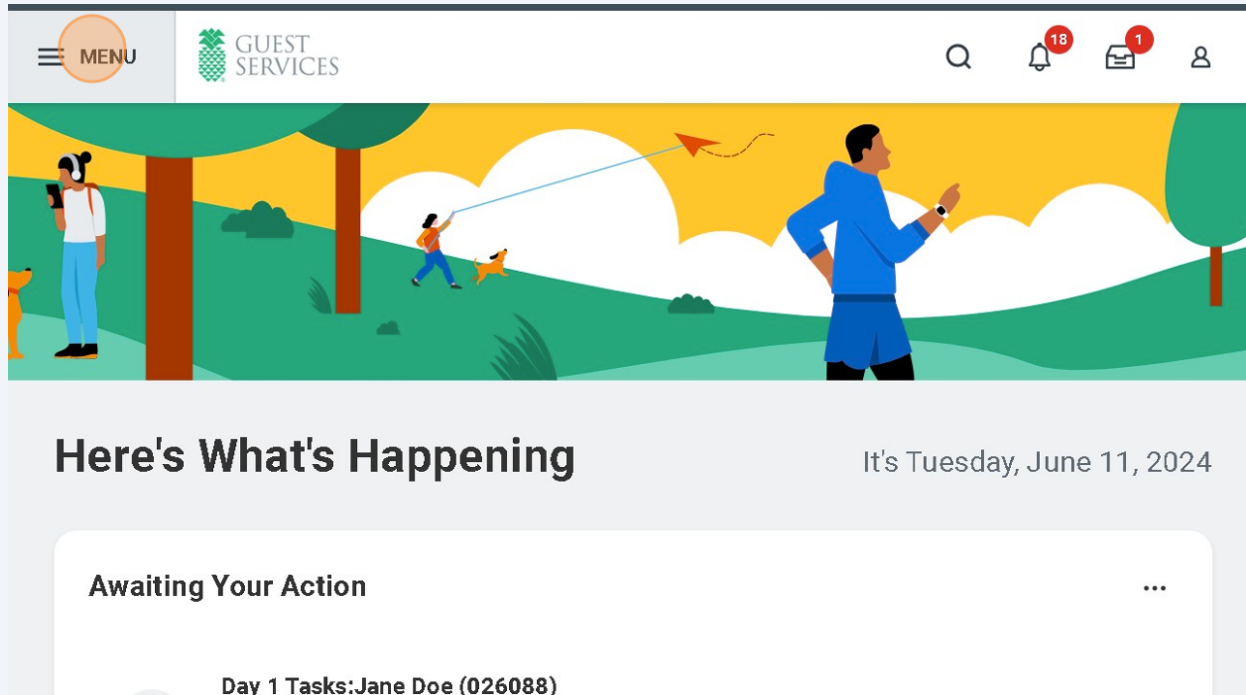


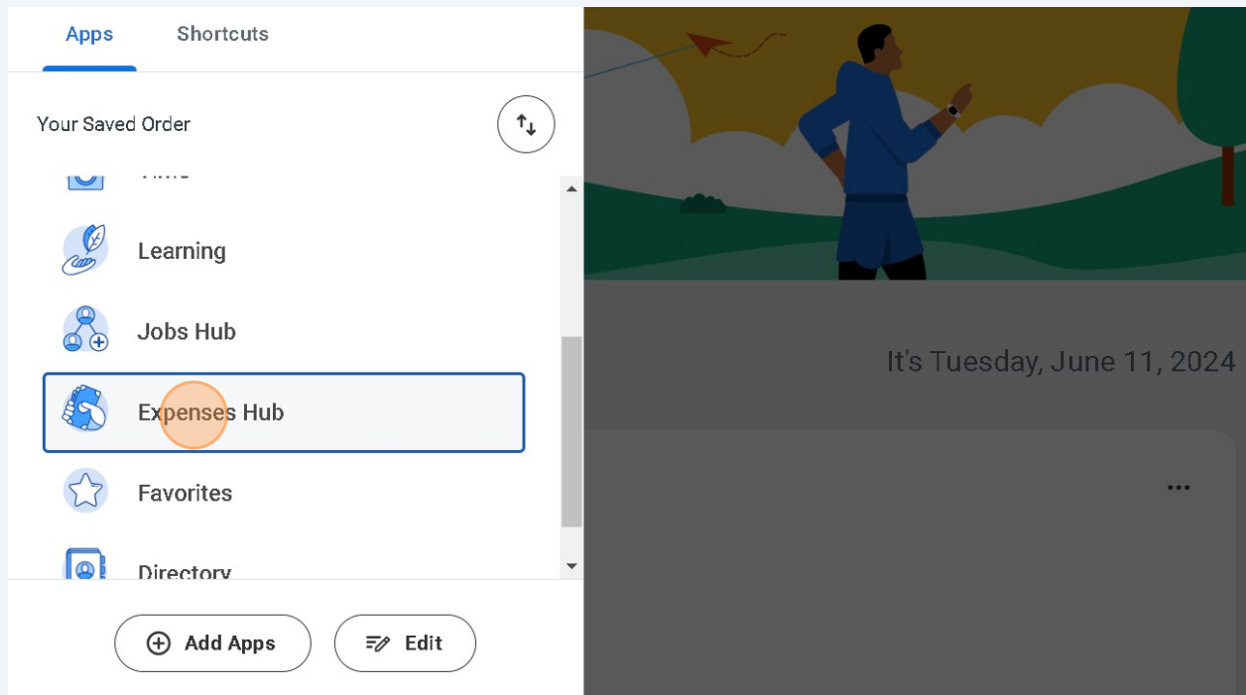
Create Expense Report for Reimbursement

1

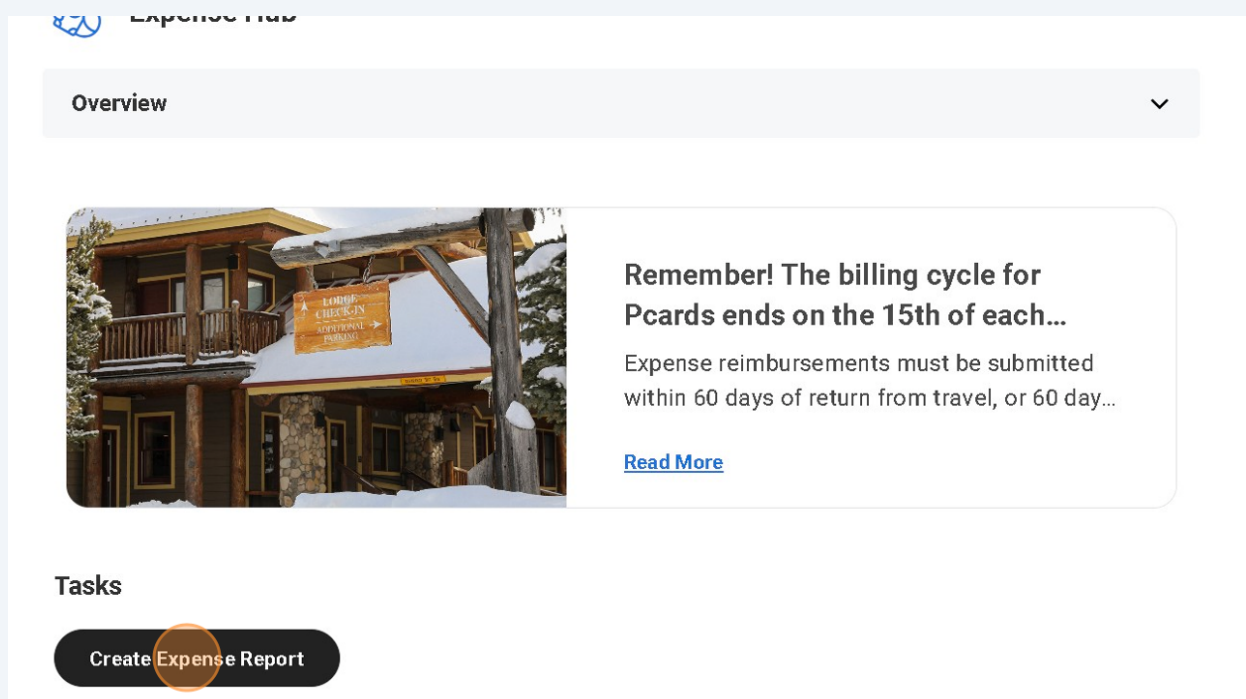
In order to create an expense report for reimbursement, click "MENU."



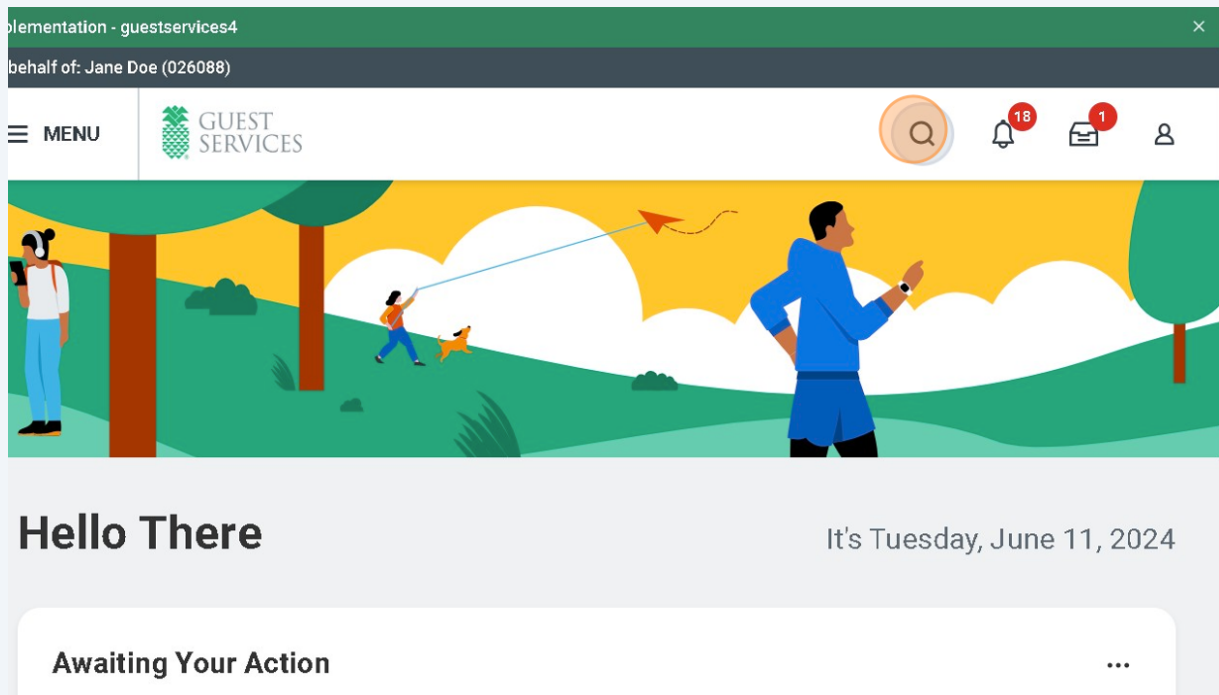
2 From there, click "Expenses Hub."



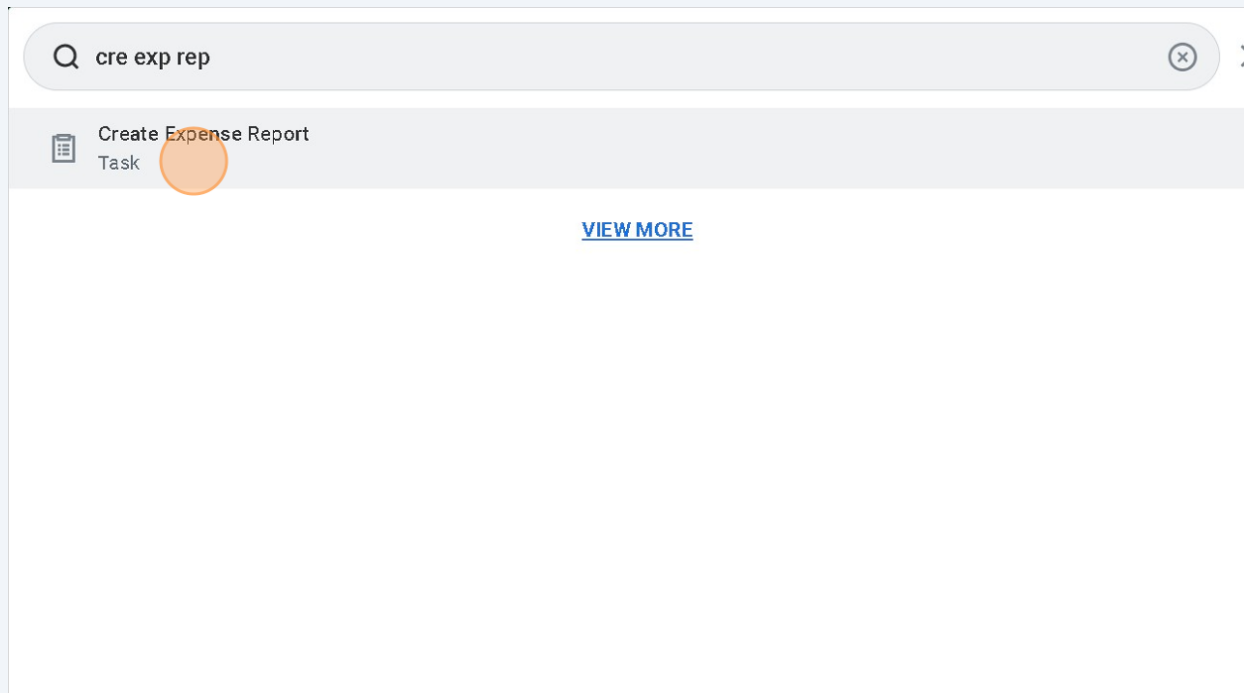
3 Click "Create Expense Report."



- 4 Another way to get to the Create Expense Report task is to use the search bar.



- 5 Workday only needs the first few letters of each word in the search bar to find the task.



The expense report page will then appear. Fill out all required information. You can create a new expense report, or copy one you have previously created. The option to copy a previous expense report is helpful when you have similar expenses on your new report as you had on an old one because you have the ability to change details such as the dates, amounts, or receipt images.

OK **Cancel**

Enter the reason for your expense report in the memo box.

Create Expense Report

Expense Report Information

Expense Report For

* Employee: Jane Doe (026088)

Creation Options

☒ Create New Expense Report

☐ Copy Previous Expense Report

Memo


* Traveled to a conference

Company

*

× Guest Services Inc ...

Expense Report Date

* 06/11/2024 

Business Purpose

*

8

Click the "Business Purpose" field and select the category that best applies to your expense report.

The screenshot shows the 'Create Expense Report' form with the following fields and values:

- Memo:** Traveled to a conference
- Company:** Guest Services Inc
- Expense Report Date:** 06/11/2024
- Business Purpose:** (Highlighted with an orange circle)
- Cost Center:** CC00026 Hogan Lovells Miami
- Project:** (Empty)
- Location:** Hogan Lovells Miami

Buttons: OK, Cancel

9

Do not select "P-Card Transactions" when making an expense report for reimbursements. If you have both P-card transactions and expense reimbursements, submit them on separate reports.

The screenshot shows the 'Create Expense Report' form with the 'Business Purpose' dropdown menu open. The menu lists the following options:

- ☐ Inventory
- ☐ Maintenance
- ☐ Marketing
- ☐ P-Card Transactions
- ☐ Professional Membership Dues
- ☐ Replacements
- ☐ Site Visit
- ☒ Training/Certifications/Conferences
- Search

The 'Business Purpose' field is highlighted with an orange circle. The form also shows the following fields and values:

- Memo:** (Empty)
- Company:** (Empty)
- Expense Report Date:** (Empty)
- Cost Center:** CC00026 Hogan Lovells Miami
- Project:** (Empty)
- Location:** Hogan Lovells Miami

Buttons: OK, Cancel

10 Click "OK"

Memo * Traveled to a conference

Company * x Guest Services Inc ...

Expense Report Date * 06/11/2024

Business Purpose * x Training/Certifications/Conferences

Cost Center * x CC00026 Hogan Lovells Miami

Project

OK Cancel

11 Click "Add"

Create Expense Report EXPRPT-00000001 Traveled to a conference

Pay To Employee: Jane Doe (026088) Status Draft Personal 0.00 USD Prior Balance Applied 0.00 USD Reimbursement 0.00 USD

Total 0.00 USD

Header Attachments **Expense Lines**

Add

Submit Save for Later Close

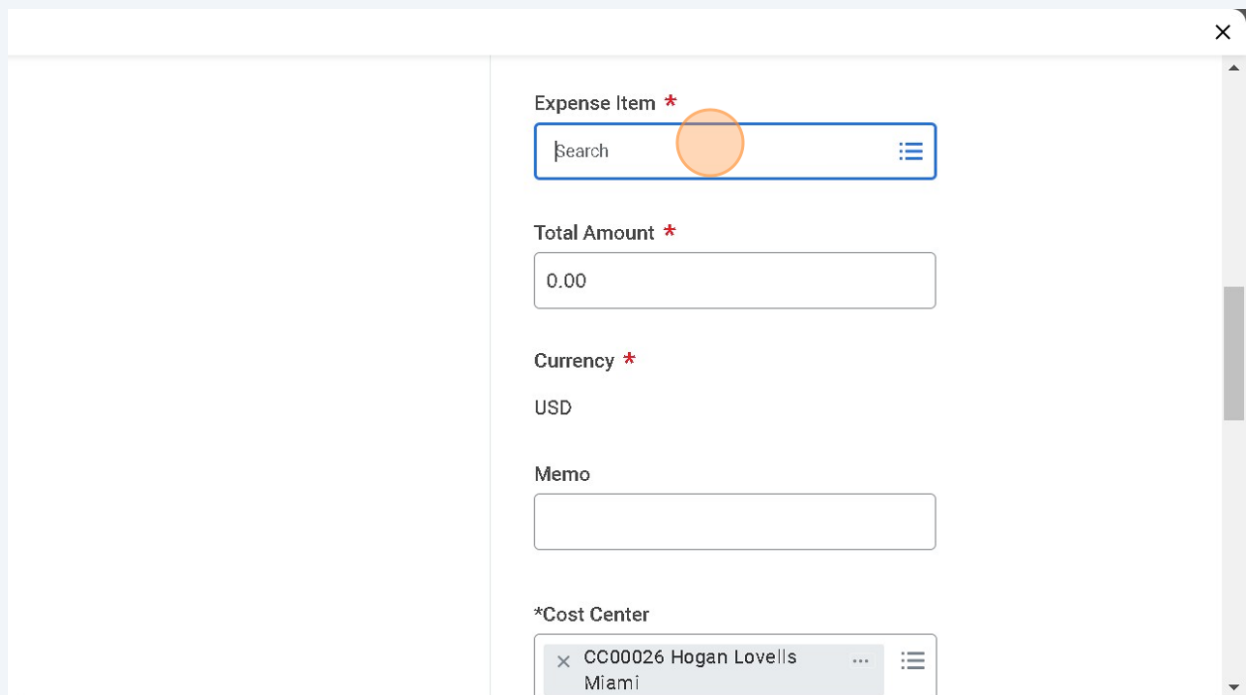
- 12 Use the files section to add the image of your receipt, then check the expense date to make sure it matches the date on the receipt.

The screenshot shows the 'Expense Line' form. On the left, there is a list with '1 item'. The main area is titled 'Expense Line' and contains a large dashed box for file upload with the text 'Drop files here' and a 'Select files' button. Below this is the 'Expense Date' field, which is marked with a red asterisk and contains the date '06/11/2024'. A calendar icon is next to the date field. At the bottom, there are three buttons: 'Submit', 'Save for Later', and 'Close'.

- 13 The expense date will default to the current date. If the expense was made on a different date, either type in the correct date, or click on the calendar icon to search for the date.

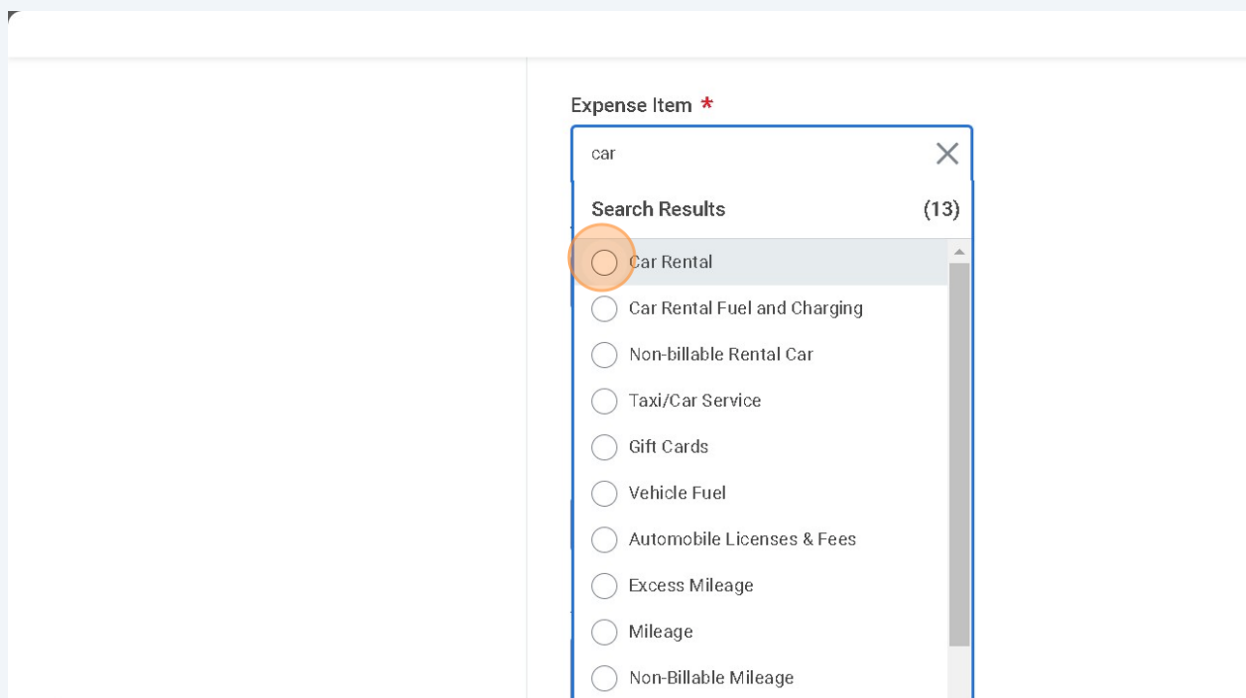
The screenshot shows the 'Expense Line' form with a calendar overlay. The calendar is for June 2024 and shows the date '11' selected. The 'Expense Date' field below the calendar shows '06/11/2024' with a calendar icon. The form also includes an 'Add' button at the top left and a trash icon at the top right.

14 Next, click the "Expense Item" field.



A screenshot of a web form for entering an expense. The form is titled "Expense Item" with a red asterisk. It contains several fields: "Expense Item" (a search bar with a blue border and a magnifying glass icon), "Total Amount" (a text box containing "0.00"), "Currency" (a dropdown menu showing "USD"), "Memo" (a text box), and "*Cost Center" (a dropdown menu showing "CC00026 Hogan Lovells Miami"). An orange circle highlights the "Expense Item" search bar.

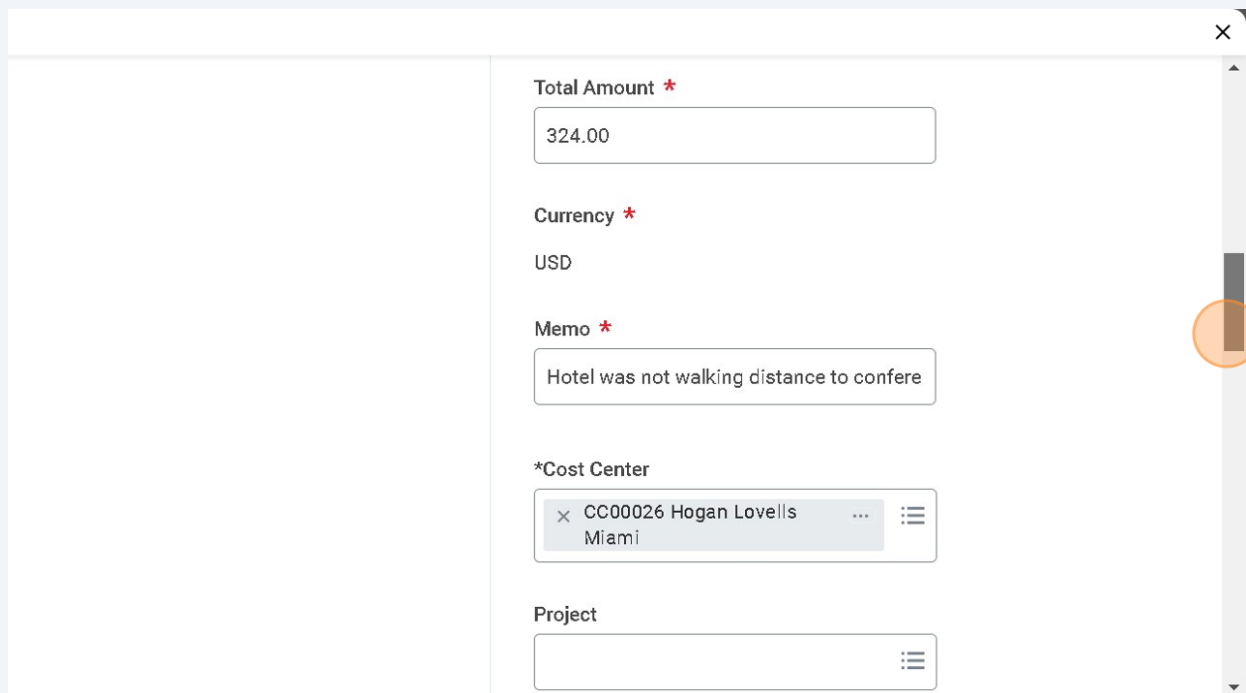
15 Type in the expense item or a keyword to search.



A screenshot of the same web form, but now the "Expense Item" search bar is open, showing a list of search results. The search bar contains the text "car". The search results are listed below the bar, with "Car Rental" selected and highlighted by an orange circle. The other results are "Car Rental Fuel and Charging", "Non-billable Rental Car", "Taxi/Car Service", "Gift Cards", "Vehicle Fuel", "Automobile Licenses & Fees", "Excess Mileage", "Mileage", and "Non-Billable Mileage".

16

Enter a brief description of what the charge was for in the memo box. This helps your manager determine legitimacy and compliance of charges.

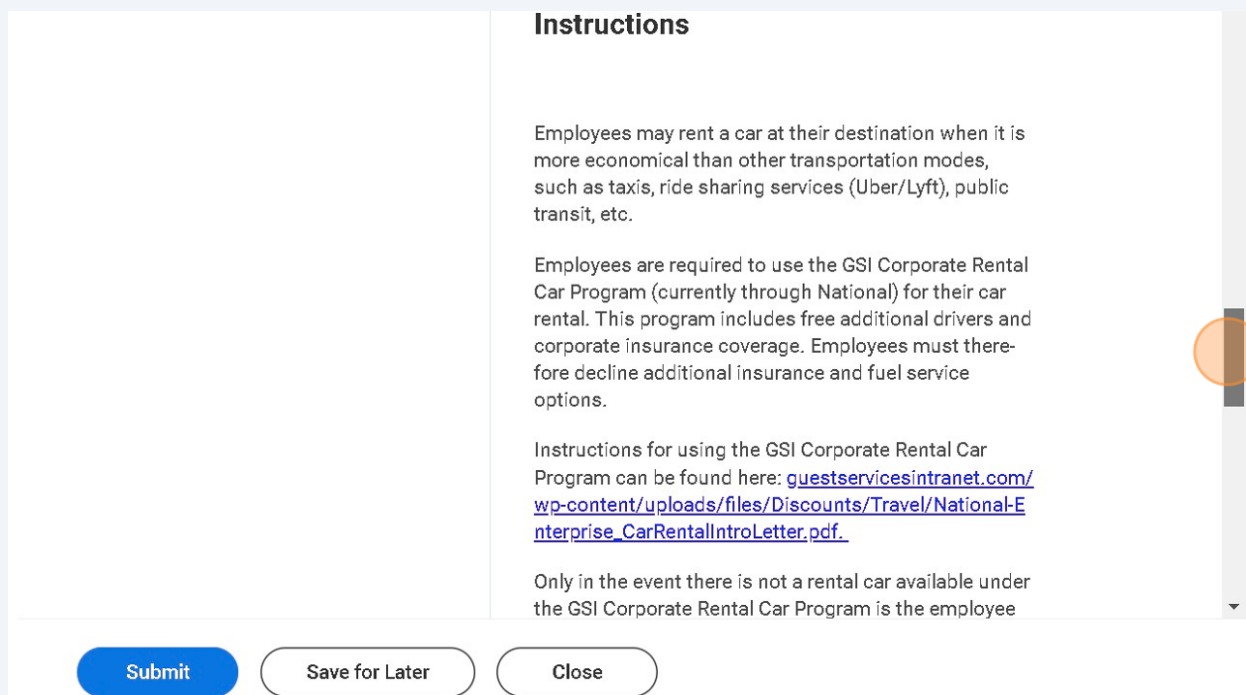


The screenshot shows a form with the following fields:

- Total Amount ***: A text input field containing "324.00".
- Currency ***: A text input field containing "USD".
- Memo ***: A text input field containing "Hotel was not walking distance to confere".
- *Cost Center**: A dropdown menu showing "CC00026 Hogan Lovells Miami".
- Project**: A text input field with a menu icon on the right.

17

Some expense items have their own set of specific instructions. If they do, they will appear if you scroll down.



The screenshot shows the **Instructions** section of the form. The text reads:

Employees may rent a car at their destination when it is more economical than other transportation modes, such as taxis, ride sharing services (Uber/Lyft), public transit, etc.

Employees are required to use the GSI Corporate Rental Car Program (currently through National) for their car rental. This program includes free additional drivers and corporate insurance coverage. Employees must therefore decline additional insurance and fuel service options.

Instructions for using the GSI Corporate Rental Car Program can be found here: guestservicesintranet.com/wp-content/uploads/files/Discounts/Travel/National-Enterprise_CarRentalIntroLetter.pdf.

Only in the event there is not a rental car available under the GSI Corporate Rental Car Program is the employee


At the bottom of the form, there are three buttons: **Submit**, **Save for Later**, and **Close**.

18

Fill out the required information in each expense line on your report. Go back to step 11 and add more expense lines, if needed. Otherwise, if you are finished, click "Submit."

Only in the event there is not a rental car available under the GSI Corporate Rental Car Program is the employee allowed to pursue an alternate rental car program.

Item Details

 1 Alert

Supplier *

Vehicle Class *

Itemization

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

Submit

Save for Later

Close

19

Back on the Expenses Hub page (see steps 1- 2), click "Overview" if you would like to review any reports that you have created.

Implementation - guestservices4

behalf of: Jane Doe (026088)

MENU

GUEST SERVICES


Q

23

1

Expense Hub


Overview





Remember! The billing cycle for Pcards ends on the 15th of each...


Expense reimbursements must be submitted within 60 days of return from travel, or 60 day...


20 Click "Expense Reports"


 MENU












 **Expense Hub**


Overview ^

Overview ✓


Expense Reports

Expense Transactions



Payment Elections

[Read More](#)








21 Here, you can see the expense report you just submitted.




Expense Reports ▾

My Expense Reports Jane Doe (026088) ...  

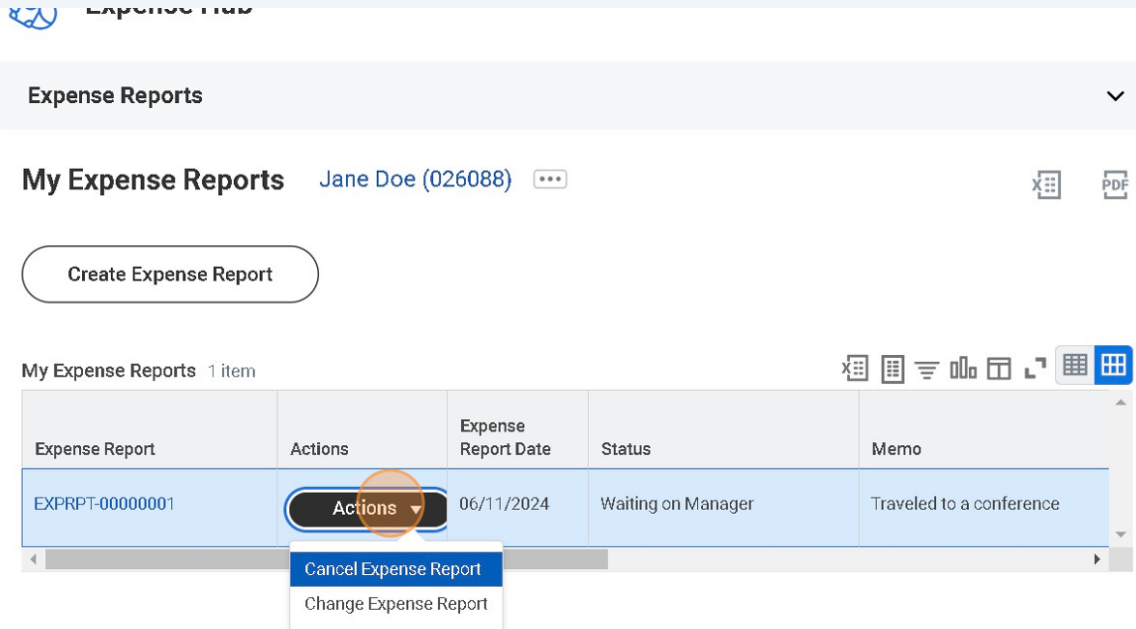
Create Expense Report

My Expense Reports 1 item       

Expense Report	Actions	Expense Report Date	Status	Memo
EXPRPT-00000001		06/11/2024	Waiting on Manager	Traveled to a conference

22

If you click "Actions," you have the option to either cancel or change your expense report, as long as it has not yet been approved. In the status column, you can see that this report is "waiting on manager."



Expense Reports ▼

My Expense Reports Jane Doe (026088) ... X PDF

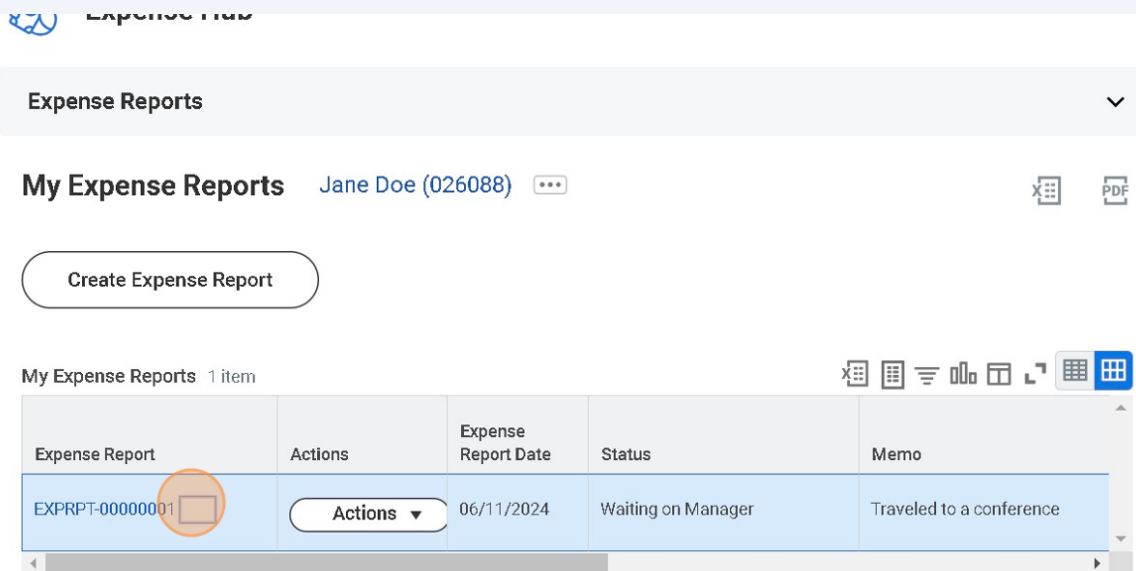
Create Expense Report

My Expense Reports 1 item X

Expense Report	Actions	Expense Report Date	Status	Memo
EXPRPT-00000001	<div>Actions ▼</div> <div>Cancel Expense Report</div> <div>Change Expense Report</div>	06/11/2024	Waiting on Manager	Traveled to a conference

23

Another option is to hover your mouse over the area to the right of the expense report title, and click on the three dots that appear.



Expense Reports ▼

My Expense Reports Jane Doe (026088) ... X PDF

Create Expense Report

My Expense Reports 1 item X

Expense Report	Actions	Expense Report Date	Status	Memo
EXPRPT-00000001 ⋮	<div>Actions ▼</div>	06/11/2024	Waiting on Manager	Traveled to a conference

24

From here, you can edit, cancel, copy, or print your expense report. You can also save it as a favorite if you anticipate making similar expense reports in the future. That way, you can easily copy your report in the future and then make applicable changes as needed.

The screenshot displays the 'Expense Reports' section of a software interface. On the left, a sidebar contains a 'My Expense Reports' section with a list of reports. One report, 'EXPRT-00000001', is selected and highlighted in blue. An 'Actions' menu is open over this report, showing options: 'Expense Report', 'Favorite', 'Cancel', 'Change', 'Copy', and 'Print'. The 'Expense Report' option is highlighted with an orange circle. The main area shows the details of the selected report, including 'Pay To: Jane Doe (026088)', 'Payee Type: Employee', and 'Company: Guest Services Inc'. A table titled 'Expense Lines' shows one item: 'Car Rental' with an amount of '324.00'.

Item	Amount
Car Rental	324.00