



- **ALL** reimbursement for **out-of-pocket business-related expenses** incurred on or after 2/16/15 will be submitted through Workday, including: mileage, travel, memberships, professional dues, license payments, gift card purchases, webinars, recruitment activities, other business expenses that provide a clear and necessary business benefit to the system. (**Note:** This does not include Fitness Reimbursement or Tuition Reimbursement)
- All supporting documentation for expense reimbursement is required to be uploaded from the mobile app or scanned in to Workday. No more paper receipts will be accepted.
- Expense reimbursement will be paid by **direct deposit only**. Employees who do not have a direct deposit account associated with expense reimbursement will need to add one **before submitting an expense report**.
- All expenses must be submitted **within 60 days** from the receipt date or they may be taxed.
- If an expense has been pre-paid by Christiana Care (i.e. airfare through agency, registration for a conference, hotel room), or a cash advance has been provided, Workday cannot be used to provide reimbursement for those items. However, receipts can be saved in the Workday Expense report for documentation purposes.

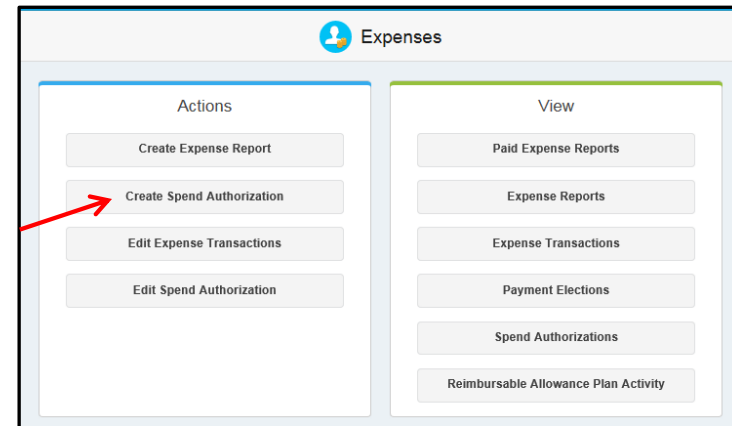
Note: The expense functionality is not available on the iPad.

Creating a Spend Authorization Request

Spend Authorizations are used to grant permission for future expenses for international air travel only. Spend Authorizations are initiated by employees before travel takes place, and must be approved by the manager in advance.

From the Expenses Worklet:

1. Click the **Create Spend Authorization** button under the **Actions** column.



2. Enter a **Description** and a **Justification** to clarify the reason for the future expense.
3. Modify the **Start** and **End** dates, if needed.
4. Enter an Estimated Amount for the anticipated **air** expense.
5. Click the **Add** icon to add spend authorization line item detail.
6. Click the **Prompt** icon for the **Expense Item** and choose the **By Alphabetical Order** option.
7. Select **Airfare - International**.
8. Click the **Related Actions** icon within the field and review the **Instructional Text**.

9. Enter **Quantity** (number of airline tickets) and Per Unit Amount.
10. Change the cost center (**Worktag**) that the expense will be billed to, if necessary. **Note:** You will need to type in the cost center number or cost center name.
11. Click **Submit**.

The screenshot shows the 'Spend Authorization Information' and 'Spend Authorization Details' sections. Red arrows point to the 'Start Date' (09/24/2015), 'End Date' (10/01/2015), 'Description' (Conference Abroad), 'Business Purpose', 'Spend Authorization Total' (500.00), 'Currency' (USD), 'Justification' (Attending conference related to XYZ in Paris, France from 9/24/15 - 10/1/15), and the 'Spend Authorization Lines' table. The table has columns for Item, Quantity and Amount, Memo and Billable, and Worktags. A red arrow points to the 'Add' button (+) in the table header, another to the 'X Airfare - International' item, and another to the 'Per Unit Amount' (500.00) and 'Total Amount' (500.00) fields. A fourth arrow points to the 'Worktags' dropdown menu showing 'X Cost Center: 84275 HR Service Delivery'. At the bottom, there are 'Submit', 'Save for Later', and 'Cancel' buttons.

The screenshot shows the 'My Spend Authorizations' table. A red arrow points to the search icon (magnifying glass) in the top left corner of the table. Another red arrow points to the 'Change Spend Authorization' button in the bottom right corner of the table. The table has columns for Spend Authorization, Spend Authorization Number, Spend Date, Spend Authorization Status, Memo, Estimated Amount, Currency, Company, and a button for 'Change Spend Authorization'. The data row shows a status of 'In Progress' and a memo of 'to help'.

Viewing An Existing Spend Authorization

From the Expenses Worklet:

1. Click the **Spend Authorizations** button in the **View** column.
2. Click the **Magnifying Glass** icon to view report details or
3. Click **Change Spend Authorization** to modify the existing spend authorization.
4. View the **Spend Authorization Status** column to see the status of the spend authorization request.



- **ALL** reimbursement for **out-of-pocket business-related expenses** incurred on or after 2/16/15 will be submitted through Workday, including: mileage, travel, memberships, professional dues, license payments, gift card purchases, webinars, recruitment activities, other business expenses that provide a clear and necessary business benefit to the system. (**Note:** This does not include Fitness Reimbursement or Tuition Reimbursement)
- All supporting documentation for expense reimbursement is required to be uploaded from the mobile app or scanned in to Workday. No more paper receipts will be accepted.
- Expense reimbursement will be paid by **direct deposit only**. Employees who do not have a direct deposit account associated with expense reimbursement will need to add one **before submitting an expense report**.
- Expenses can be reimbursed once the charge is incurred rather than waiting for travel to take place.
- Receipts are required for all travel expenses greater than \$50.
- All expenses must be submitted **within 60 days** from the receipt date or they may be taxed.
- If an expense has been pre-paid (i.e. airfare through agency, registration for a conference, hotel room), or a cash advance has been provided, Workday cannot be used to provide reimbursement for those items. However, receipts can be saved in the Workday Expense report for documentation purposes.

Note 1: The expense functionality is not available on the iPad.

Note 2: This job aid outlines the steps for entering and submitting Expense Reports through the desktop. For information on submitting and Expense Report through your iPhone, refer to the [mobile job aid](#).



Only one expense report can be submitted per **Business Purpose**. If reimbursement is required for multiple business purposes, separate expense reports must be completed.

Creating an Expense Report for a Conference

Airfare

From the Expenses Worklet:

1. Click the **Create Expense Report** button under the **Actions** column.
2. Verify the **Expense Report Date**.
3. Select either **Create Blank Expense Report** or **Copy Previous Expense Report**. Your selection determines what information displays on the new expense report. **Note:** Copying a previous expense report will allow for more rapid data entry for expenses that you submit frequently.
4. Change the cost center (**Worktag**) that the expense will be billed to, if necessary. **Note:** You will need to type in the cost center number or cost center name.
5. If applicable, in the **Mobile Expenses** section, check the box of any mobile uploads from the Workday app that need to be included in the current expense report.

Instructional Text and Job Aids

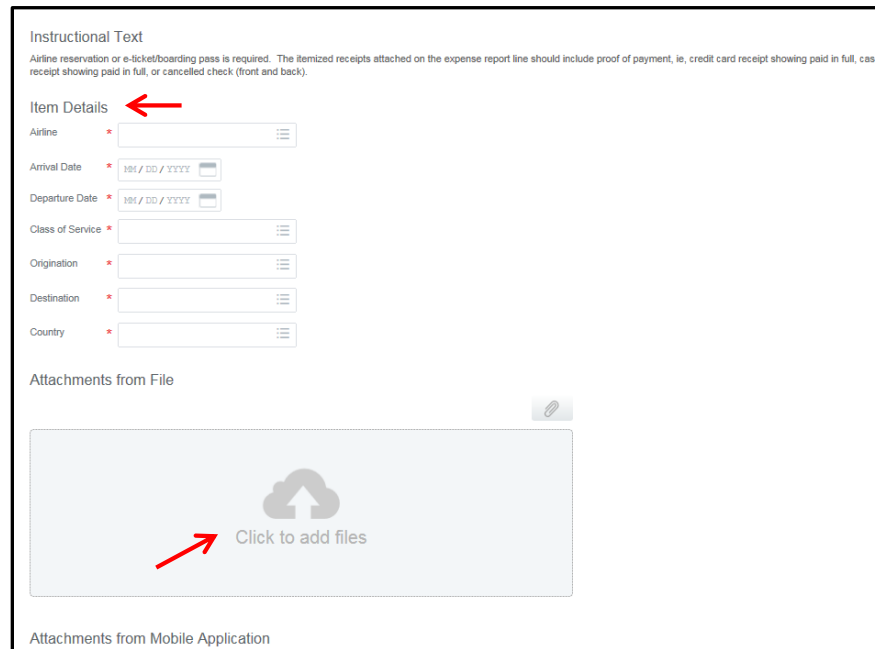
6. Review **Instructional Text**.
7. Click **OK**.
8. On the next screen, click the **Prompt icon** to select the **Business Purpose**. (Note: This is a required field)
9. Select **Conference**.
10. Enter more detail about the conference in the **Memo** field to the right of the Business Purpose field. (Note: This is a required field)
11. Enter the expense item Date for this particular line item (airfare).



The Expense Item Date needs to be the receipt date (the date the expense was incurred). If there are multiple dates, each should be entered as a separate line item by clicking on the Add icon (+).

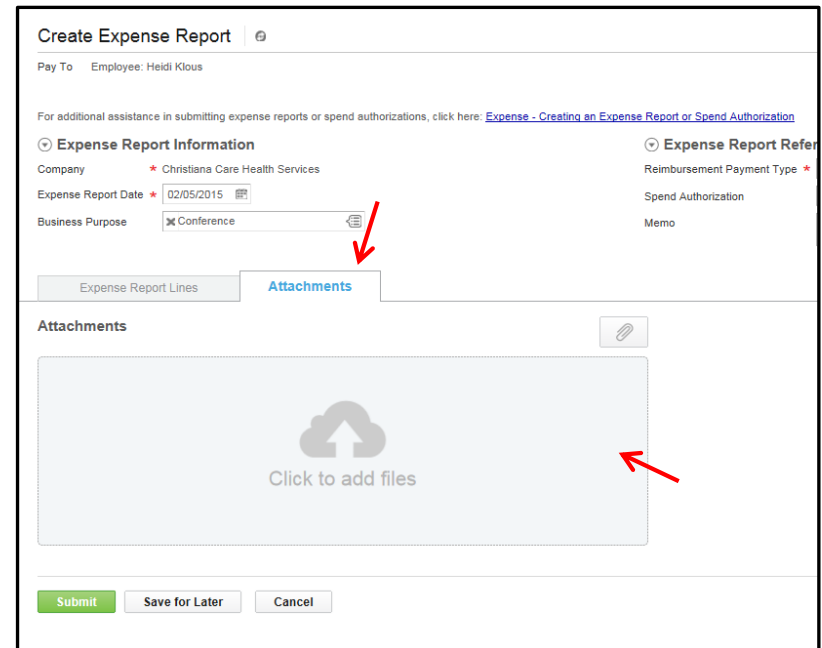
12. Click the Expense Item **Prompt icon**.
13. Click **By Alphabetical Order** to select the appropriate expense item. (Note: If you know the specific expense item, you can also type it in the field and hit enter, then choose from the available options.)
14. Click **Airfare-Domestic** or **Airfare-International**. (Note: An approved Spend Authorization is required for international travel. You will not be able to submit your expense report unless you have attached an approved Spend Authorization.)

- 15. Enter a **Quantity**.
- 16. Enter a **Per Unit Amount**. This should be the cost of the airline ticket.
- 17. Enter any additional relevant information in the **Memo Field**.
- 18. Change the cost center (**Worktag**) that the expense will be billed to, if necessary. **Note:** You will need to type in the cost center number or cost center name.
- 19. Complete the required fields in the **Item Details** section (Note: The required fields will change depending on the expense item chosen.).



- 20. Attach the supporting documentation. The **Supporting Documentation** can be from your personal drive or from uploaded photos from your Workday mobile app.
- 21. Click the **Attachments** tab.

- 22. Attach **conference** information (i.e. a conference flyer or pamphlet that indicates the dates, location, and purpose of the conference.)
Note: This is required for any expense reimbursement request with "Conference" in the **Business Purpose** field.



- 23. Click **Submit**.

Daily Meals



If you are working within the same expense report, you can click the **Add** icon⁺ in the Expense Report Lines tab to insert an additional expense item to be added (skip to #11 below). Otherwise, you can create a blank expense report (i.e. if you are submitting your meals after your travel has taken place, but you submitted your airfare expense prior to your travel dates.



Daily meal reimbursement for travel is \$60. You may not save unused funds from one day to the next.

From the Expenses Worklet:

1. Click the **Create Expense Report** button.
2. Verify the **Expense Report Date**.
3. Select either **Create Blank Expense Report** or **Copy Previous Expense Report**. Your selection determines what information displays on the new expense report. **Note:** Copying a previous expense report will allow for more rapid data entry for expenses that you submit frequently.
4. Change the cost center (**Worktag**) that the expense will be billed to, if necessary. **Note:** You will need to type in the cost center number or cost center name.
5. If applicable, in the **Mobile Expenses** section, check the box of any mobile uploads from the Workday app that need to be included in the current expense report.
6. Review **Instructional Text**.

7. Click **OK**.

8. Click the **Prompt** icon to select the **Business Purpose**. (**Note:** This is a required field)
9. Select **Conference**.
10. Enter more detail about the expense item in the **Memo** field to the right of the Business Purpose field. (**Note:** This is a required field)
11. Enter the expense item Date. (**Note:** One expense report line must be submitted for **each day** of meals.)



The Expense Item Date needs to be the receipt date (the date the expense was incurred).

12. In **Expense Item**, type in "Meals."
13. Choose "Meals – Daily Total."

14. Because this Expense Item refers to your “daily total,” enter “1” in the **Quantity** field.
15. Enter the amount of the meal total for the day, **not to exceed \$60.00**.
16. Enter a brief description in the **Memo** field (i.e. meals for XX/XX/XXXX).
17. Change the cost center (**Worktag**) that the expense will be billed to, if necessary. **Note:** You will need to type in the cost center number or cost center name.
18. Add Additional **Item Details** related to the meals. Arrival Date and Departure Date should be the dates for the entire business trip. (Note: Depending on the expense item you choose, additional fields may appear to be completed.)

The screenshot shows the 'Expense Report Line' form in Workday. Red arrows point to the following fields: Date (08/01/2015), Expense Item (Meals - Daily Total), Quantity (1), Per Unit Amount (500.00), Total Amount (500.00), Memo field, Worktags (Cost Center: 84275), Item Details (Attendee: Heidi Klous), Arrival Date, Departure Date, and the 'Click to add files' button at the bottom.

19. Attach **Supporting Documentation** from your personal drive or from uploaded photos from your Workday mobile app. **Note:** Your supporting documentation should include receipts from all of the

- meals that you are requesting reimbursement for. Therefore, there may be multiple receipt attachments.
20. Click the **Attachments** tab (**Note:** This only needs to be done once within a **Conference** expense report).
21. Attach **conference** information (i.e. a conference flyer or pamphlet that indicates the dates, location, and purpose of the conference.) **Note:** This is required for any expense reimbursement request with “Conference” in the **Business Purpose** field. If you are completing an Expense Report with multiple line items and have already attached the **conference** information, there is no need to attach it another time.
22. Click **Submit**.

Hotel



If you are working within the same expense report, you can click the **Add** icon⁺ in the Expense Report Lines tab to insert an additional expense item to be added (skip to #11 below). Otherwise, you can create a blank expense report (i.e. if you are submitting your meals after your travel has taken place, but you submitted your airfare expense prior to your travel dates).



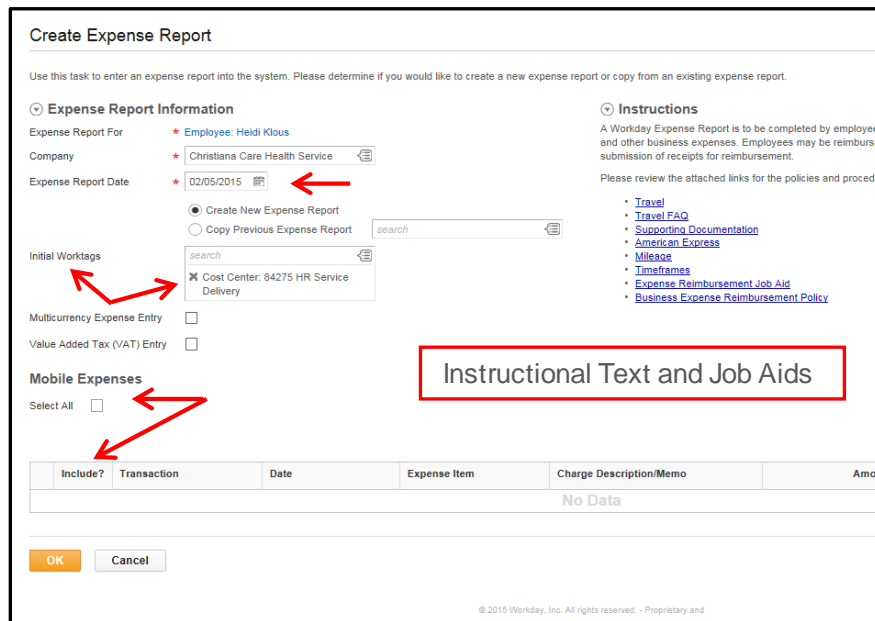
All hotel folios must be attached, regardless of amount. Additionally, all items on the folio must be accounted for in the expense report, even if personal.

From the Expenses Worklet:

1. Click the **Create Expense Report** button.
2. Verify the **Expense Report Date**.

3. Select either **Create Blank Expense Report** or **Copy Previous Expense Report**. Your selection determines what information displays on the new expense report. **Note:** Copying a previous expense report will allow for more rapid data entry for expenses that you submit frequently.
4. Change the cost center (**Worktag**) that the expense will be billed to, if necessary. **Note:** You will need to type in the cost center number or cost center name.
5. If applicable, in the **Mobile Expenses** section, check the box of any mobile uploads from the Workday app that need to be included in the current expense report.
6. Review **Instructional Text**.

10. Enter more detail about the expense item in the **Memo** field to the right of the Business Purpose field. (**Note:** This is a required field)
11. Enter the expense item Date. (**Note:** This will likely be the date of departure because that will be the receipt date of the hotel folio.)
12. Type “**hotel**” in **Expense Item** field.
13. Choose “**Lodging**.”
14. In the **Quantity** field, enter “1” because you have just one hotel folio to reconcile.
15. Type in the **total amount of the receipt**, in either the **Per Unit Amount** or the **Total Amount**. (**Note:** Your hotel folio needs to account for this entire amount.)
16. Change the cost center (**Worktag**) that the expense will be billed to, if necessary. **Note:** You will need to type in the cost center number or cost center name.
17. Add Additional **Item Details** related to the hotel (Note: Depending on the expense item you choose, additional fields may appear to be completed.)
 - When entering the **Daily Rate**, you must enter the daily rate of the room, **not including taxes**.



7. Click **OK**.
8. Click the **Prompt icon** to select the **Business Purpose**. (**Note:** This is a required field)
9. Select **Conference**.

Once all of the hotel charges have been itemized, the Lodging expense in the upper right corner must read "0.00."

18. Attach the Hotel Folio as supporting documentation.

19. Click on **Itemize**.

20. The daily **Room Rate** total will automatically calculate. You must enter the daily rate for **Room Tax** (**Note:** Room Rate and Room Tax are always required to be itemized.) Any other items listed on the hotel folio, even personal charges, must also be itemized.

21. If there are personal charges on the hotel folio, those should be listed in the **Itemization** window (i.e. Hotel Fitness Center) by clicking the box that says **Personal**.

22. Click the minus icon if there is nothing else to itemize.

23. Click **Done**.

24. Click the **Attachments** tab. (**Note:** This only needs to be done once within a **Conference** expense report).

25. On the **Attachments Tab**, attach conference flyer or pamphlet that indicates the dates, location, and purpose of the conference. **Note:** This is required for any expense reimbursement request with "Conference" in the **Business Purpose** field. If you are completing an Expense Report with multiple line items and have already attached the **conference** information, there is no need to attach it another time.
26. Click **Submit**.

Creating a Mileage Reimbursement Expense Report



The mileage reimbursement rate for Health Services will follow IRS guidelines with a periodic update. See the Travel policy for reference link.

Note: The **Per Unit Amount** for mileage reimbursement appears as a rounded decimal (i.e. 0.58 cents per mile), however it is calculated at the correct rate per the IRS guidelines (i.e. 0.575).

As a best practice, mileage reimbursement should be submitted every 30 days.

VNA Staff who currently submit mileage through Horizon will continue to do so. Those who submit mileage through Kronos will now submit for reimbursement through Workday.

From the Expenses Worklet:

1. Click the **Create Expense Report** button.
2. Verify the **Expense Report Date**.
3. Select either **Create Blank Expense Report** or **Copy Previous Expense Report**. Your selection determines what information displays on the new expense report. **Note:** Copying a previous expense report will allow for more rapid data entry for expenses that you submit frequently.
4. Change the cost center (**Worktag**) that the expense will be billed to, if necessary. **Note:** You will need to type in the cost center number or cost center name.
5. If applicable, in the **Mobile Expenses** section, check the box of any mobile uploads from the Workday app that need to be included in the current expense report.
6. Review **Instructional Text**.

Create Expense Report

Use this task to enter an expense report into the system. Please determine if you would like to create a new expense report or copy from an existing expense report.

Expense Report Information

Expense Report For: * Employee: Heidi Klous

Company: * Christiana Care Health Service

Expense Report Date: * 02/05/2015

Initial Worktags: Create New Expense Report Copy Previous Expense Report

Cost Center: 84275 HR Service Delivery

Mobile Expenses

Select All

Instructions

A Workday Expense Report is to be completed by employees and other business expenses. Employees may be reimbursed submission of receipts for reimbursement.

[Travel](#)

[Travel FAQ](#)

[Supporting Documentation](#)

[American Express](#)

[Mileage](#)

[Timeframes](#)

[Expense Reimbursement Job Aid](#)

[Business Expense Reimbursement Policy](#)

Include?	Transaction	Date	Expense Item	Charge Description/Memo	Amount
No Data					

OK Cancel

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7. Click **OK**.
8. Click the **Prompt icon** to select the Business Purpose. (**Note:** This is a required field)
9. Select **Mileage**.
10. Enter more detail about the expense item in the **Memo** field to the right of the Business Purpose field (i.e., Interdepartmental Travel between 1/2/15 – 1/31/15). (**Note:** This is a required field)
11. Type in the expense item **Date**.



When requesting mileage reimbursement, the expense report line date should be the date of the **first trip within the period for which you're requesting reimbursement**. For example, if you're requesting mileage reimbursement for the month of June and the first date that you traveled that month was on June 3, you would enter 06/03/YYYY in the expense report line date field.

12. Click the **Prompt icon** to select the **Expense Item** and choose **By Expense Item Group**.
13. Select **Ground Transportation**
14. Select **Mileage Personal Auto-CCHS** or **Mileage Personal Auto – VNA**.



When submitting mileage reimbursement, you can submit a log that journals each individual trip, and enter the **total** number of miles to be reimbursed. Otherwise, you will need to add an expense line item for each individual trip date. In that case, the **Date** entered should be the date of each individual trip. Supporting documentation will be required for each individual expense line item.

15. If you are submitting a log that journals each individual trip for the expense report period, you can enter the total number of miles in **Quantity**.
16. If you are adding each trip individually, you can enter the number of miles for that trip in **Quantity**. (Note: You will need to click the **Add icon** (+) to add additional trip dates.)
17. Enter a **Memo** in the Expense Report Line area (i.e. site travels for July 2014) to provide additional information.
18. Change the cost center (**Worktag**) that the expense will be billed to, if necessary. **Note:** You will need to type in the cost center number or cost center name.
19. Click **Add Attachment** to attach Mapquest driving directions, your log, or other supporting documentation.

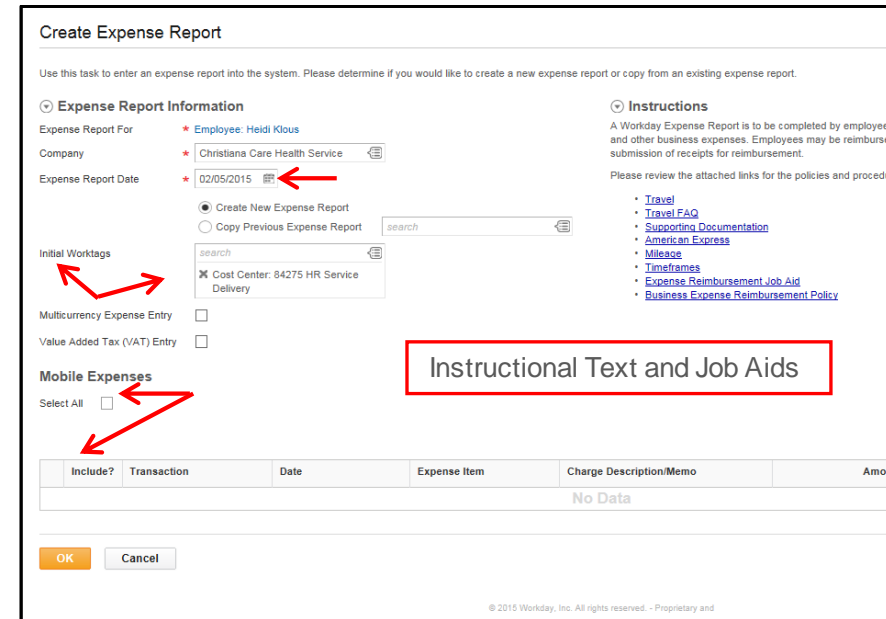
The screenshot shows the 'Create Expense Report' interface. Red arrows point to the following fields: 'Expense Report Date' (02/05/2015), 'Business Purpose' (Mileage), 'Expense Report Reference Information' (Memo: interdepartment travel between 1/2/15-1/31/15), 'Expense Report Line' (Date: 01/02/2015, Expense Item: Mileage Personal Auto - CCHS, Quantity: 100, Per Unit Amount: 0.575, Total Amount: \$7.50, Memo: [empty], Worktags: Cost Center: 84275 HR Service Delivery), and the 'Attachments from File' section.

20. Click **Submit**.

Creating a Non-Travel Reimbursement Expense Report (i.e. team lunch)

From the Expenses Worklet:

1. Click the **Create Expense Report** button.
2. Verify the **Expense Report Date**.
3. Select either **Create Blank Expense Report** or **Copy Previous Expense Report**. Your selection determines what information displays on the new expense report. **Note:** Copying a previous expense report will allow for more rapid data entry for expenses that you submit frequently.
4. Change the cost center (**Worktag**) that the expense will be billed to, if necessary. **Note:** You will need to type in the cost center number or cost center name.
5. If applicable, in the **Mobile Expenses** section, check the box of any mobile uploads from the Workday app that need to be included in the current expense report.
6. Review **Instructional Text**.



Create Expense Report

Use this task to enter an expense report into the system. Please determine if you would like to create a new expense report or copy from an existing expense report.

Expense Report Information

Expense Report For * Employee: Heidi Klous

Company * Christiana Care Health Service

Expense Report Date * 02/05/2015

Initial Worktags

Multicurrency Expense Entry

Value Added Tax (VAT) Entry

Mobile Expenses

Select All

Instructions

A Workday Expense Report is to be completed by employees and other business expenses. Employees may be reimbursed submission of receipts for reimbursement.

Please review the attached links for the policies and procedures.

- [Travel](#)
- [Travel FAQ](#)
- [Supporting Documentation](#)
- [American Express](#)
- [Miscellaneous](#)
- [Timeframes](#)
- [Expense Reimbursement Job Aid](#)
- [Business Expense Reimbursement Policy](#)

Instructional Text and Job Aids

Include?	Transaction	Date	Expense Item	Charge Description/Memo	Amount
No Data					

OK Cancel

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7. Click **OK**.
8. Click the **Prompt icon** to select the **Business Purpose**. (**Note:** This is a required field.)
9. Select **Meetings**.
10. Enter more detail about the expense item in the **Memo** field to the right of the Business Purpose field (i.e., Team Lunch for employee engagement discussion). (**Note:** This is a required field.)
11. Type in the **Date** lunch was paid for.
12. Click the **Prompt icon** to select the **Expense Item** and choose **By Alphabetical Order**.
13. Select **Catering Services**.
14. Type in the amount paid in the **Total Amount** field.
15. Change the cost center (**Worktag**) that the expense will be billed to, if necessary. **Note:** You will need to type in the cost center number or cost center name.

16. Attach **Supporting Documentation** from your personal drive or from uploaded photos from your Workday mobile app.

The screenshot shows the 'Expense Report Lines' form. The 'Expense Report Line' section is highlighted. Red arrows point to the following fields: Date (09/02/2015), Expense Item (Catering Services), Per Unit Amount (0.00), Worktags (Cost Center: 84275 HR Service Delivery), and the Attachments from File icon.

17. Click **Submit**.

Creating a Gift Card Reimbursement Expense Report


From the Expenses Worklet:

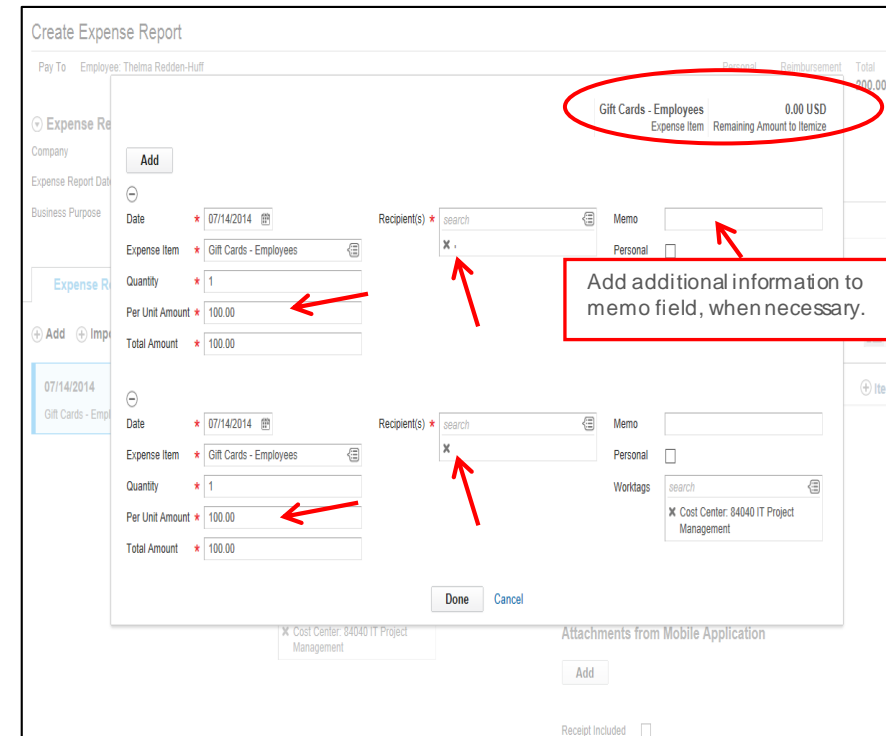
1. Click the **Create Expense Report** button.
2. Verify the **Expense Report Date**.
3. Select either **Create Blank Expense Report** or **Copy Previous Expense Report**. Your selection determines what information displays on the new expense report. **Note:** Copying a previous expense report will allow for more rapid data entry for expenses that you submit frequently.

4. Change the cost center (**Worktag**) that the expense will be billed to, if necessary. **Note:** You will need to type in the cost center number or cost center name.
5. If applicable, in the **Mobile Expenses** section, check the box of any mobile uploads from the Workday app that need to be included in the current expense report.
6. Review **Instructional Text**.

The screenshot shows the 'Create Expense Report' form. Red arrows point to the Expense Report Date (02/05/2015), the 'Initial Worktags' dropdown menu (Cost Center: 84275 HR Service Delivery), and the 'Mobile Expenses' section. A red box highlights the 'Instructional Text and Job Aids' section.

7. Click **OK**.
8. On the next screen, click the **Prompt icon** to select the **Business Purpose**. (**Note:** This is a required field.)
9. Select **Recognition**.
10. Enter reason in the **Memo** field that is to the right of the Business Purpose field. (i.e. Gift Cards for 2 Employees for helping with project). (**Note:** This is a required field.)


11. Type in the **Date** the gift card(s) was purchased. (**Note:** If the gift cards were *purchased* on different dates, a separate Expense Report Line will be needed for each date.)
12. Type in “gift card” in **Expense Item** field and choose “gift cards – employees.” (**Note:** If you purchased a gift card for a non-employee, you will have the opportunity to “create” a recipient.)
13. Type in the quantity of gift cards purchased (on that date/receipt) in the **Quantity** field.
14. Type in the amount of each individual gift card in the **Per Unit Amount** field. The total amount will update automatically. (**Note:** If the gift cards are for varying amounts, you will need to enter the total amount in the **Total Amount** field. The system will auto-calculate a per unit amount. It won’t be accurate, but you can disregard.)
15. Enter a brief description in the **Memo** field to provide additional information.
16. Change the cost center (**Worktag**) that the expense will be billed to, if necessary. (**Note:** You will need to type in the cost center number or cost center name.)
17. Select **Prompt** in the **Items Detail** section.
18. Select the gift card recipient(s) from **Workers in My Supervisory Org** or type the name of the employee in the search field. (**Note:** You might do this if you are awarding a gift card to someone outside of your supervisory organization.)
19. Click **+ Itemize**.
20. Enter the amount of the gift card that each employee received. (**Note:** The amount left to itemize will appear in the upper right corner, and will decrease by the amount of **each** line once it’s entered. Before exiting this screen, the amount must read “0.00.”).
21. There should be one line for each recipient. If there are multiple recipients, delete the names of the employees that are not applicable by clicking on the **X** sign. (**Note:** You can add and delete lines by clicking on the **Add** button or minus sign .)



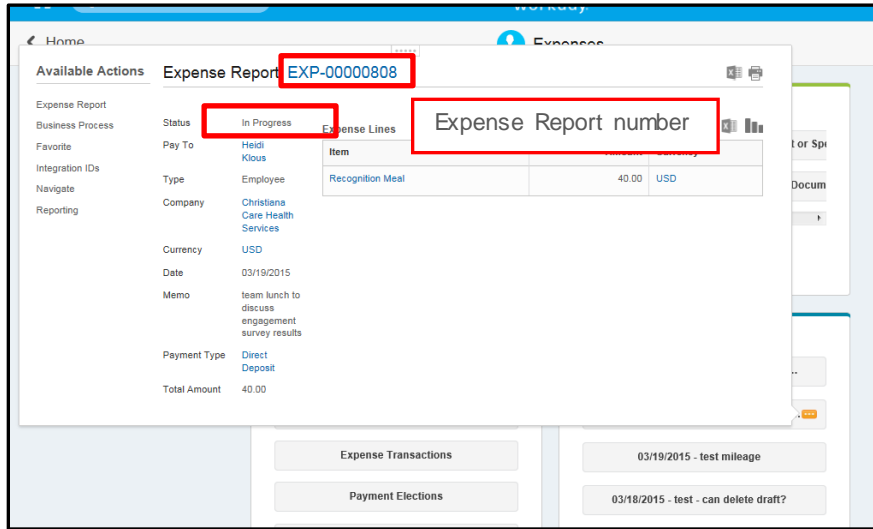
22. Click **Done**.
23. Attach **Supporting Documentation** from your personal drive or from uploaded photos from your Workday mobile app. (**Note:** If all gift cards are on one receipt, you simply need to attach just the one. However, if they were purchased on multiple receipts, you would need to attach all receipts.)
24. Click **Submit**.

Viewing A Recently Submitted Expense Report

From the Expenses Worklet:

1. Under **Recent**, find the date of the report you would like to view.
2. Click the **Related Actions** icon  next to the date of the report.

- From here, you can check the status of the expense report. You can also view the entire expense report by clicking on the Expense Report number.



Editing An Expense Report



An expense report can only be edited until it has been settled for payment. After that time, no further changes can be made.

Editing an expense report can only be done by the person who submitted the expense report or his/her delegate, if applicable

When an edited Expense Report is submitted, the original 60-day timeframe still applies. Therefore, regardless of when the final submission occurs:

- All expenses must be submitted within 60 days from the receipt date or they may be taxed.

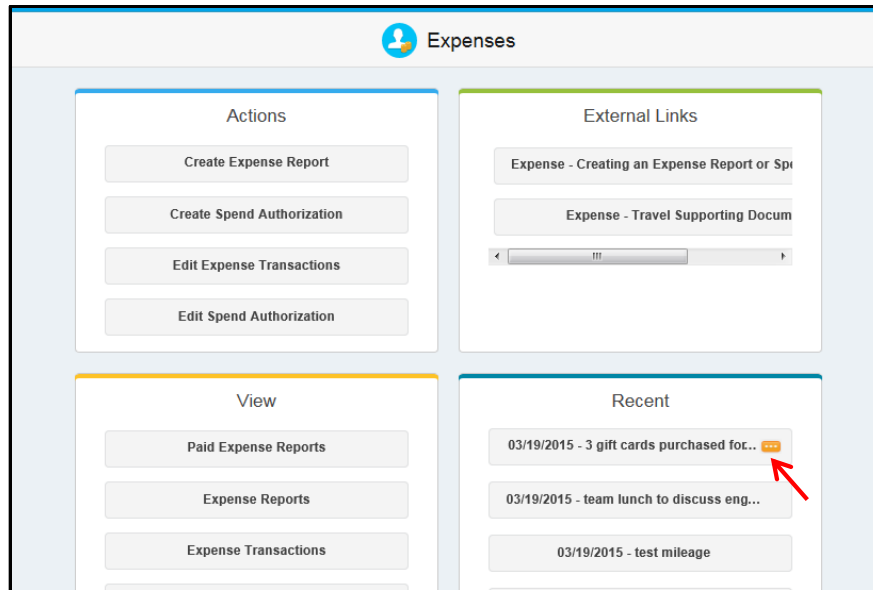
Viewing A Previously Submitted Expense Report


From the Expenses Worklet:

- Under **View**, click the **Expense Reports** button.
- Chose the applicable **Expense Report Status(s)** and date parameters.
- Click **OK**.
- Click the **Magnifying Glass** icon to view report details or Click **Change Expense Report** to modify the existing Expense Report that has already been submitted. (See the section **Editing An Expense Report** to make changes to an Expense Report that has not yet been submitted.)

From the Expenses Worklet:

- Under **Recent**, find the date of the Expense Report that needs to be edited and hover over the **Related Actions** icon . (**Note:** If you do not see the Expense Report listed under **Recent** you can find it by clicking on **Expense Reports** in the **View** menu.)



2. Click on the **Related Actions** icon.
3. Under **Actions**, hover over **Expense Report**.
4. Choose **Edit** from the drop down menu.
5. Make the necessary edits on the Expense Report. (**Note:** If you itemize an expense line item, you will not be able to change the line item details. To change the Expense Line, you will need to delete by clicking the minus icon  and re-enter the data on a new line item.)
6. Click **Submit**.

Canceling An Expense Report

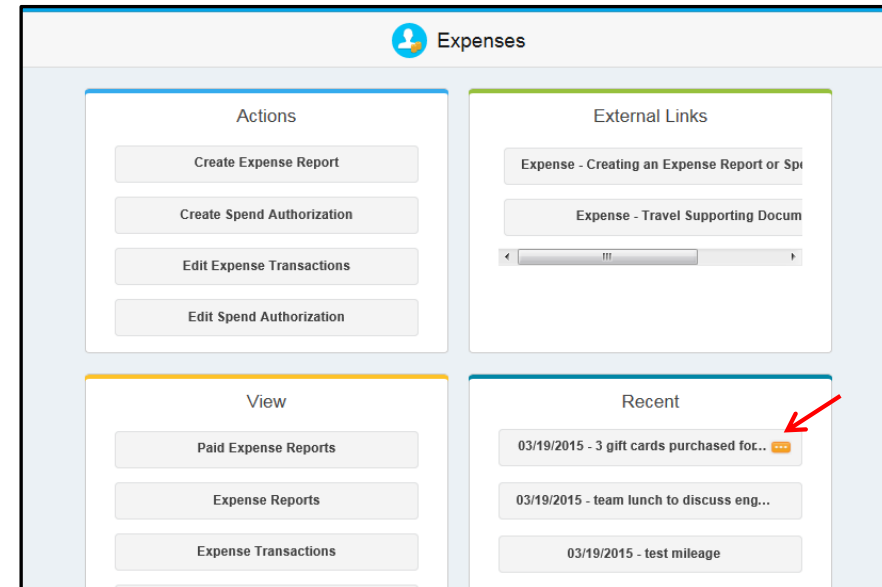


An expense report can only be canceled **before it has been settled for payment**. After that time, no further changes can be made. If reimbursement was made in error, the employee and manager will need to arrange for the money to be re-paid to CCHS.

Canceling an expense report can only be done by the person who submitted the report or his/her delegate, if applicable.

From the Expenses Worklet:


1. Under **Recent**, find the date of the Expense Report that needs to be edited and hover over the **Related Actions** icon  .

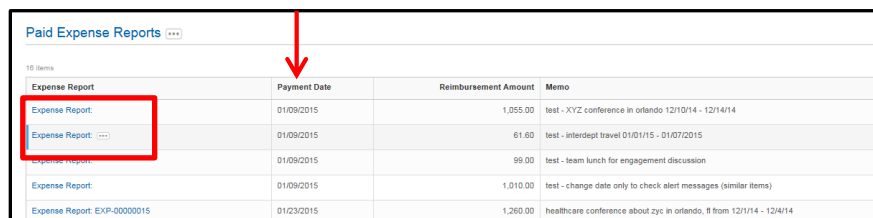


2. Click on the **Related Actions** icon.
3. Under **Actions**, hover over **Expense Report**.
4. Choose **Cancel** from the drop down menu.
5. On the next screen, you will be asked to confirm that you wish to cancel the Expense Report.
6. Click **OK**.

Viewing A Paid Expense Report

From the Expenses Worklet:

1. Under **View**, click the **Paid Expense Reports** button.
2. Find the applicable **Expense Report** and view the **Payment Date** column.
3. To view the entire Expense Report, click the applicable item in the **Expense Report** column.
4. To view a snapshot of the Expense Report, click the **Related Actions** icon  next to the applicable expense report.



Expense Report	Payment Date	Reimbursement Amount	Memo
Expense Report:	01/09/2015	1,055.00	test - XYZ conference in orlando 12/10/14 - 12/14/14
Expense Report: ...	01/09/2015	61.60	test - intercept travel 01/01/15 - 01/07/2015
Expense Report:	01/09/2015	99.00	test - team lunch for engagement discussion
Expense Report:	01/09/2015	1,010.00	test - change date only to check alert messages (similar items)
Expense Report: EXP-20000015	01/03/2015	1,260.00	healthcare conference about zyx in orlando, fl from 12/1/14 - 12/4/14