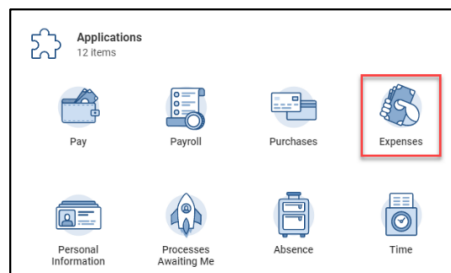


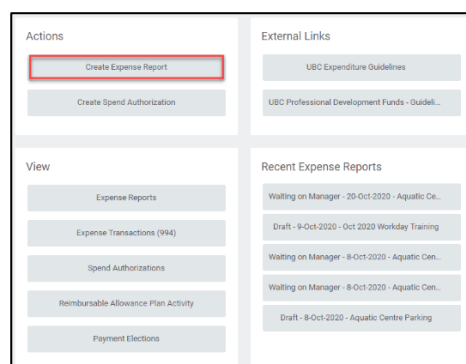
HOW DO I .. Get Reimbursed for an Expense?	ABOUT THIS TASK: Describes how to get reimbursed for an “out of pocket” expense.
AUDIENCE: All UBC Staff and Faculty	DETAILED JOB AID: Expense Reporting: Create Expense Report – Out of Pocket

Note: All values in screenshots are examples only and may not refer to actual data in Workday.

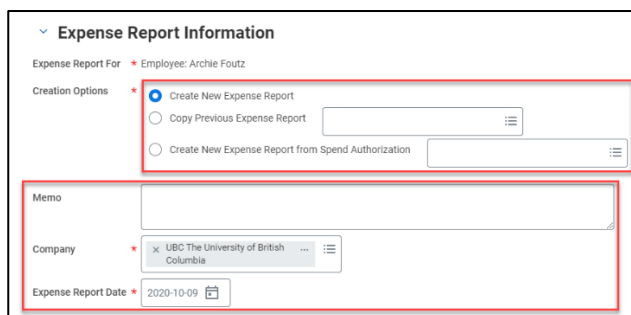
1. On Workday’s home page, under **Applications** click **Expenses**.



2. In the **Actions** section, click **Create Expense Report**.



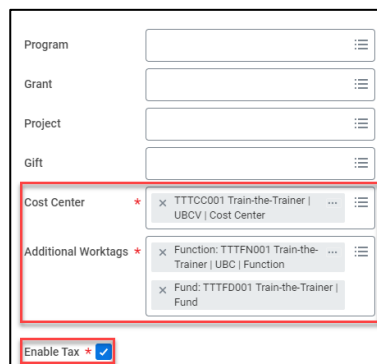
3. Choose one of the **Creation Options**.



4. In **Memo** section *enter* a description about the expense.
TIP: Be specific as this becomes part of the expense report name.

5. *Review and update*, if required, the **Cost Center**.

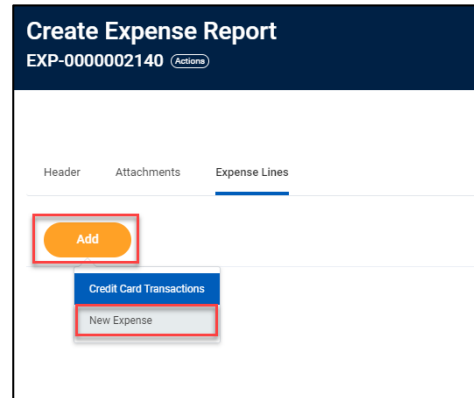
TIP: If you change the Cost Centre the additional Worktags automatically update.



HOW DO I .. Get Reimbursed for an Expense?	ABOUT THIS TASK: Describes how to get reimbursed for an “out of pocket” expense.
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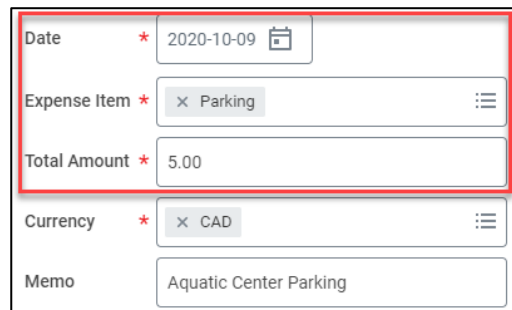
Note: All values in screenshots are examples only and may not refer to actual data in Workday.

6. Click **Add** and select **New Expense**.



7. Complete the **date** (this is the transaction date), **expense item** (type key words and related results will display), **total amount** fields and update **currency** field, if applicable.

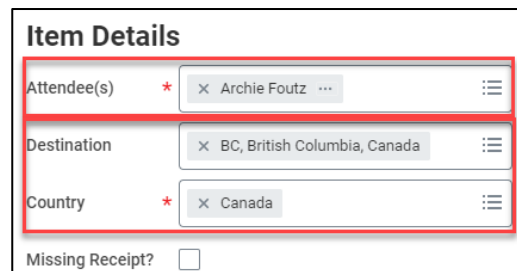
TIP: More information on Goods and Services, Air Travel, Per Diem, Meals and Attendees can be found in the detailed [Expense Reporting: Create Expense Report – Out of Pocket](#).



8. Complete **Item Details**.

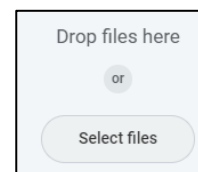
TIP: The **Item Details** fields change based on the **Expense Item**. If applicable, use the **Attendee(s)** field to document any non-UBC guests.

TIP: Ensure destination is entered as this calculates the tax.



9. Attach screenshot(s) of **receipts**.

TIP: Use **Quick Expenses** on the Workday Mobile app for an easy way to upload receipts.



10. Click **Submit** or **Save for Later**.

