Travel Talks

Tuesday 9/16/25

Today's Agenda

Workday

-Expense Reports

-Quick Tips

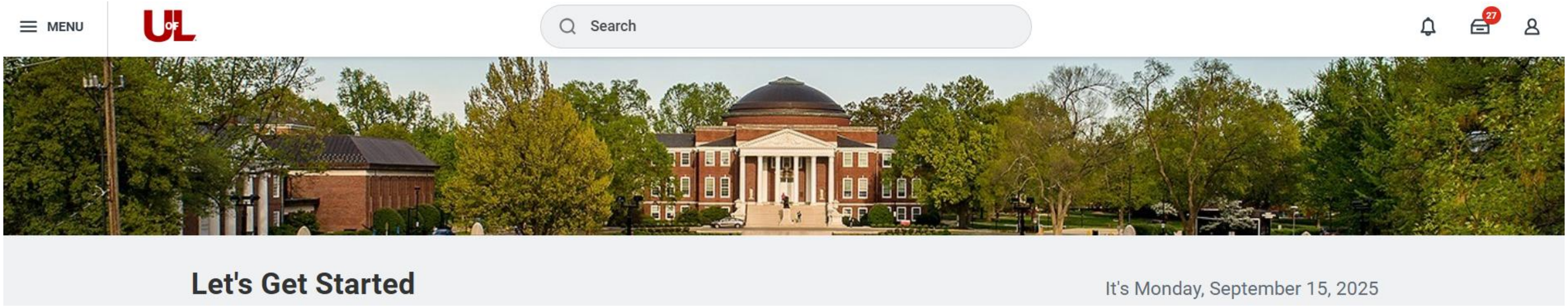
Questions

This presentation will be recorded for future viewing

“Today’s Challenges are steppingstones to greatness”

-My Fortune Cookie

Workday Overview – Search and Find



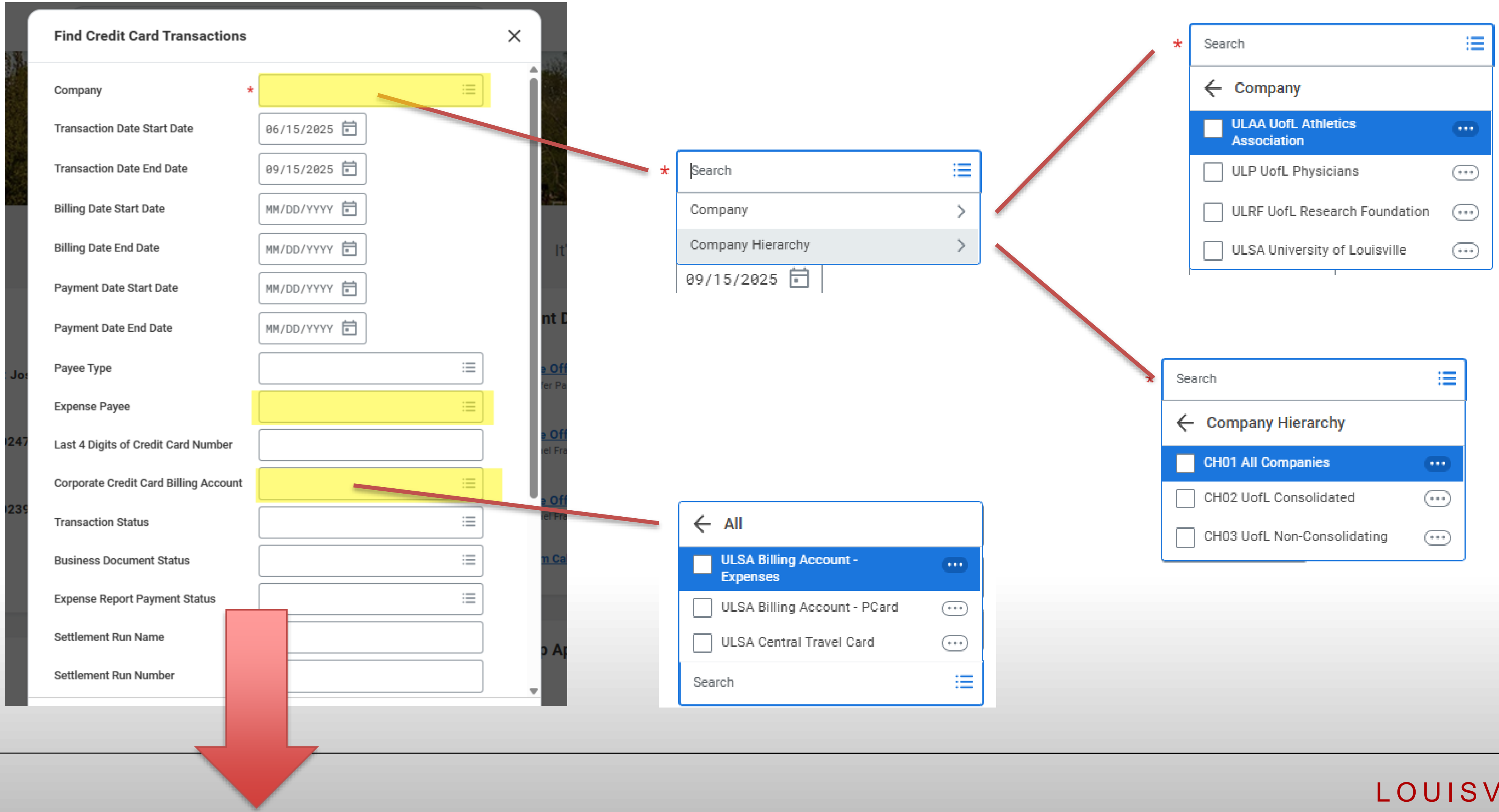
Words to start with:

FIND
- Find Credit Card Transactions
- Find Expense Reports

CREATE
- Create Expense Report for Worker
- Create Request

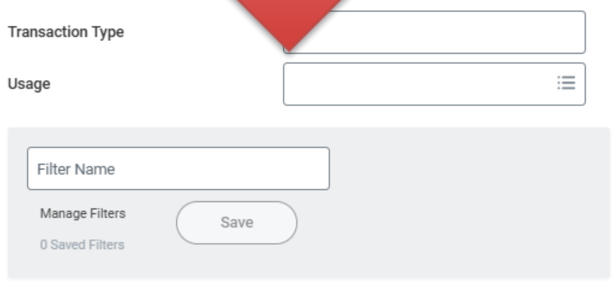
Workday Overview

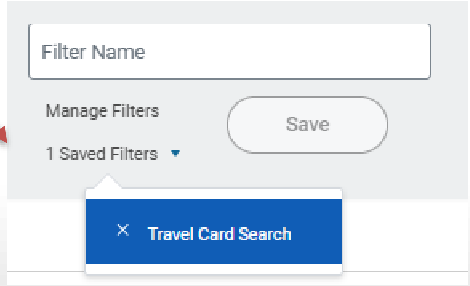
Running a Report (Find Credit Card Transactions)



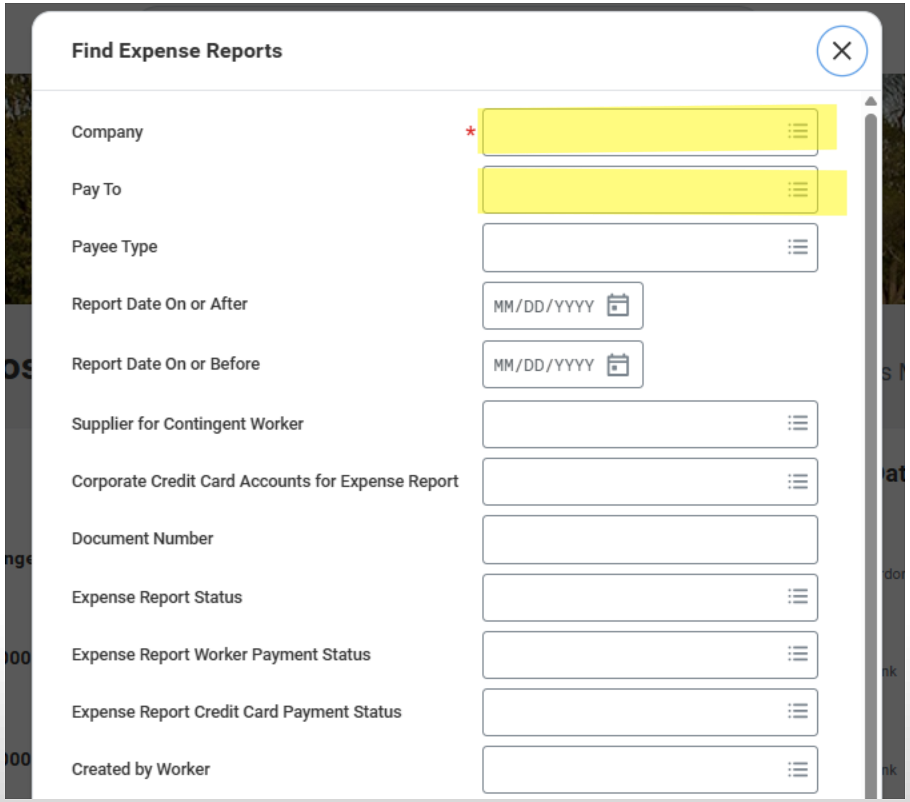
Workday Overview

Running a Report (Find Credit Card Transactions)



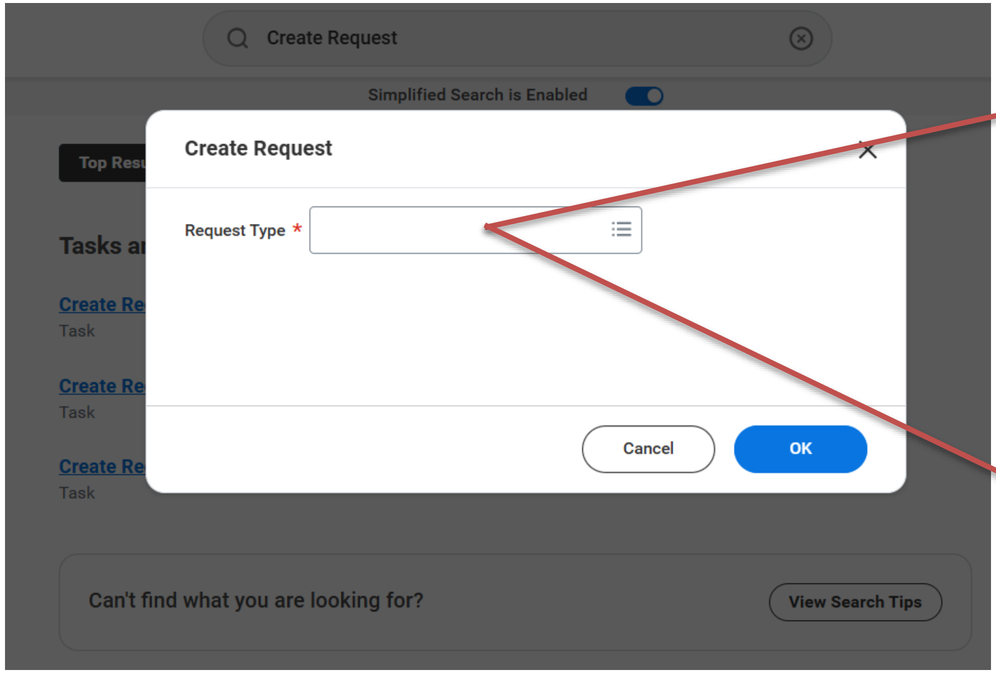


Find Expense Report



Workday Overview

Create Request



Travel Card Request

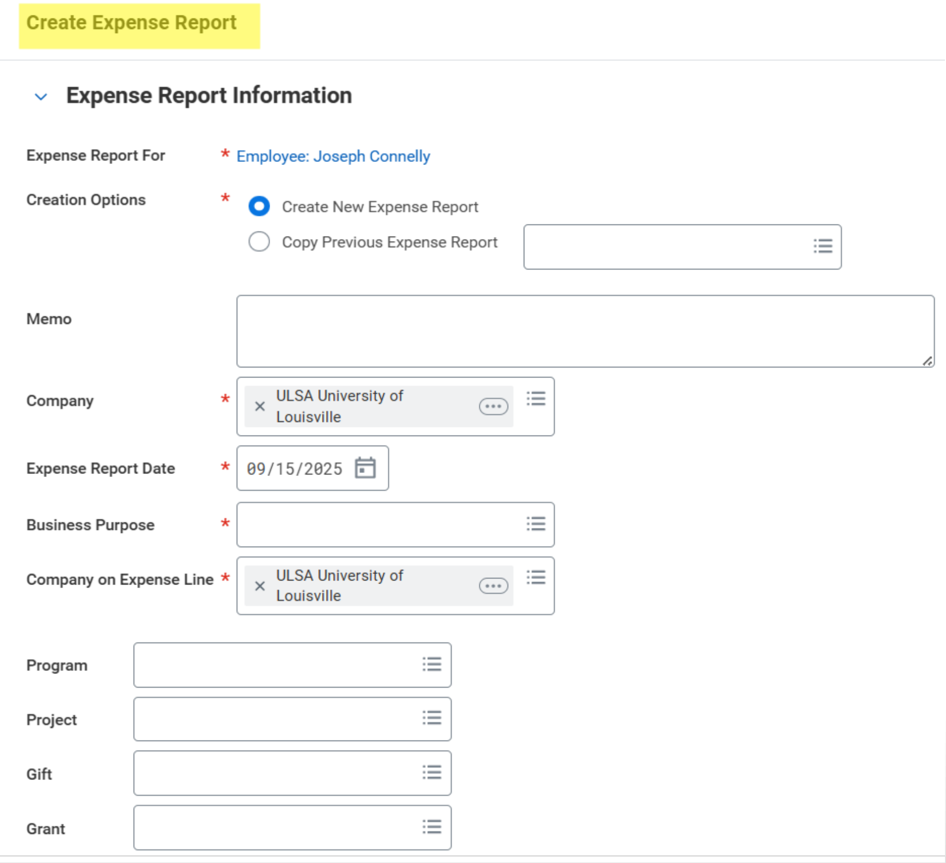
- Currently only available if employee can be found in Workday
- Can create request on behalf of someone else

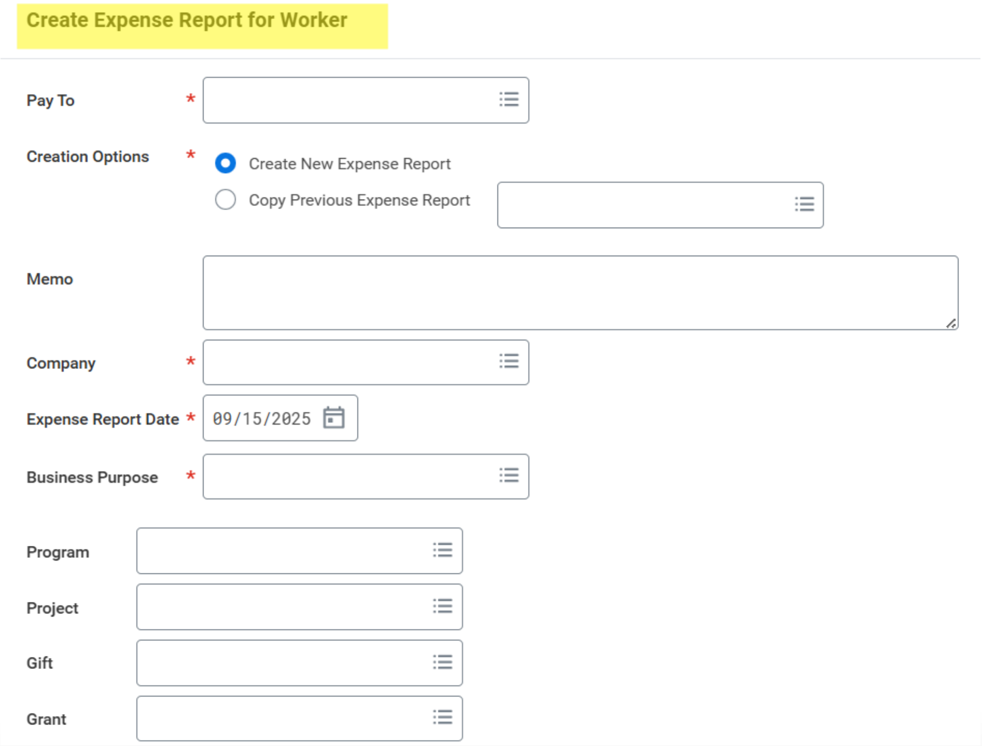
Travel Card Spending Limit

- This will take place of needing to email

Creating Expense Reports

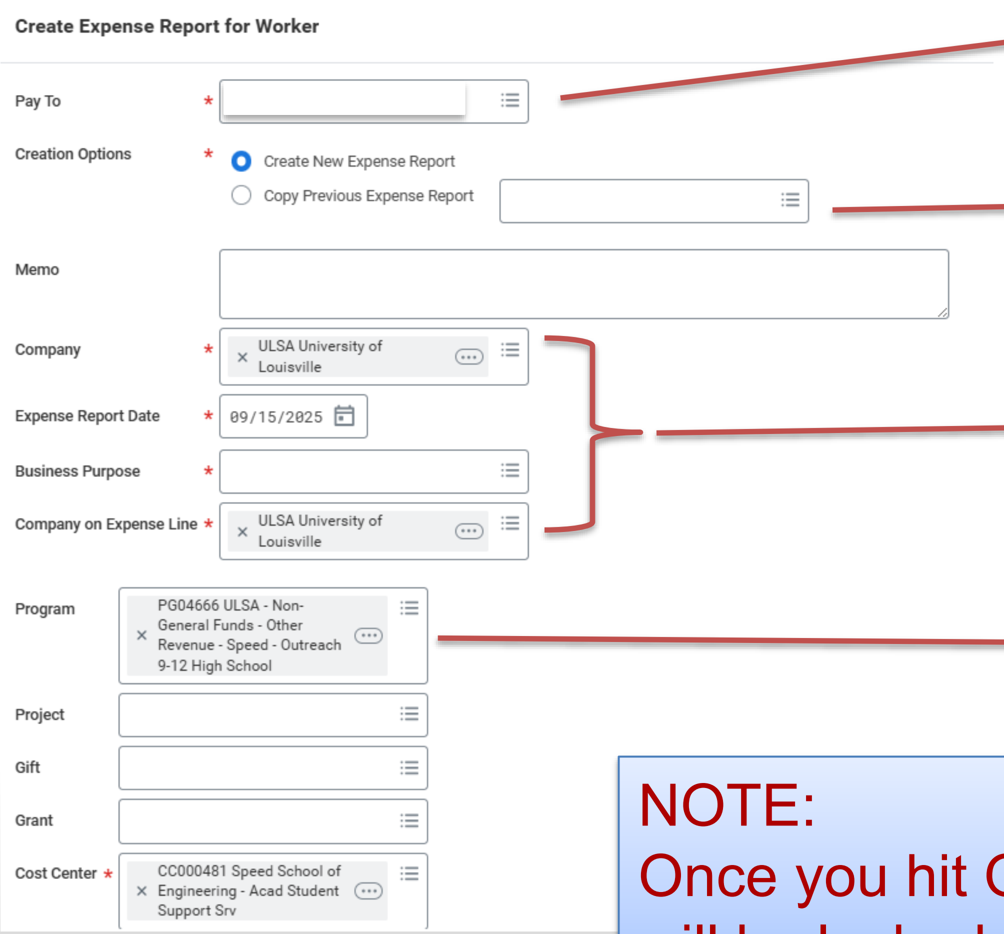
Two Options!





Creating Expense Reports

Create Expense For Worker



Create Expense Report for Worker

Pay To *

Creation Options *
- Create New Expense Report
- Copy Previous Expense Report

Memo

Company * — ULSA University of Louisville

Expense Report Date * — 09/15/2025

Business Purpose *

Company on Expense Line * — ULSA University of Louisville

Program — PG04666 ULSA - Non-General Funds - Other Revenue - Speed - Outreach 9-12 High School

Project

Gift

Grant

Cost Center * — CC000481 Speed School of Engineering - Acad Student Support Srv

The employee you’re creating for

Here you can copy from a previously cancelled report

Company **MUST** match Travel Card charges

Populating this on the header will populate it for each expense line

NOTE:
Once you hit OK after these steps, the Company will be locked in and cannot be changed.

Creating Expense Reports

Create Expense For Worker

Spend Authorization

Create Expense Report for Worker

Pay To *

The employee you're creating for

Creation Options *

- Create New Expense Report
- Copy Previous Expense Report
- Create New Expense Report from Spend Authorization: 06/22/2025 M Rathmann ASEE Conf 1,950.00 USD

Choose the Spend Authorization you are connecting

Final Expense Report for Spend Authorization

Is this the last report you are connecting to this Spend Authorization? **MARK THIS!** This will tell Workday to close the Spend Authorization out

Memo

Company * ULRF UofL Research Foundation

Expense Report Date * 09/15/2025

Business Purpose * Conference

Company on Expense Line * ULRF UofL Research Foundation

Creating Expense Reports

Select the charges to move onto the report.

Fund * FD01 General Operating

Function * FN01 Instruction

Activity

Credit Card Transactions | Quick Expenses

Select All

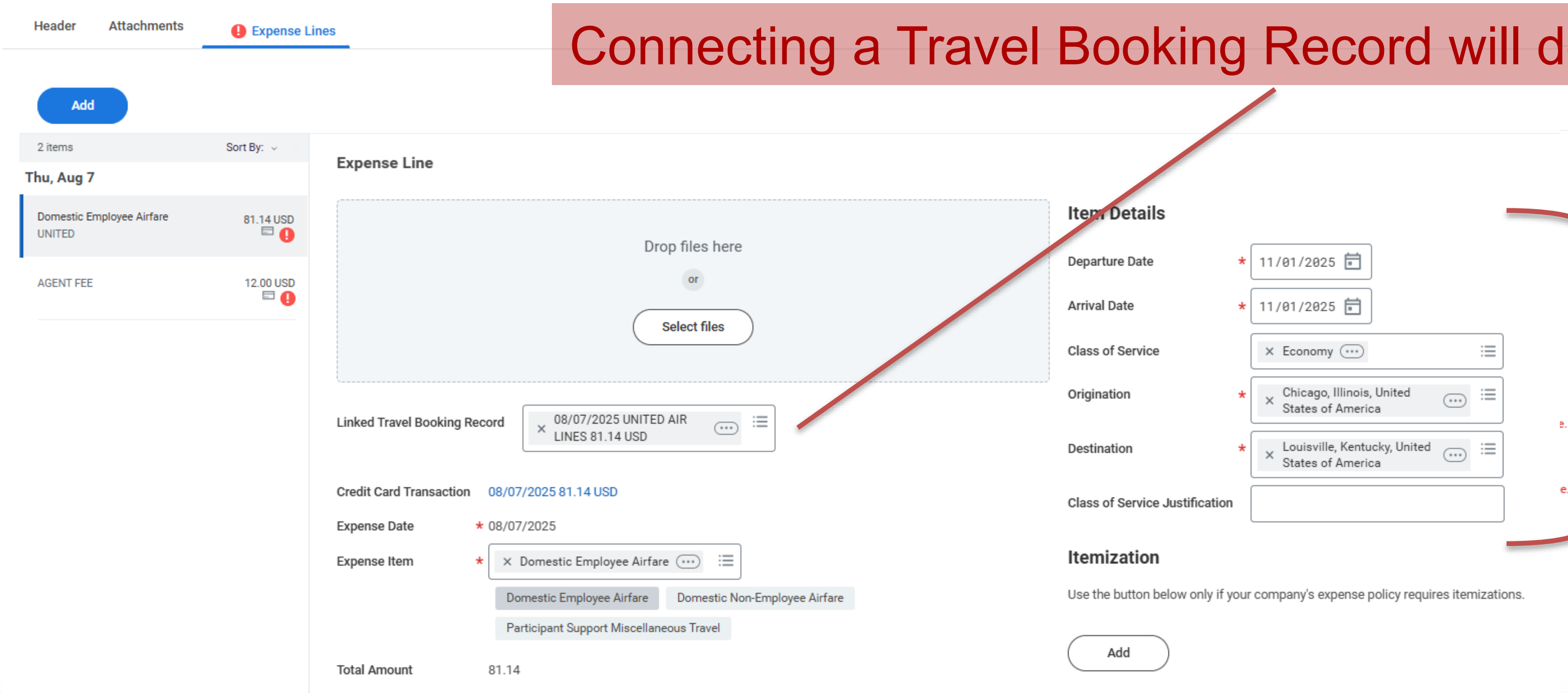
7 items

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo
		08/07/2025		AGENT FEE	
		08/07/2025		AGENT FEE	
		08/07/2025		AGENT FEE	
		08/07/2025	Domestic Employee Airfare	UNITED	
		08/07/2025	Domestic Employee Airfare	UNITED	
		08/07/2025	Domestic Employee Airfare	AMERICAN AIR	
		08/08/2025	Domestic Employee Hotel	ARTHROSCOPY ASSOCIATION O	48297004

Creating Expense Reports

Travel Booking Record

Connecting a Travel Booking Record will do some of your work

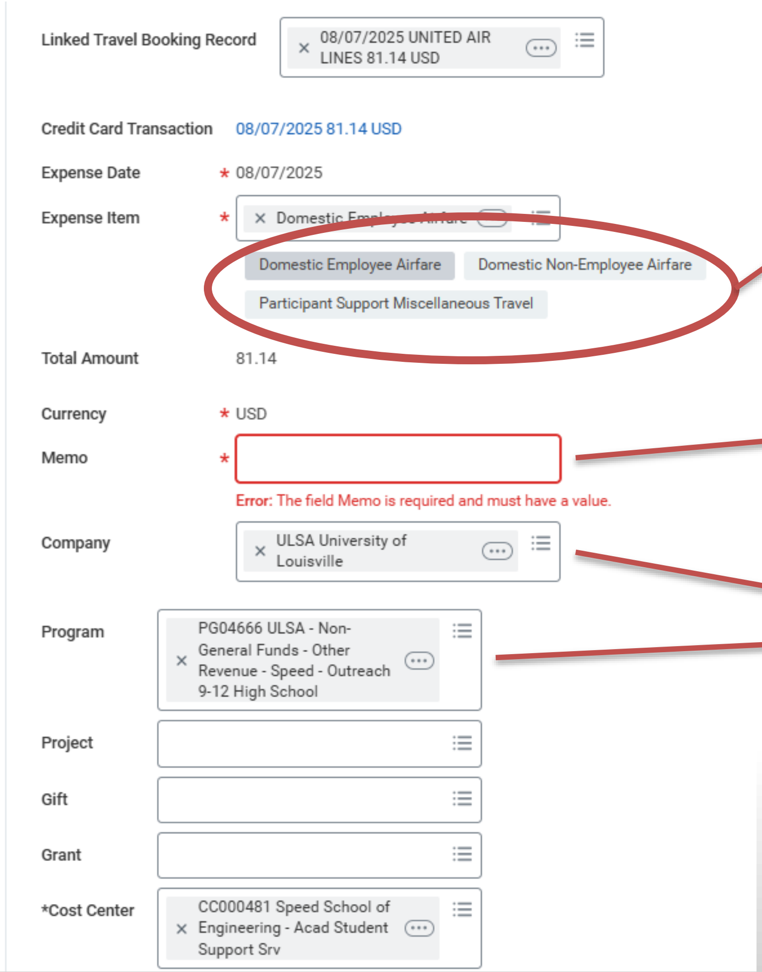


These details filled in

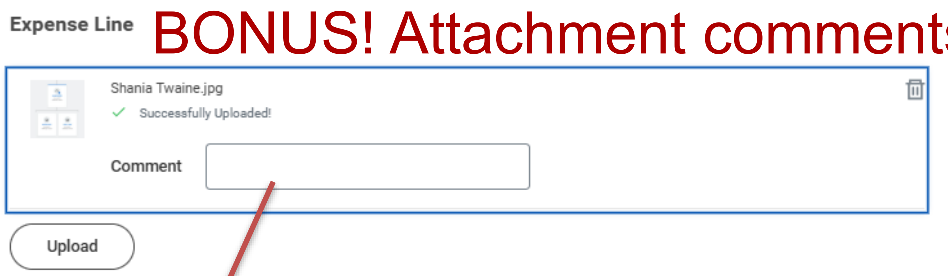
NOTE: This step is useful but not required.

Creating Expense Reports

Continuing the Expense Line



BONUS! Attachment comments



New feature!

Explain the charge!

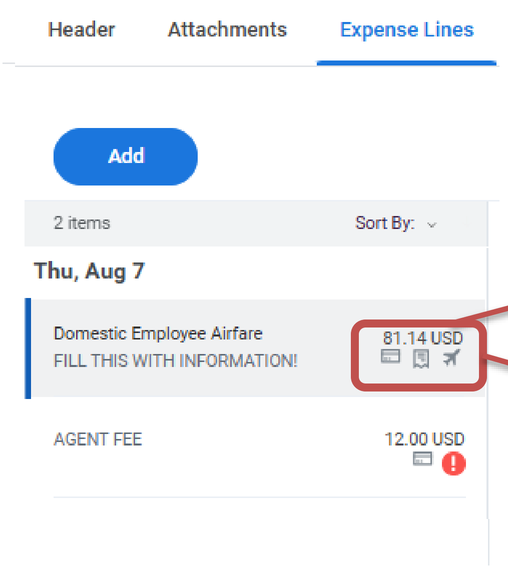
Company and Program MUST match

As Always

You Can’t Overexplain

Creating Expense Reports

Continuing the Expense Line



Clicking back into the expense will submit the changes made.

Credit Card = Travel Card or Central Billing Card charge loaded

Receipt = Receipt has been attached

Plane = Travel Booking Record has been connected

Creating Expense Reports

Accounting

Create Expense Report for Worker ER-00002514

Pay To	Status	Personal	Company Paid	Prior Balance Applied	Cash Advance Applied	Reimbursement	Total
	Draft	81.14 USD	93.14 USD	0.00 USD	0.00 USD	(81.14) USD	93.14 USD

Status:
Draft
In Process
Approved
Cancelled

Charges paid for on Travel Card or Central Billing Card

Money being paid back to the employee

*Cost Center: CC000481 Speed School of Engineering - Acad Student Support Srv

*Fund: FD01 General Operating

*Function: FN01 Instruction

Activity:

Personal Expense: ☑

Marking a charge as “Personal” removes the amount from the traveler’s reimbursement amount

Creating Expense Reports

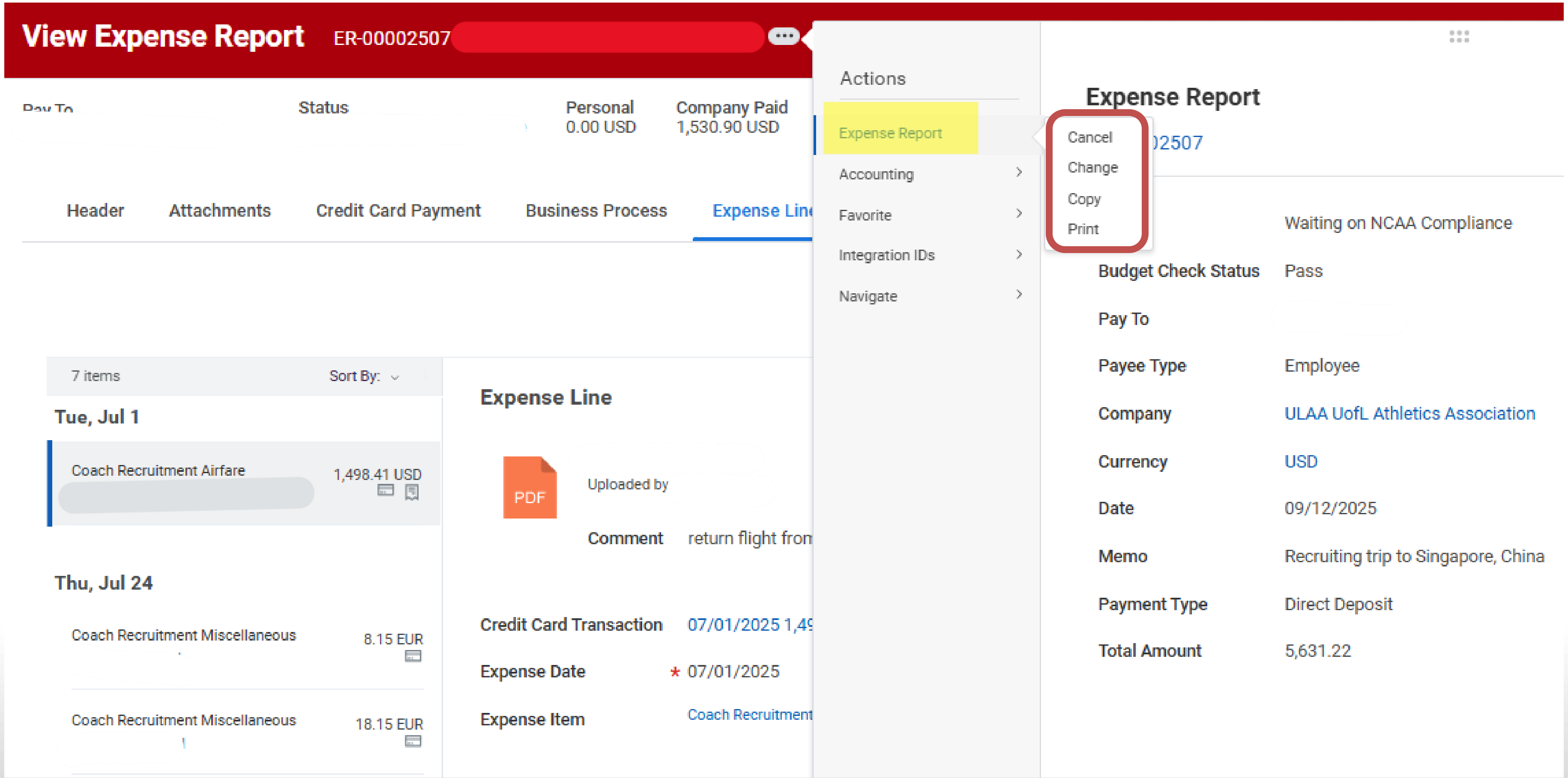
Prior Balance Applied

Personal Charges deduct from reimbursement
- -This can leave a negative amount!

Prior Balance Applied
- -Will NOT deduct from payroll
- -Left on the account to be pull from future reimbursements
- -Can be cleared out!
  - -Check to University
  - -Department to create Ad Hoc Payment
    - -Must use spend category that matches to the expense report line

Creating Expense Reports

Quick Tips



Office Hours