BUSINESS OFFICE:

Create Expense Report: FH Company - Student

This document explains how to submit an expense report in Workday to reimburse a student for expenses.

The recommended browser for accessing Workday is Google Chrome. Mozilla Firefox and Apple Safari may also be used.

For assistance or training using these procedures, contact the FHSU Business Office, Sheridan Hall 106, at 785-628-5948 or visit www.fhsu.edu/bus-off/.

NOTE: Before this procedure can be completed:

- **A *Travel Receipt Form* must be submitted in Workflow. Make sure it is approved by all approvers and is awaiting Accounts Payable.**
- **If the student is being reimbursed for expenses related to a student job at FHSU, the Expense Report for Worker task should be used. If the expenses are not related to a student job at FHSU, proceed with instructions to create an expense report using the student record.**
- **The W9 process for student expense reports is the same as all other expense reports. W9's should be completed and turned in to the Business Office, Sheridan 106.**

Steps:

1. **Go to https://www.myworkday.com/fhsu** and **sign in** to Workday using your TigerNetID username and password.

2. Type **Create Expense Report for Non-Worker** in the *Search* bar and select the task *(Figure 1)*.

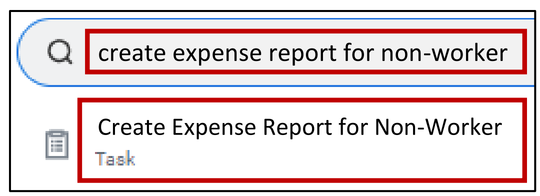

Figure 1

3. On the *Expense Report Information* cover page, **complete the following required information**, using the options prompts where available:
   a. **Payee Type** = Student
   b. **Pay To** = Student Name
   c. **Create Options** = Create New Expense Report
   d. **Memo** = Provide the justification or purpose for the expenses. For travel expense reimbursements, must provide what function traveler is going to, along with the business reason/ justification for the trip
   e. **Company** = FH Fort Hays State University or SA for Student Activities
   f. **Expense Report Date** = Current Date
   g. **Business Purpose:** Select the most accurate business purpose.
   h. **Cost Center** = Cost center the expenses are to be charged to (if multiple cost centers need to be charged, add additional expense lines on the expense report). *Fund* and *Program* will autofill based on cost center selected.
      i. If a Grant is selected, *Cost Center*, *Grant Budget Category*, *Fund* and *Program* will autofill based on the grant.
      ii. If a Project is selected, *Cost Center*, *Fund* and *Program* will autofill based on the project.

i. **Business Destination:** If reimbursement is for travel, enter Business Destination (*Figures 2-5*):

   i. Type in the name of the **City** to search for it, and then select it. *State Abbreviation* and *Country* values will autofill.

   OR

   ii. Click the options prompt in the *Business Destination* worktag:

   (a) Select **Active Business Destination Organizations by Business Destination Hierarchy** > **All Business Destinations** *(Figure 2)*.

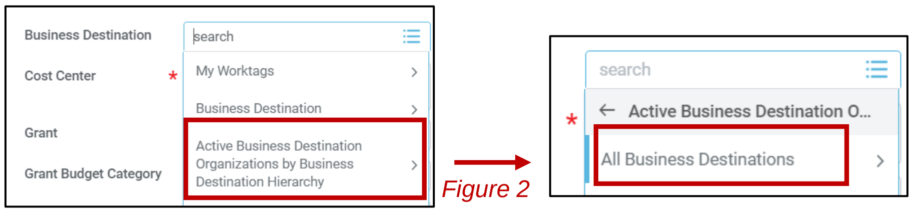

Figure 2

   (b) Select from an option below to drill down to the correct destination *(Figures 3-4)*:

   - **United States** > **State** > **City**

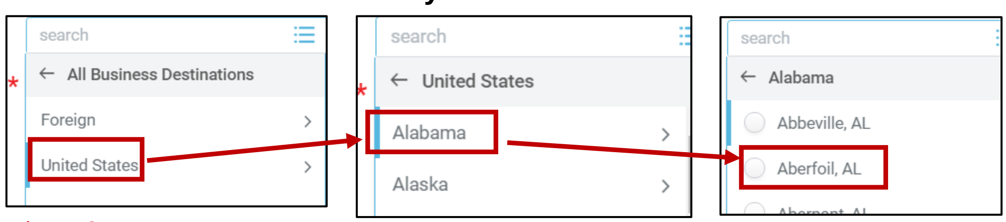

Figure 3

   - **Foreign > Country > City**

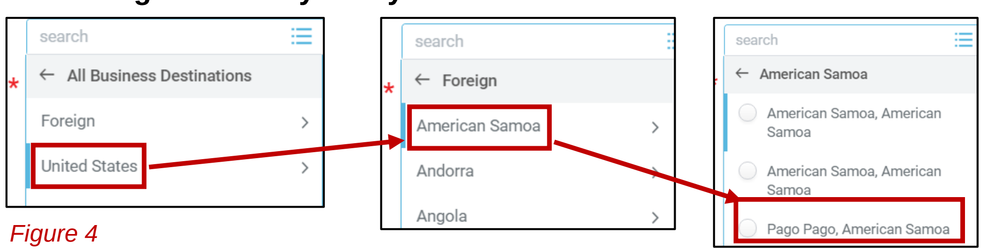

Figure 4

   (c) If there are multiple business destinations for the trip, type and then select **Multiple Destinations**. The destinations will be provided in the header memo of the expense report later in the process *(Figure 5)*.

Figure 5

j. **Trip ID:** If reimbursement is for travel expenses, enter the spend authorization number that corresponds to the trip approval requested. *Note: the spend authorization for trip approval cannot be submitted for the student in their name at this time. It will need to be under the faculty advisor or sponsor of the trip.*

4. Click **OK** OK.

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5. There are now three sections to the expense report: *Header*, *Attachments* and *Expense Lines* *(Figure 6)*.

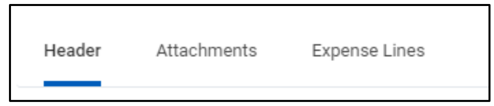

Figure 6

6. Update the reimbursement payment type on the *Header* tab *(Figure 7)*.
   a. Click on the **Header** tab.
   b. Click **Edit** Edit.
   c. **Reimbursement Payment Type** = Kansas Check
   d. Click **Save** Save.

7. DO NOT ADD ATTACHMENTS ON THE ATTACHMENTS TAB. They will be added to the individual expense lines later.

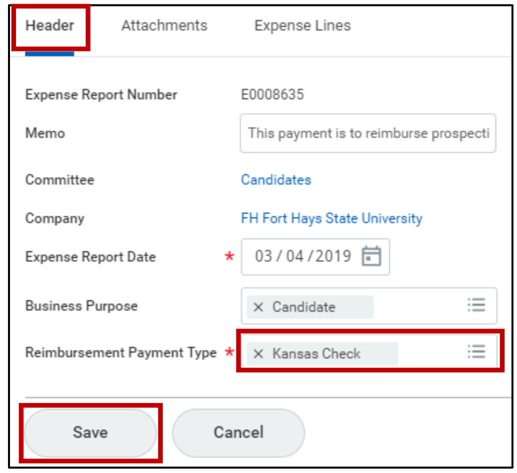

Figure 7

8. Click on the **Expense Lines** tab *(Figure 8)*.

9. Click **Add** Add to add an expense line *(Figure 8)*.

Figure 8

10. **Complete the following fields** at the line level of the expense report, using the options prompts where available:
    a. **Date** = Date of the expense transaction
    b. **Expense Item:** Select By Expense Item Group or by typing in the expense item and then ENTER. Select the appropriate expense item from the list. *(Figure 9)*
    c. Complete any **item attributes** required for expense item (i.e. rental vehicle type)

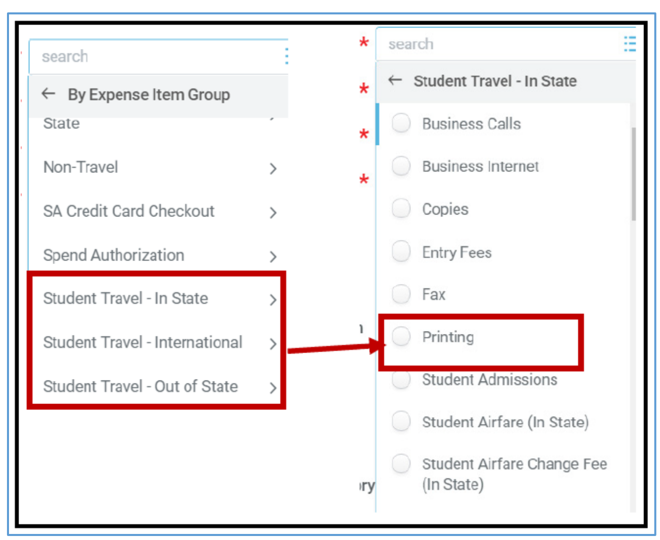

Figure 9

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d. **Quantity** = Leave as default *(Figure 10)*.

e. **Total Amount** = Total cost of all travel expenses being reimbursed or amount to be charged to cost center on this expense line if multiple cost centers are being charged *(Figure 10)*.

f. **Cost Center** = Account to charge expense to. The cost center selected on the expense report cover page will autofill in this worktag. If a different cost center is to be charged, it will need to be changed. *Fund* and *Program* will autofill based on cost center selected. Additional expense lines can be added to split cost between cost centers *(Figure 10)*.

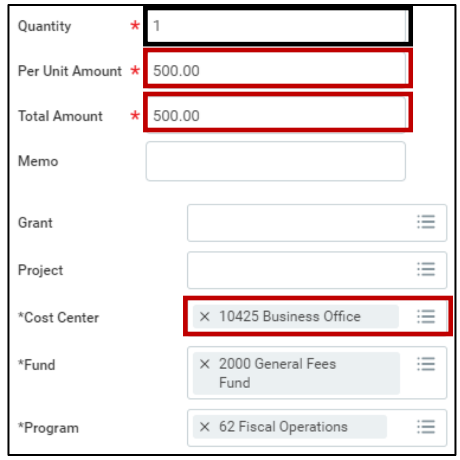

Figure 10

11. Attach all receipts in the attachments section. You can either drag and drop the file(s) or click **Select Files** and choose the files from your computer *(Figure 11)*.

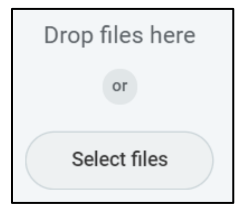

Figure 11

12. Add scanned receipt image and any other attachments that need to be included for supporting documentation of the expense item:
    a. In the attachment **Comment**, type a description of the attachment (i.e. Receipt, Contract, Copy of Grant) *(Figure 12)*.

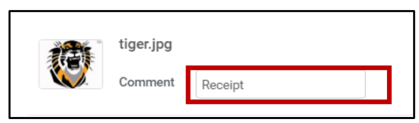

Figure 12

13. Click **Add** 

to add additional expense report lines. If multiple cost centers need to be charged and/or there are multiple expense items to reimburse, you will need to add multiple lines as needed.

14. When all expense lines have been entered, click **Submit** 

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15. The submitter will receive a notification once the expense report has been approved.