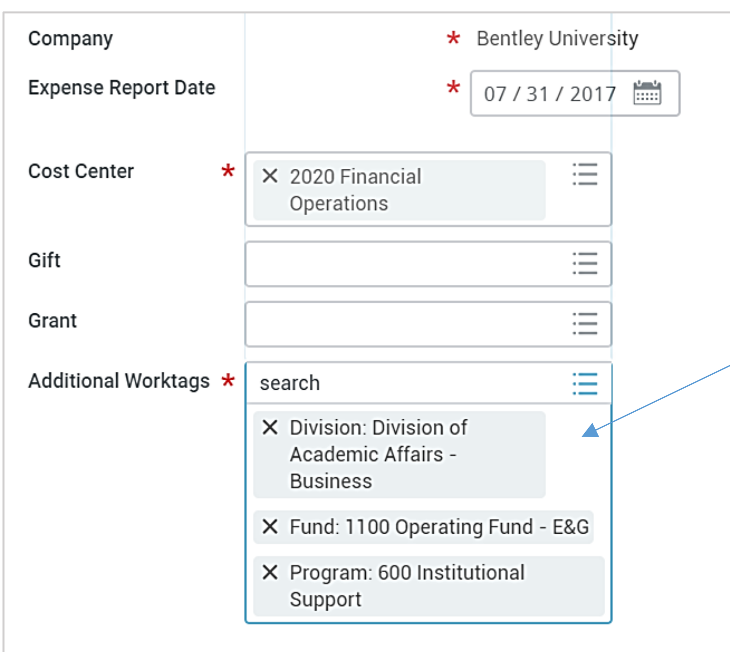
CREATE A NEW EXPENSE REPORT

Purpose: The purpose of this task is to create an expense report from scratch.

Helpful Hints:

- This task is used to request reimbursement for travel.
- Reimbursements also include local expenses like business meals and parking.
- Do NOT press the back arrow while creating an expense report as this will delete your report. You can always click "Save for Later" if you want to save the report before submitting it.
- When "Other Business Purpose" is selected, you are required to include additional explanation in the **Memo** field

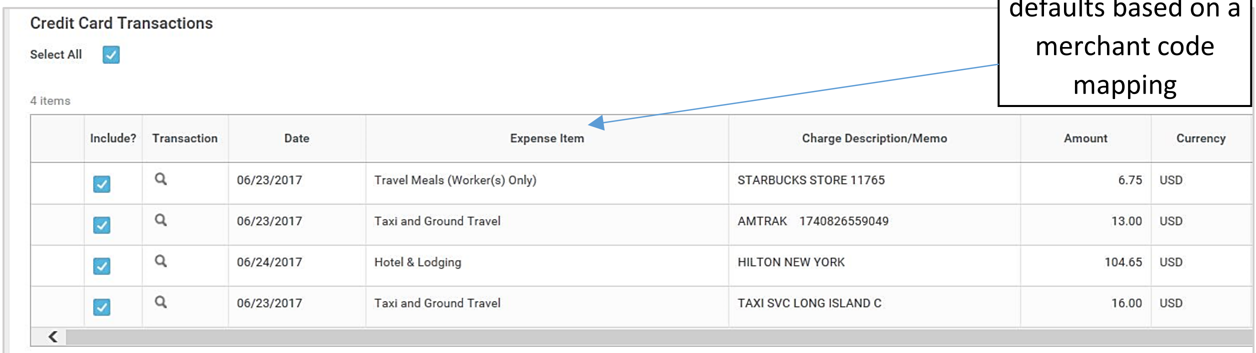
1. Click the **Expenses** worklet or search for **Create Expense Report** in the search box.
2. Click **Create Expense Report.**
3. In the "Creation Options" section, specify that you are creating a new expense report.
4. Cost center, division, fund and program should default from your employee profile. If division does not default, you must click on additional worktags and select your division. If you need to change to another cost center you may do that here as well. The expense will route automatically to the appropriate approver based on the selections.
5. The **Expense Report Date** will automatically default to today's date but can (and should) be updated to reflect the last date of travel or the date the reimbursable expense was incurred.



Note: Division may not default and may have to manually be selected

6. If you have a Bentley issued travel card, your credit card transactions will appear at the bottom of the page. Check the box for the transactions that apply to this expense report.

The expense item defaults based on a merchant code mapping


Credit Card Transactions

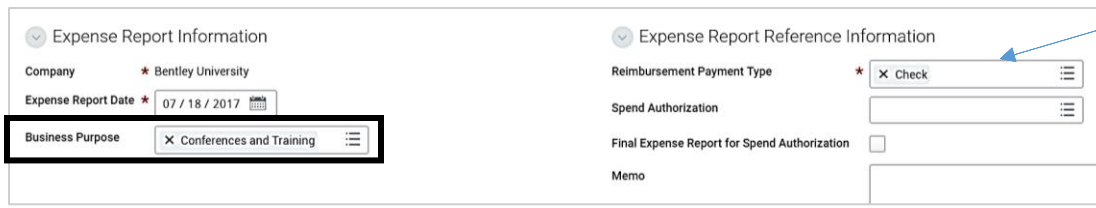
Select All

4 items

Include?	Transaction	Date	Expense Item	Charge Description/Memo	Amount	Currency
☑		06/23/2017	Travel Meals (Worker(s) Only)	STARBUCKS STORE 11765	6.75	USD
☑		06/23/2017	Taxi and Ground Travel	AMTRAK 1740826559049	13.00	USD
☑		06/24/2017	Hotel & Lodging	HILTON NEW YORK	104.65	USD
☑		06/23/2017	Taxi and Ground Travel	TAXI SVC LONG ISLAND C	16.00	USD

7. Click **OK**.

8. Business purpose, located under Expense Report Information, is required field.

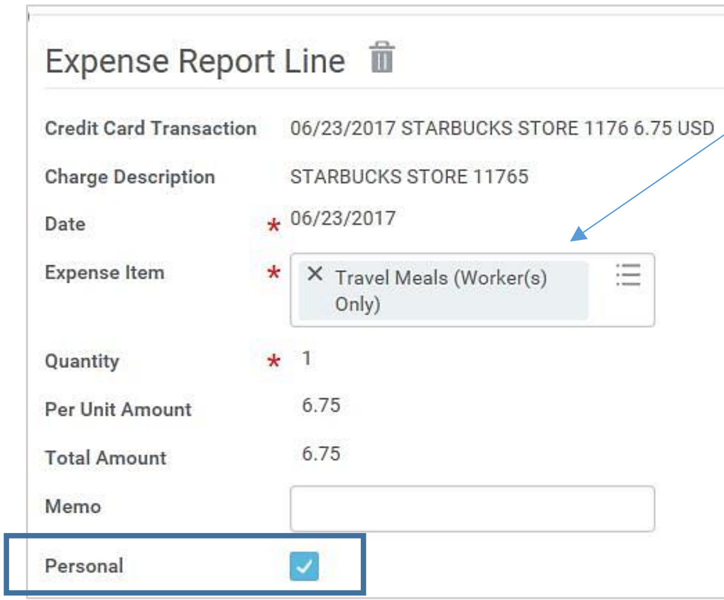


If you need to change your reimbursement payment type, you may do so here.

9. If you selected travel card expenses for the expense report, the lines of your expense report can be edited on this page to add additional information if needed. (Note: Airfare requires a country to be specified)

10. If the travel card was used for a personal reason, that line of the expense report must be edited and the **Personal** box must be selected. This will subtract the amount from the reimbursement owed to you.

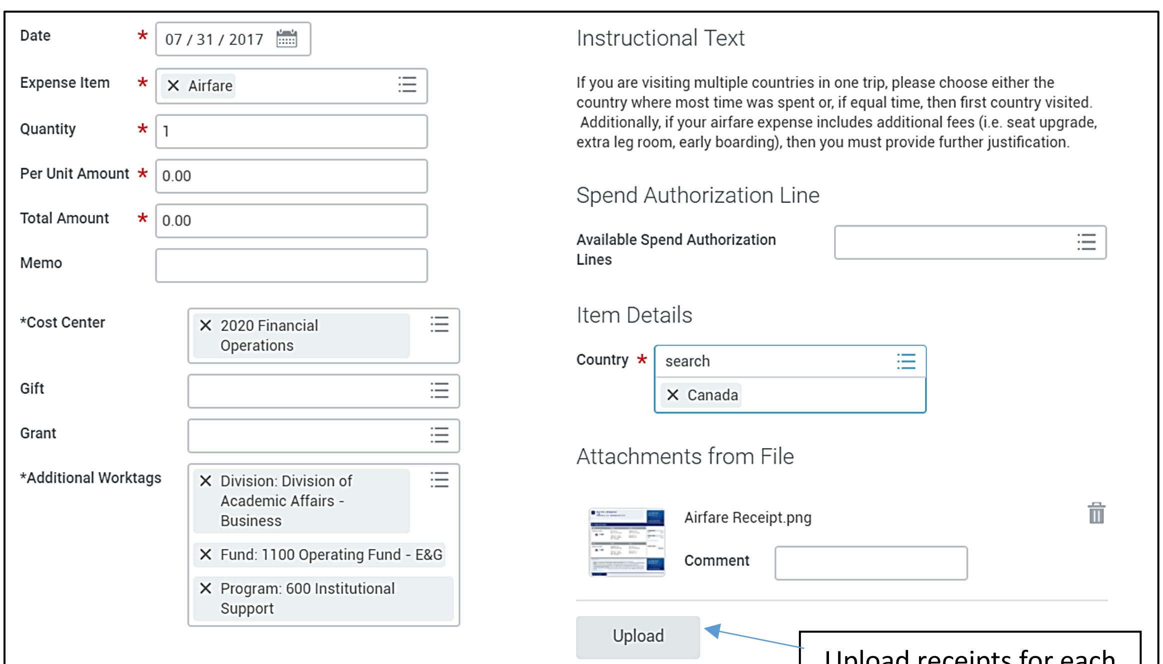
11. If the personal portion exceeds your calculated reimbursement, you must bring a check to the Cashier's Office, or contact Joyce Burgio to arrange for repayment to the University.



If this meal includes non-Bentley employees, select business meals from the drop down menu and complete the additional required info. Travel meals is only intended for Bentley employees.

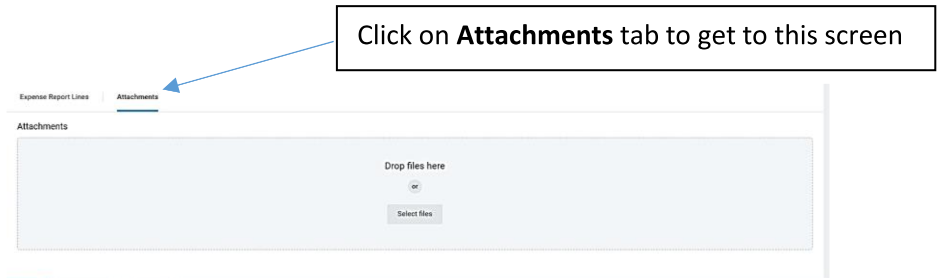
12. For all items not included in the travel card transactions, click add ⊕ to include any additional expenses.

13. All expenses $40.00 or more must have a receipt attached. If the receipt is lost, you must complete and attach a *Workday Missing Receipt Form*. This form can be found on the Accounts Payable website.

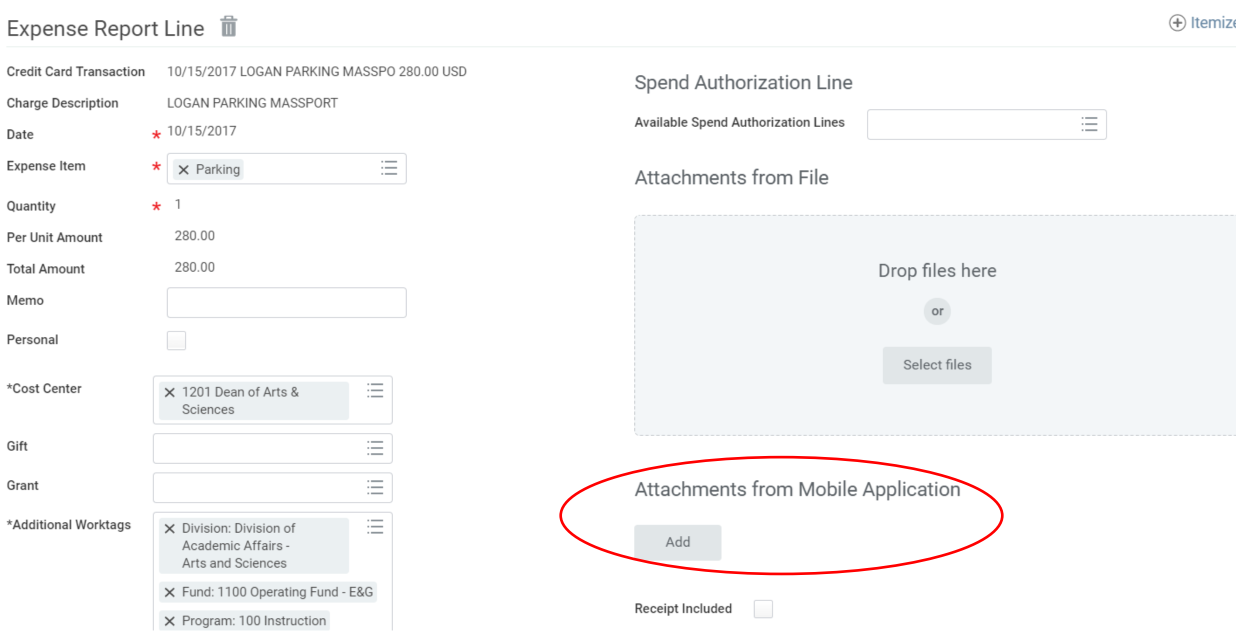


Upload receipts for each expense item here.

14. Alternatively, you may also attach receipts at the header level, which allows you to put multiple receipts on one page (to simplify scanning) and/or attach multiple scanned receipts in one area, rather than assigning each receipt to a specific expense line. Click the **Attachments** tab and select the files to attach. Once you've finished attaching all receipts, click back onto the **Expense Report Lines** tab to keep editing. Note: If you choose this method of receipt attachment, you must then check the **Receipt Included** box for each expense item on the **Expense Report Lines** tab (located under "Attachments from Mobile Application).



15. To use a receipt that you uploaded from the mobile app, click the **Add** button under the "Attachments from Mobile Application" section. Select each receipt you would like to include for this expense report.



16. If you select Business Meals:

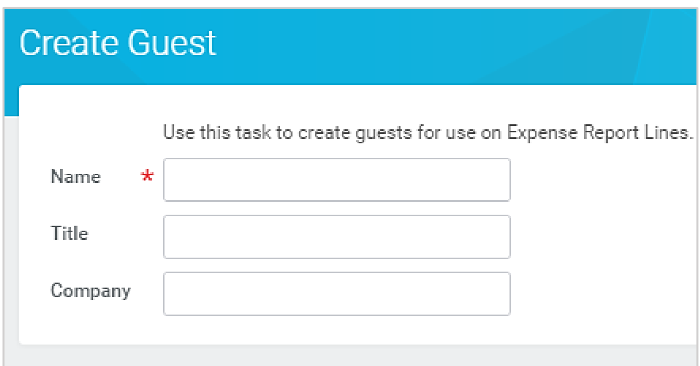
   a. An itemized receipt is required and must be uploaded as an attachment (see steps 13-16 for attachment instructions).

   b. Business topics discussed the meeting must be documented in the **Business Topics** section.

c. The IRS requires the names of attendees in the business meal. If there are less than 6 people list their names and affiliation. Your name will automatically populate in the **Attendee(s)** field. Click on the three lines in this box and type the name of other Bentley employees that attended. Once you type their name, hit Enter and their name should populate as this list should hold the names of all employees.

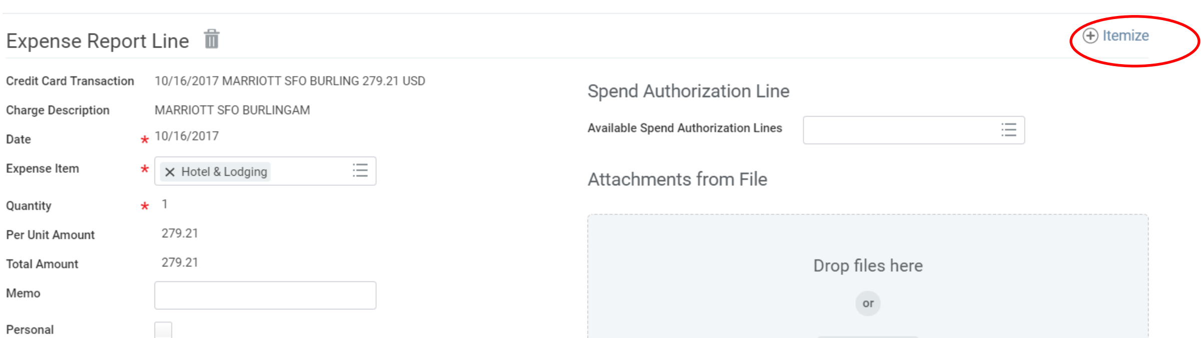
d. If any of the attendees are not Bentley employees, you need to create guests (this will save their name in the system for future use). To do this select **Create Guest** in the **Recipient(s)** field and then fill in name, title and company. If these three attributes are not appropriate, fill in the name in the **Name** field and an appropriate description in the **Company** field (i.e. **Name**: Michael Smith, **Company**: Alumni Class of 1970), as <u>those two fields are required</u>.

e. If more than 6 people, state the group's name in the **Recipient** field (i.e. Faculty Senate) and the number of people in attendance in the **Number of Persons** field. Create the group's name by creating a new guest in the Recipient(s) field and filling in the name of the group in the **Name** field.

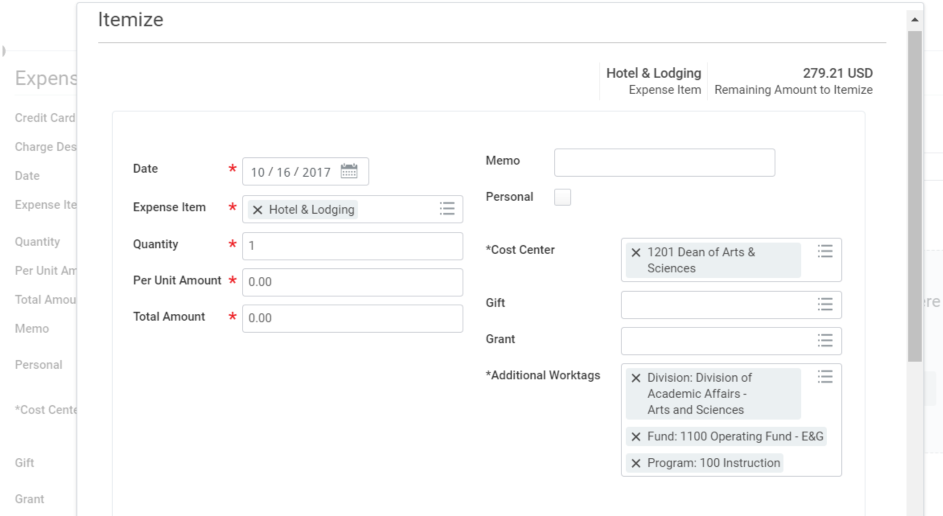


17. To add another expense, click the ⊕ Add.

18. To itemize an expense (i.e. split the cost of an expense with another cost center, grant, etc.), click the **+ Itemize** button next to the expense report line you wish to split.

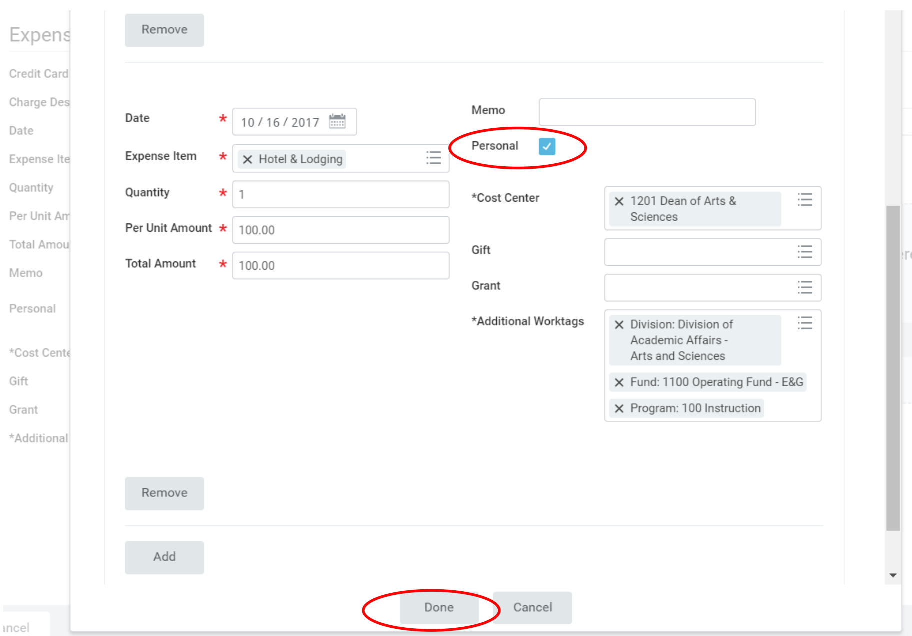


Next, enter the amount to split and assign to the first cost center (or grant, gift, etc.).

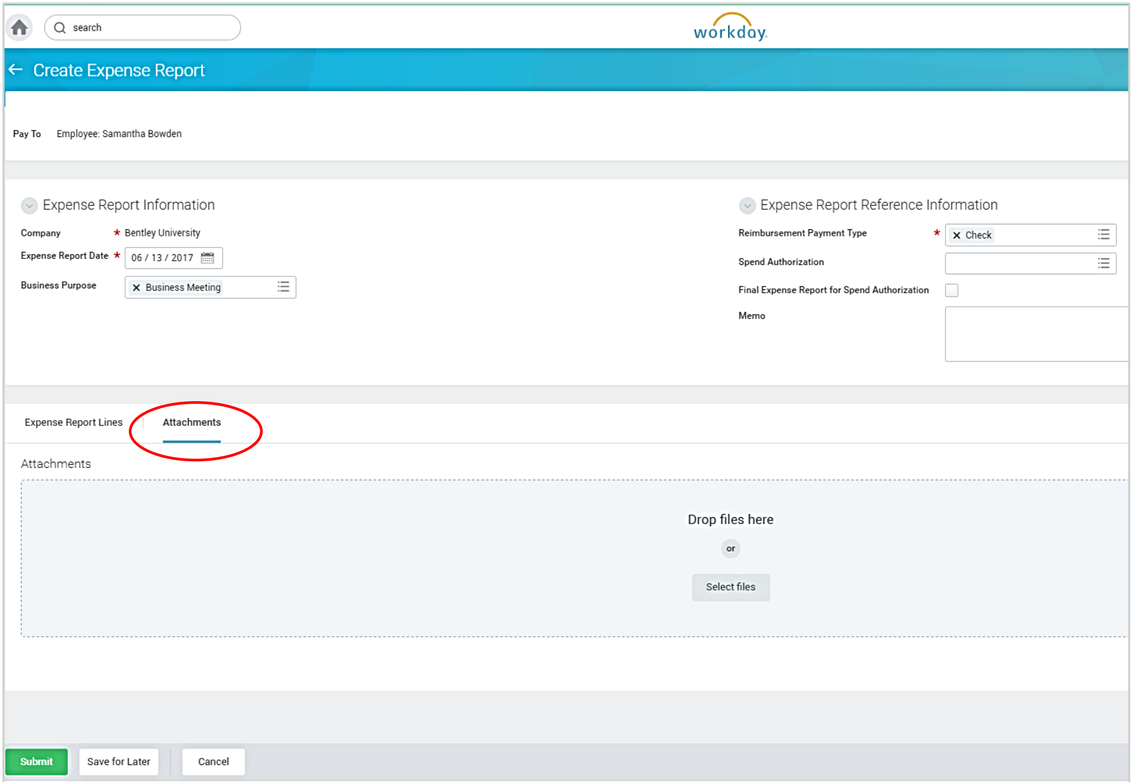


Then, click **Add** and add the remaining amount to split and apply the appropriate worktags for that portion as well. If you need to charge a different cost center, grant, etc, please note the expense report will route for approval accordingly.

Similarly, you can use this feature when you need to mark a portion of the receipt as a personal item (i.e. you charged the hotel on your travel card but rented a movie or upgraded your room). When you are finished, click **Done** and you will be brought back to the Expense Line Item screen. You will still have to attach all appropriate receipts.

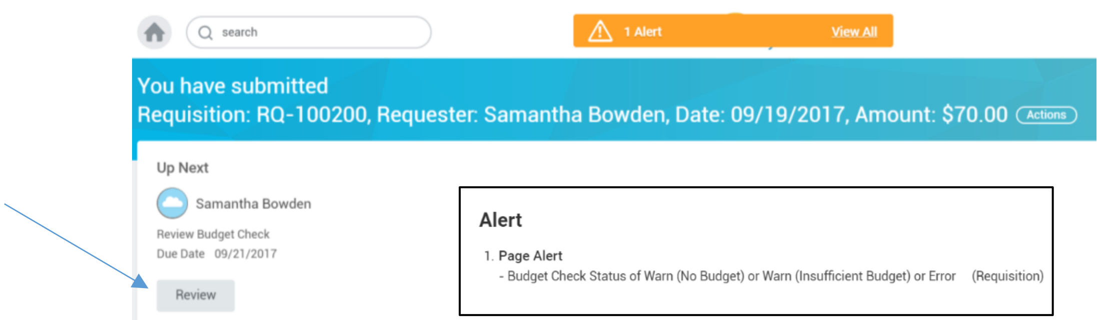


19. To include an agenda or additional documents, you may also use the Attachments section, located next to the Expense Report Lines tab.



20. Click **Submit** when you are done.

21. Workday will check for a sufficient budget to complete the purchase. If the budget check fails you will receive an alert. Click **Review** and **Submit** or **Deny**. Deny will delete the entire report, so we recommend to not use the Deny button.



22. If you forget to review your budget check, you must go back into your inbox and approve the budget check before the spend authorization is forwarded to the cost center manager.

23. The report is then sent to the cost center manager for approval and then if approved, it is available for settlement through Accounts Payable.