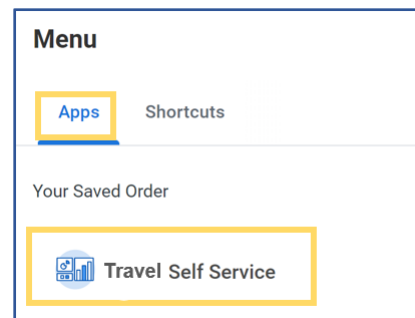# Travel Expense Reports in Workday

This job aid provides instructions for accessing and adding out-of-pocket expenses to your travel expense report after you have logged into Workday for the first time. If you have not yet logged in, please refer to the job aid *Logging Into Workday for the First Time,* then come back to this job aid to access your expense report.
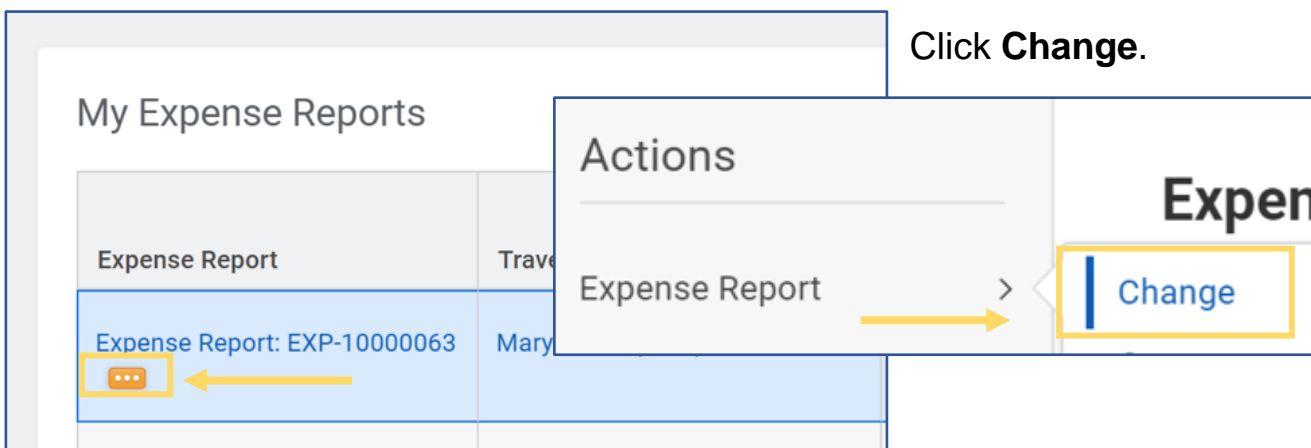
Once logged in, navigate to and click on **Menu** on the left-hand side of the home screen.

Click **Apps**, then **Travel Self Service** below **Menu.**

Select your Expense Report(s) under My *Expense Reports*. Click on the [...] below the Expense Report. Navigate up and hover over **Expense Report** under **Actions.**

Click **Change**.

Click **OK** to access your Expense Report.

Adding Out-of-Pocket Expenses to your Travel Expense Report

Please do not adjust the **Fixed Meal Per Diem** Expense Item, Project, Travel Code, or Additional Worktags on any of the Expense Lines. This will be done by your Travel Coordinator

Travel: Fixed Meal Per Diem - Dome...	164.50 USD

1. Select the **Expense Lines** tab.

Header	Attachments	**Expense Lines**

Add

2. Select **Add** to begin adding your out-of-pocket expenses.

3. Click in the **Expense Item** box. **Expense Items** can be typed or selected from the dropdown – **Expense Item Group**. For each expense item, select Domestic (within the United States) or International. Expenses $75 and require a receipt.

Date	* 01/15/2023
Expense Item	* × Travel: Taxi/Uber/Lyft - Domestic
Total Amount	* 25.00
Currency	* × USD ···
Memo	Taxi to airport

4. Typical items include Taxi, Mileage, Parking, and Subway. Airfare Expense Item Date should be the date of the flight. Expenses used less frequently can be found under the **Travel – Miscellaneous Expense Item Group**.

Date	* 01/15/2023
Expense Item	* mileage ✕
	Search Results (2)
Total Amount	* ⬤ Travel: Mileage - Domestic
Currency	* ○ Travel: Mileage - International
Memo	Drive from home to meeting location

5. The red asterisks will provide guidance on required fields. Receipts should be added as **attachments** to each Expense Item, not to the Attachments tab at the top of the Expense Report.

Drop files here
or
Select files

6. Once you have added your out-of-pocket expenses, click **Submit.**
If you need to come back to your expense report, click **Save for Later**.

Submit

Save for Later

···

Actions		**Expens**
Expense Report	>	Cancel
Budget Date	>	Change
Favorite	>	Copy
		Print

EXP-10004040
Was... ···

7. Should you need to **print** your expense report, follow the navigation at the top of the page.
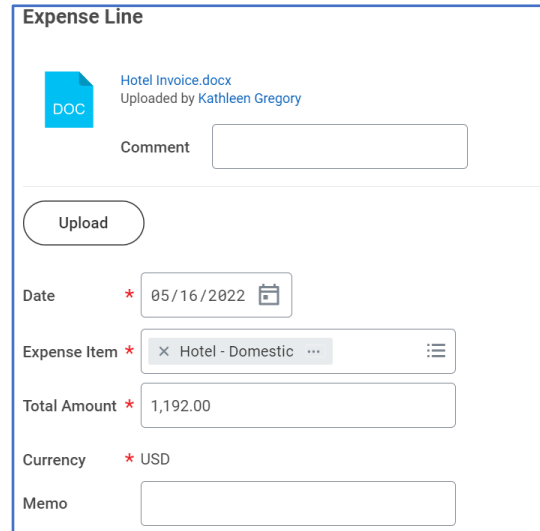
Adding Hotel Out-of-Pocket Expenses

If you are seeking reimbursement for lodging, please use this guidance to enter that expense item.

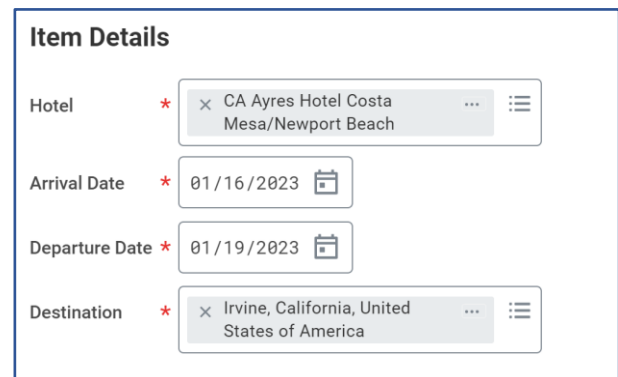1. Select the **Hotel** Expense Item and enter the following:
   - **Date** – should be the arrival date
   - **Amount** – the total amount of the hotel receipt

Expense Line

> DOC Hotel Invoice.docx
> Uploaded by Kathleen Gregory
>
> Comment
>
> Upload
>
> Date   * 05/16/2022
> Expense Item * × Hotel - Domestic ···
> Total Amount * 1,192.00
> Currency   * USD
> Memo

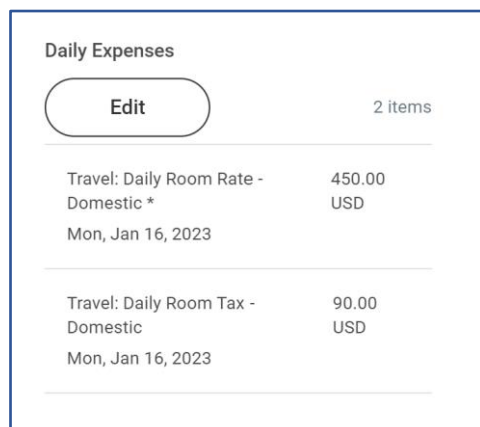2. Under **Item Details**, add the following:
   - **Hotel** – indicates the hotel name. If the hotel is not included in the dropdown list, please select Non-preferred Hotel and enter the name of the hotel in the Memo field below the Total Amount.
   - **Dates** – arrival and departure dates for hotel stay.
   - **Destination** – location of the hotel.

Item Details

> Hotel   * × CA Ayres Hotel Costa Mesa/Newport Beach ···
> Arrival Date * 01/16/2023
> Departure Date * 01/19/2023
> Destination * × Irvine, California, United States of America ···

Daily Expenses

> Edit   2 items
>
> Travel: Daily Room Rate - Domestic *   450.00 USD
> Mon, Jan 16, 2023
>
> Travel: Daily Room Tax - Domestic   90.00 USD
> Mon, Jan 16, 2023

Note: If your daily lodging rates were different you will need to enter multiple Hotel Expense Items

Under **Daily Expenses**, click **Edit** to include the *Daily Room Rate* and *Daily Room Tax.*
- Enter the **Daily Rate** and
- **Number of Nights** again

Under **Daily Room Tax**
- **Enter Number of Nights** and
- **Daily Rate**

Click **Done**