

FAQ: Workday Expense Reports

Where can I find the EXOS Travel and Expense (T&E) Policy?

The EXOS T&E Policy can be found on the Finance Portal [here](#).

Are there instructions on how to create and submit an Expense Report?

Yes, on the Team Member Workday Resources page [here](#).

Can international employees submit Expense Reports in Workday?

No, the Workday Expense tool is limited to domestic employees who are paid through Workday.

Who can I contact with questions?

Please email the T&E team at Payables@teamexos.com.

How do I change my payment election? What is a payment election?

The payment election is the method that you will receive reimbursement for your Expense Report. Expenses will be reimbursed via direct deposit, similar to payroll.

1. On the Workday home screen, click on the “Pay” worklet under Applications
2. Select “Payment Elections”
3. Scroll down, click the “Add” button next to the “Payment Elections Requiring Setup” section
4. Complete all fields, clicking on the drop-down menus to see all options. Click “OK” to submit

If I created my Expense Report but forgot to change my payment elections to direct deposit first, how do I fix that?

You cannot change your payment elections once an Expense Report has been started. You will need to cancel any current Expense Reports, change your payment elections for expense reimbursements to receive direct deposit, and create a new Expense Report.

When I submit my Expense Report, when will I get reimbursed?

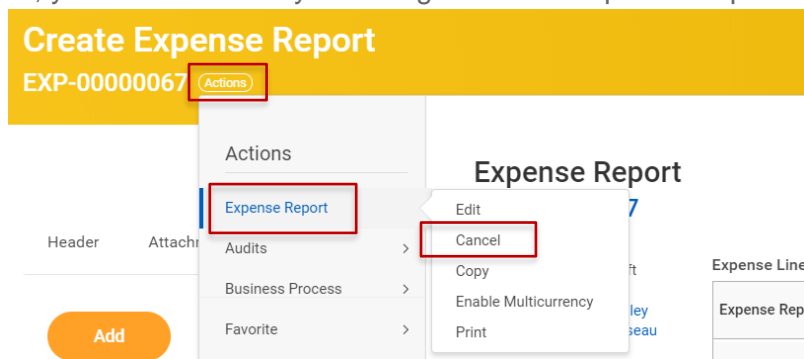
Expense Reports will be settled twice a month (semi-monthly), consistent with our payroll cycle. All Expense Reports approved by the Accounts Payable team two business days before the payment date will be settled on payday.

For example, if payroll is paid on Friday, 3/20, all Expense Reports approved by the end of business on Tuesday, 3/17, would be included on your paycheck.

FAQ: Workday Expense Reports

How do I cancel or delete an Expense Report?

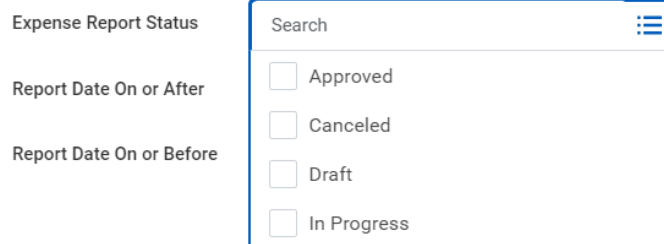
From the Expense Report in progress, you can cancel it by selecting Actions > Expense Reports > Cancel.



How do I view an Expense Report in progress? For example, I started one and saved it as a draft.

Search "My Expense Reports" in the search bar of Workday > select the Expense Report Status you are looking for > click OK to view.

My Expense Reports



I accidentally submitted my Expense Report before I was done. What do I do now?

You can retrieve your Expense Report by searching "My Expense Reports" in the search bar of Workday > select "In Progress" for the "Expense Report Status" > find the Expense Report you're looking for and click "Change Expense Report". You can now continue to work on your Expense Report.

Please note, before approving, your manager can send the Expense Report back to you for corrections.

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Does it matter what I select for Company, Cost Center, and Location on the first page of the Expense Report?

The first page of the Expense Report drives the accounting. Please make sure that you are selecting the Company, Cost Center, and Location where your expenses belong; not necessarily your “home” company/cost center/location.

Please note, if you work at a client site, please select “Works at Site” as your Cost Center.

How do I know which Expense Item to use?

This [file](#) defines each Expense Item. If you are unsure as to where your expenses are budgeted, or where they have been coded historically, you should first discuss with your manager, regional director, or department head. Then, the T&E team is available to provide guidance: Payables@teamexos.com.

How do I enter a bill-back (reimbursed client expense)?

Please select the Expense Item “Client Bill-Back”.

You may notice a small “billable” checkbox on the Expense Line entry screen. It is not necessary to check that box for our standard bill-backs. That checkbox is included for a small number of EXOS clients which require tracking of expenses (primarily travel) against a contracted amount. Rather than a pass-through, our contract allows us to bill them a defined amount (usually capped) of incurred expenses. If you are not familiar with this, most likely it does not apply to your site.

I see an itemize button, what is this for?

Itemization is not required, however, it allows you to allocate your expense amongst Cost Centers (or departments) and/or Locations. For example, if you had a hotel expense that should be divided between Performance and Education, you can itemize the expense and allocate the dollars accordingly.

If you accidentally choose to itemize an expense and no longer wish to do so, you can delete the itemization by clicking Edit > then click the trashcan icon in the top right corner.

As the manager, can I forward a team member’s Expense Report to a different manager?

Yes. From the Expense Report task in your Workday inbox, instead of approving, click the “Add Approvers” button and search the new approver.

The screenshot displays a Workday interface for an expense report. On the left, a list of expenses is shown for 'Wed, Apr 1', including 'Holiday Party/Celebratory Meals' for 15.00 USD. On the right, a sidebar titled 'Expense L' contains fields for Date, Expense Item, Total Amount, Currency, and Memo, each with a red asterisk indicating a required field. At the bottom, three buttons are visible: 'Approve', 'Send Back', and 'Add Approvers'. The 'Add Approvers' button is highlighted with a red rectangular box.

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Can I do my Expense Reports on a mobile device or App? Can I use my phone to take pictures of receipts?

Yes, you can download the Workday App for iOS or Android to create Expense Reports on your mobile device. Some users may find efficiencies in snapping photos of their receipts and creating an Expense Report in real-time. Expense Reports can be completed on the device or saved for later.

Do you have any tips for mobile App entries?

For the mobile App:

- “Quick Expense” allows you to take a picture of your receipts and log the details of the expense so that you can quickly add that expense item to your Expense Report at a later time.
- You can delete lines from your Expense Report by selecting the expense line > tap the red “remove” button at the bottom.