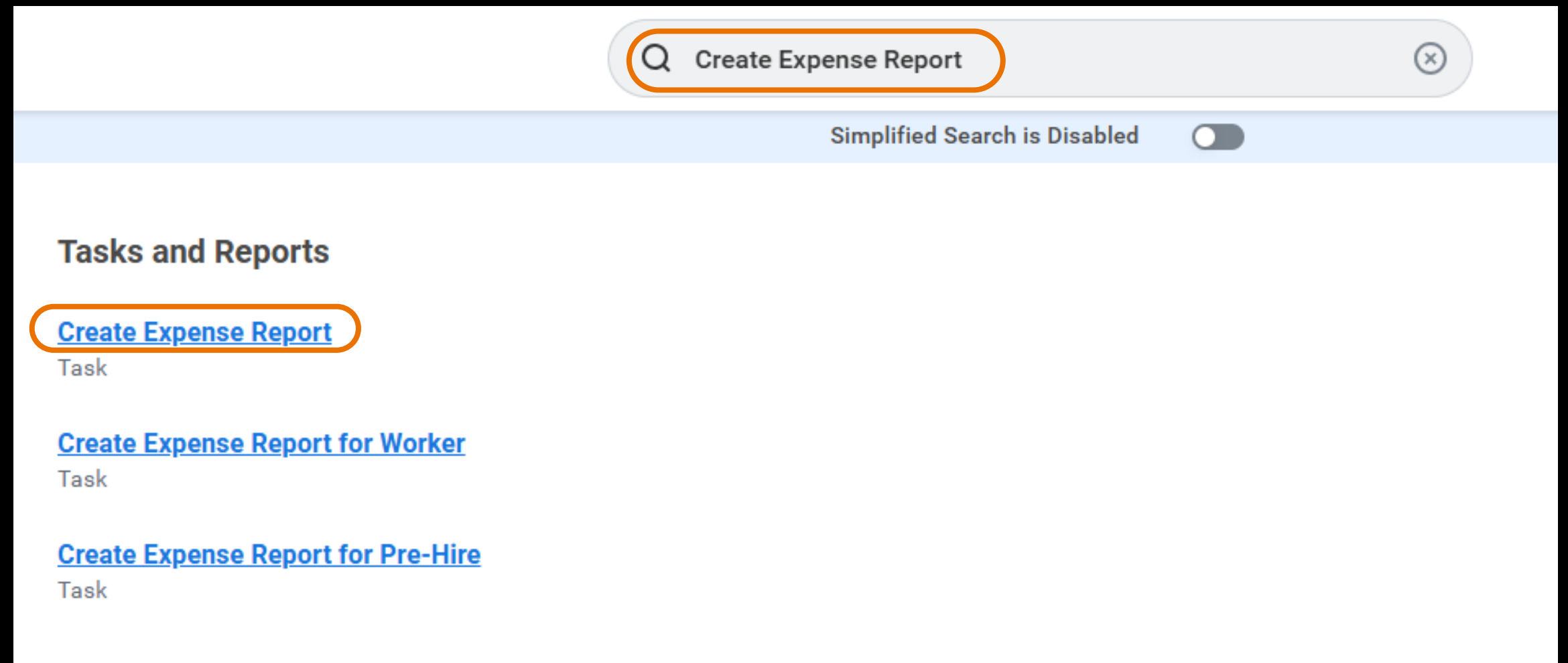


# STEP 1

# 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

### Create Expense Report

Expense Report Information

Expense Report For \* Employee: Victoria Goodwin

Creation Options \*

☐ Create New Expense Report

☐ Copy Previous Expense Report

☒ Create New Expense Report from Spend Authorization

Memo

Company \*

UM23 Bowie State University (BSU)

STEP 4

## 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**

**Create Expense Report**

**Creation Options** \*

☐ Create New Expense Report

☐ Copy Previous Expense Report

☒ Create New Expense Report from Spend Authorization

**Memo**

**Company** \*

UM23 Bowie State University (BSU)

**Expense Report Date** \*

06/10/2025

**Business Purpose** \*

**USource**

**Grant**

**Project**

**Gift**

**Additional Worktags** \*

Cost Center: CC230241

BSU | President | Title III | HBCU 2022-2027

Fund: FD4340 Restricted Federal - Sponsored Programs

**Search**

- ☐ 07/17/2025 IAAP Summit 2025
- ☐ 02/07/2025 Title III Workshop Conference
- ☐ 08/13/2024 Title III AD Retreat

**Create Expense Report**

**Company** \*

UM23 Bowie State University (BSU)

**Expense Report Date** \*

06/10/2025

**Business Purpose** \*

Conferences

**USource**

**Grant**

Program Administration FY2025

**Project**

**Gift**

**Additional Worktags** \*

Assignee: Mililani Sinclair (msinclair)

Cost Center: CC230241

BSU | President | Title III | HBCU 2022-2027

Fund: FD4340 Restricted Federal - Sponsored Programs

NACUBO Function Code:

NF0404 Academic Support Other

## 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**

Credit Card Transactions

Quick Expenses

Select All ☐

3 items

| Include?                            | Transaction | Date       | Expense Item | Merchant               | Charge Description/Memo    |
|-------------------------------------|-------------|------------|--------------|------------------------|----------------------------|
| <input checked="" type="checkbox"/> | Q           | 02/06/2025 |              | HBCU Title III 2025 Te | HBCU Title III 2025 Te     |
| <input type="checkbox"/>            | Q           | 04/01/2025 |              | TRAVEL AGENCY SERVICES | TRAVEL AGENCY SERVIC OLNEY |
| <input type="checkbox"/>            | Q           | 04/01/2025 |              | TRAVEL AGENCY SERVICES | TRAVEL AGENCY SERVIC OLNEY |

OK

Cancel

# STEP 11

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

Thu, Feb 6

HBCU Title III 2025 Te850.00 USD

Drop files here

or

Select files

Linked Quick Expense

Credit Card Transaction

02/06/2025 HBCU Title III 2025 850.00 USD

Charge Description

HBCU Title III 2025 Te

Expense Date

\* 02/06/2025

Expense Item

\*

Error: The field Expense Item is required and must have a value.

Total Amount

850.00

## STEP 12

Select **Other Expenses**

Thu, Feb 6

HBCU Title III 2025 Te 850.00 USD

Drop files here

or

Select files

Linked Quick Expense

Credit Card Transaction

Charge Description

Expense Date

Expense Item

Total Amount 850.00

By Expense Item Group

Other Expenses

Travel Foreign

Travel In State

Travel Out of State

Search

Error: The field Expense Item is required and must have a value.

## STEP 13

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

1 item

Thu, Feb 6

HBCU Title III 2025 Te 850.00 USD

Expense Line

Linked Quick Expense

Credit Card Transaction

Charge Description

Expense Date

Expense Item

Total Amount 850.00

Other Expenses

Fuel for State Vehicle

Instructional Materials

Licenses

Maintenance and Repair Motor Vehicle

Mobile Phone

Office Supplies

Online Registration

Professional Memberships

Relocation

Resale Items

Space Rental

Subscriptions

Search

Online Registration

## STEP 14

In Business Reason  
type ex. Conference

### Item Details

Business Reason \*

Error: The field Business Reason is required and must have a value.

## STEP 15

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

### Expense Line

Drop files here

or

Select files

## STEP 16

**Submit** your  
Expense Report

Submit

»»»»» **CONGRATULATIONS!**  
**YOU HAVE CREATED AN EXPENSE REPORT**





THANK  
YOU!