



Travel Talks

Tuesday 9/16/25



Travel Talks

Today's Agenda

Workday

- Expense Reports

- Quick Tips

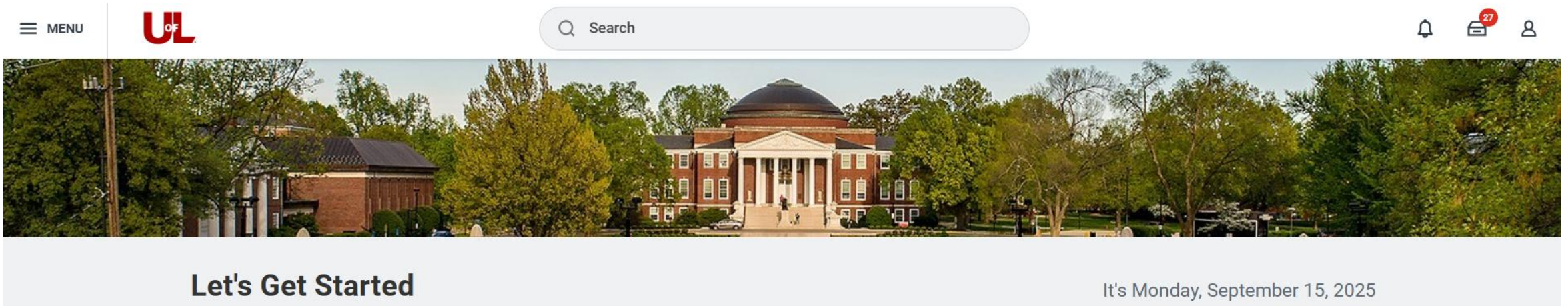
Questions

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

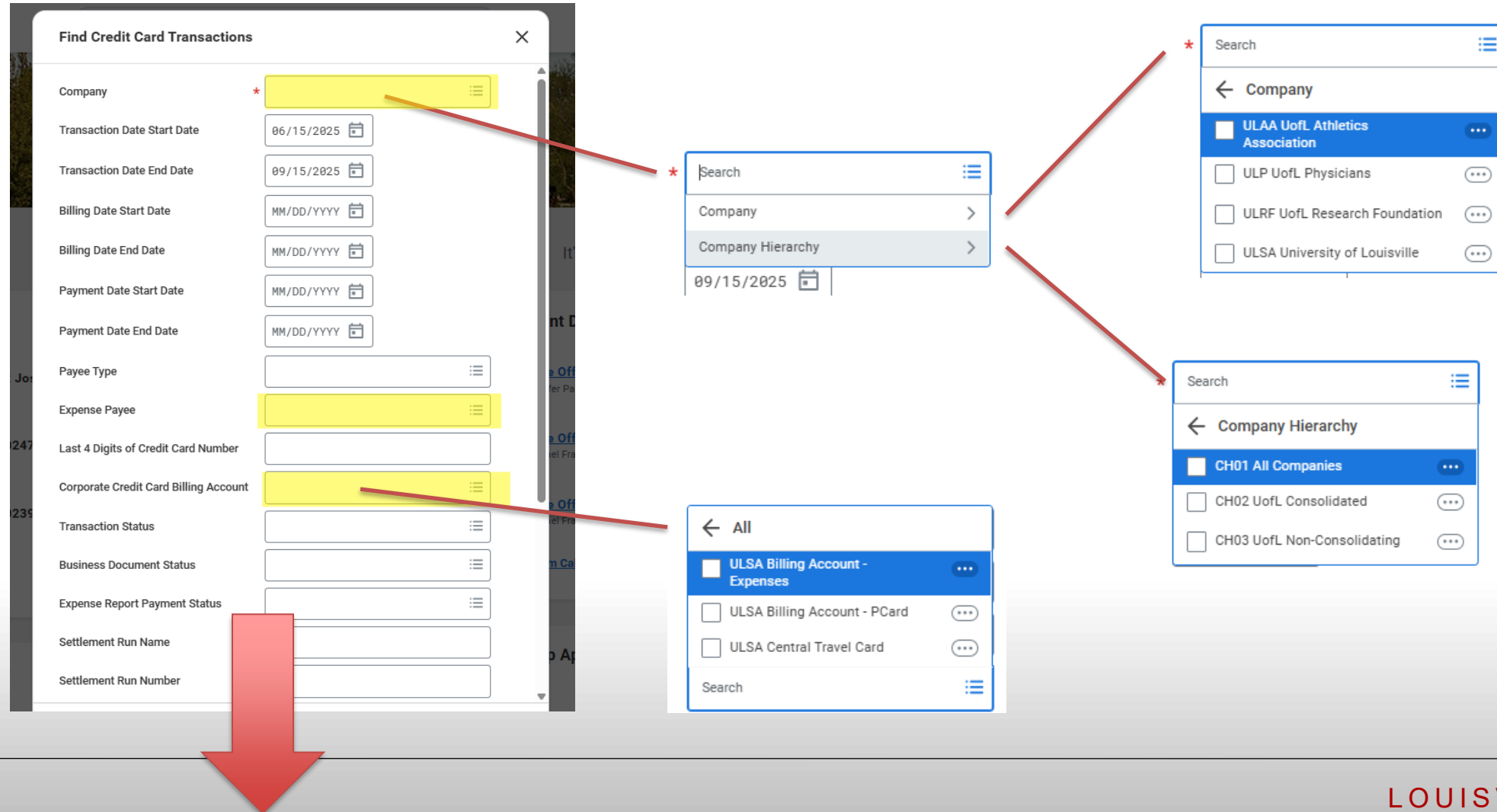
CREATE

Create Expense Report for Worker

Create Request

Workday Overview

Running a Report (Find Credit Card Transactions)



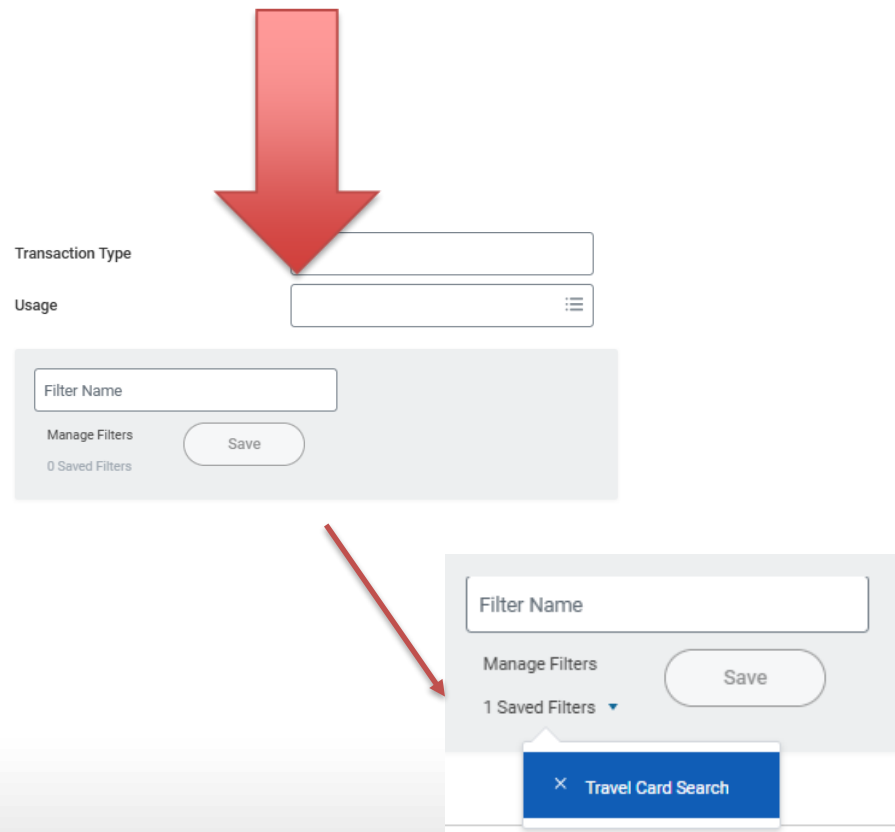
The screenshot shows the 'Find Credit Card Transactions' report interface. The main form includes fields for Company, Transaction Date Start Date, Transaction Date End Date, Billing Date Start Date, Billing Date End Date, Payment Date Start Date, Payment Date End Date, Payee Type, Expense Payee, Last 4 Digits of Credit Card Number, Corporate Credit Card Billing Account, Transaction Status, Business Document Status, Expense Report Payment Status, Settlement Run Name, and Settlement Run Number. A large red arrow points down from the bottom of the form.

Four callout boxes illustrate the dropdown menus:

- Company:** A dropdown menu with a search bar and a list of companies including ULAA UofL Athletics Association, ULP UofL Physicians, ULRF UofL Research Foundation, and ULSA University of Louisville.
- Expense Payee:** A dropdown menu with a search bar and a list of payees including CH01 All Companies, CH02 UofL Consolidated, and CH03 UofL Non-Consolidating.
- Corporate Credit Card Billing Account:** A dropdown menu with a search bar and a list of billing accounts including ULSA Billing Account - Expenses, ULSA Billing Account - PCard, and ULSA Central Travel Card.
- Transaction Date Start Date:** A date picker showing 06/15/2025.

Workday Overview

Running a Report (Find Credit Card Transactions)



The diagram illustrates the process of saving a filter and then selecting it to run a report. A large red arrow points down to the initial filter setup screen. Below this, a smaller red arrow points to the same screen after a filter has been saved.

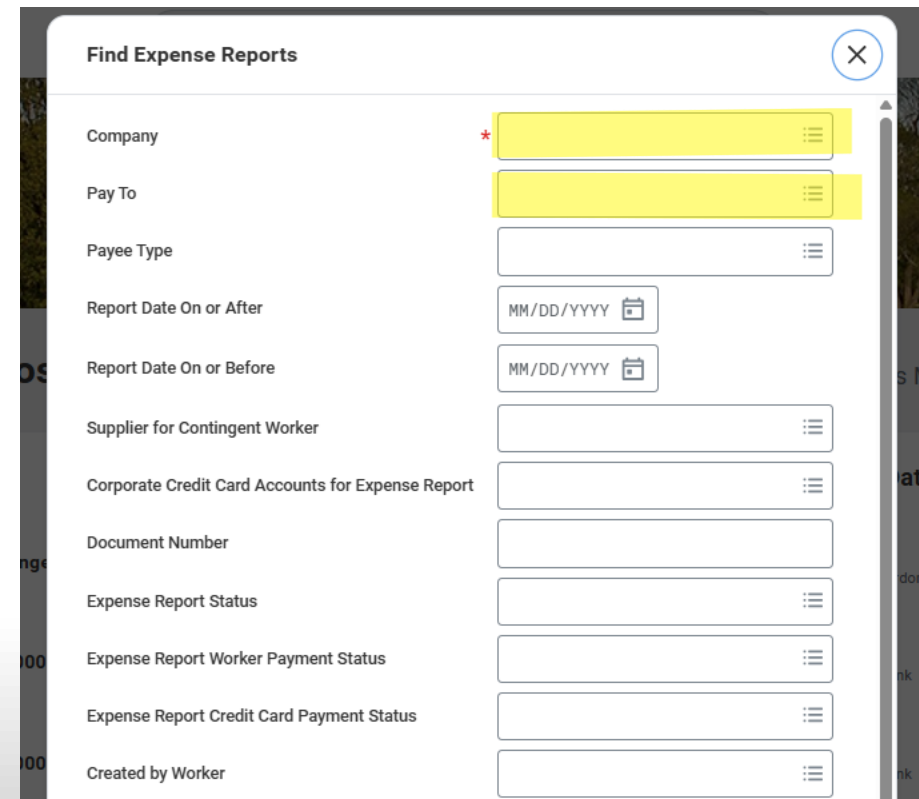
Initial Filter Setup:

- Transaction Type:
- Usage:
- Filter Name:
- Manage Filters:
- 0 Saved Filters

After Saving Filter:

- Filter Name:
- Manage Filters:
- 1 Saved Filters
-

Find Expense Report



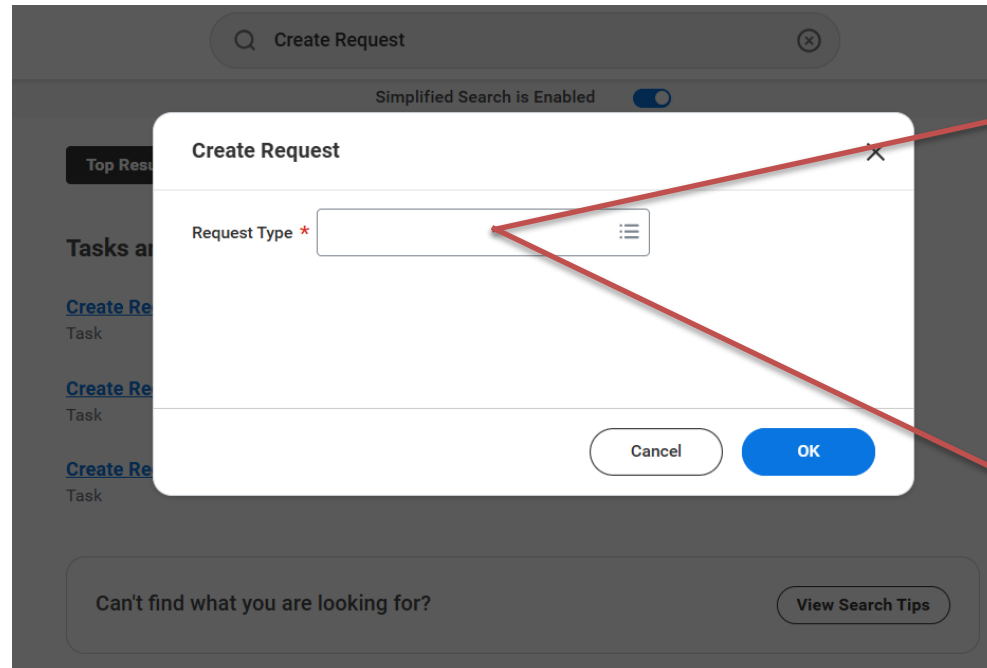
The screenshot shows the "Find Expense Reports" form in Workday. The form includes various filters for finding expense reports, such as Company, Pay To, Payee Type, Report Date, and Supplier for Contingent Worker. The "Company" and "Pay To" fields are highlighted in yellow.

Find Expense Reports

- Company:
- Pay To:
- Payee Type:
- Report Date On or After:
- Report Date On or Before:
- Supplier for Contingent Worker:
- Corporate Credit Card Accounts for Expense Report:
- Document Number:
- Expense Report Status:
- Expense Report Worker Payment Status:
- Expense Report Credit Card Payment Status:
- Created by Worker:

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!

Create Expense Report

Expense Report Information

Expense Report For * Employee: Joseph Connelly

Creation Options * ☒ Create New Expense Report
☐ Copy Previous Expense Report

Memo

Company *

Expense Report Date *

Business Purpose *

Company on Expense Line *

Program

Project

Gift

Grant

Create Expense Report for Worker

Pay To *

Creation Options * ☒ Create New Expense Report
☐ Copy Previous Expense Report

Memo

Company *

Expense Report Date *

Business Purpose *

Program

Project

Gift

Grant

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 *

Expense Report Date *

Business Purpose *

Company on Expense Line *

Program

Project

Gift

Grant

Cost Center *

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

x 06/22/2025 M Rathmann
 ASEE Conf 1,950.00 USD

Choose the Spend Authorization you are connecting

Final Expense Report for Spend Authorization ☐

Memo

Company

* ULRF UofL Research Foundation

Expense Report Date

* 09/15/2025 

Business Purpose

* x Conference 

Company on Expense Line

* x ULRF UofL Research Foundation 

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



Creating Expense Reports



Fund *

Function *

Activity

Select the charges to move onto the report.

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

Header
Attachments
! Expense Lines

Add

2 items Sort By: ▾

Thu, Aug 7

Domestic Employee Airfare UNITED	81.14 USD 🗑️ !
AGENT FEE	12.00 USD 🗑️ !

Expense Line

Drop files here
 or

Select files

Linked Travel Booking Record

✕ 08/07/2025 UNITED AIR LINES 81.14 USD
⋮

Credit Card Transaction 08/07/2025 81.14 USD

Expense Date * 08/07/2025

Expense Item *

✕ Domestic Employee Airfare ⋮

Domestic Employee Airfare

Domestic Non-Employee Airfare

Participant Support Miscellaneous Travel

Total Amount 81.14

Item Details

Departure Date * 11/01/2025 📅

Arrival Date * 11/01/2025 📅

Class of Service ✕ Economy ⋮

Origination * ✕ Chicago, Illinois, United States of America ⋮

Destination * ✕ Louisville, Kentucky, United States of America ⋮

Class of Service Justification

Itemization
Use the button below only if your company's expense policy requires itemizations.

Add

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

Linked Travel Booking Record ✕ 08/07/2025 UNITED AIR LINES 81.14 USD ...

Credit Card Transaction 08/07/2025 81.14 USD

Expense Date * 08/07/2025

Expense Item * ✕ Domestic Employee Airfare ...

Domestic Employee Airfare Domestic Non-Employee Airfare
Participant Support Miscellaneous Travel

Total Amount 81.14

Currency * USD

Memo *

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

Company ✕ 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 ...

New feature!

Explain the charge!

Company and Program MUST match

Expense Line **BONUS! Attachment comments**

Shania Twaine.jpg
✓ Successfully Uploaded!

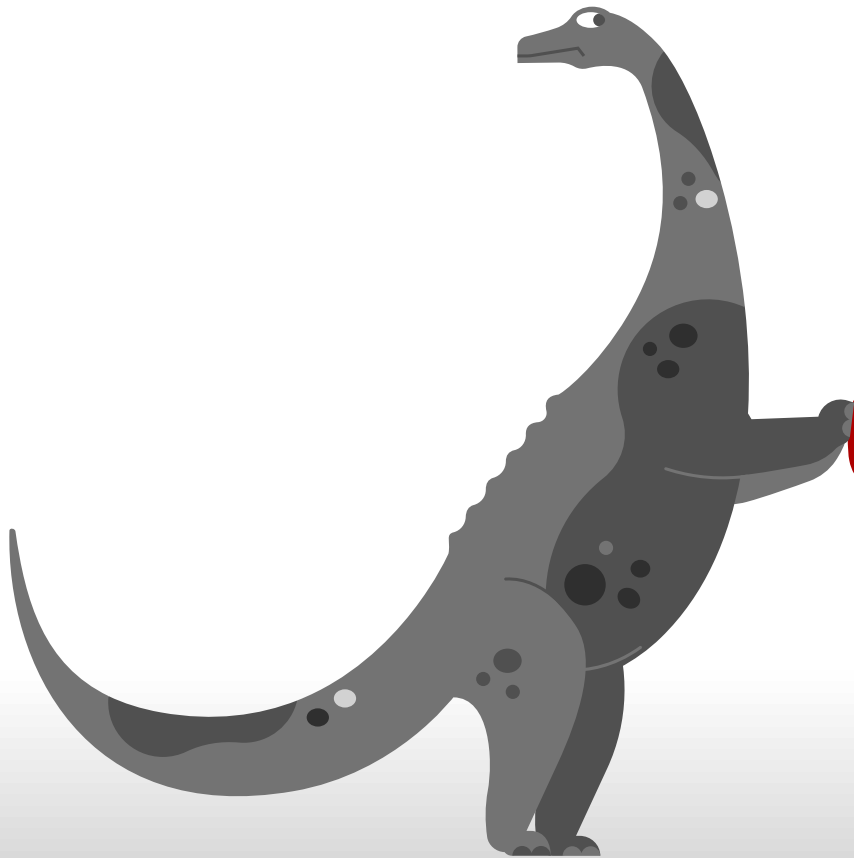
Comment

Upload

Creating Expense Reports

As Always

**You
Can't
Overexplain**



Creating Expense Reports

Continuing the Expense Line

Header Attachments **Expense Lines**

Add

2 items Sort By: ▾

Thu, Aug 7

Domestic Employee Airfare FILL THIS WITH INFORMATION!	81.14 USD ✉ 📄 ✈
AGENT FEE	12.00 USD ✉ !

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

View Expense Report
ER-00002507

Pay To

Status

Personal
0.00 USD

Company Paid
1,530.90 USD

Header

Attachments

Credit Card Payment

Business Process

Expense Line

7 items

Sort By: ▾

Tue, Jul 1

Coach Recruitment Airfare

1,498.41 USD

Thu, Jul 24

Coach Recruitment Miscellaneous

8.15 EUR

Coach Recruitment Miscellaneous

18.15 EUR

Expense Line

PDF

Uploaded by

Comment

return flight from

Credit Card Transaction

07/01/2025 1,49

Expense Date

* 07/01/2025

Expense Item

Coach Recruitment

Actions

Expense Report

Accounting >

Favorite >

Integration IDs >

Navigate >

Expense Report

02507

Cancel

Change

Copy

Print

Waiting on NCAA Compliance

Budget Check Status

Pass

Pay To

Payee Type

Employee

Company

ULAA UofL Athletics Association

Currency

USD

Date

09/12/2025

Memo

Recruiting trip to Singapore, China

Payment Type

Direct Deposit

Total Amount

5,631.22

Office Hours

