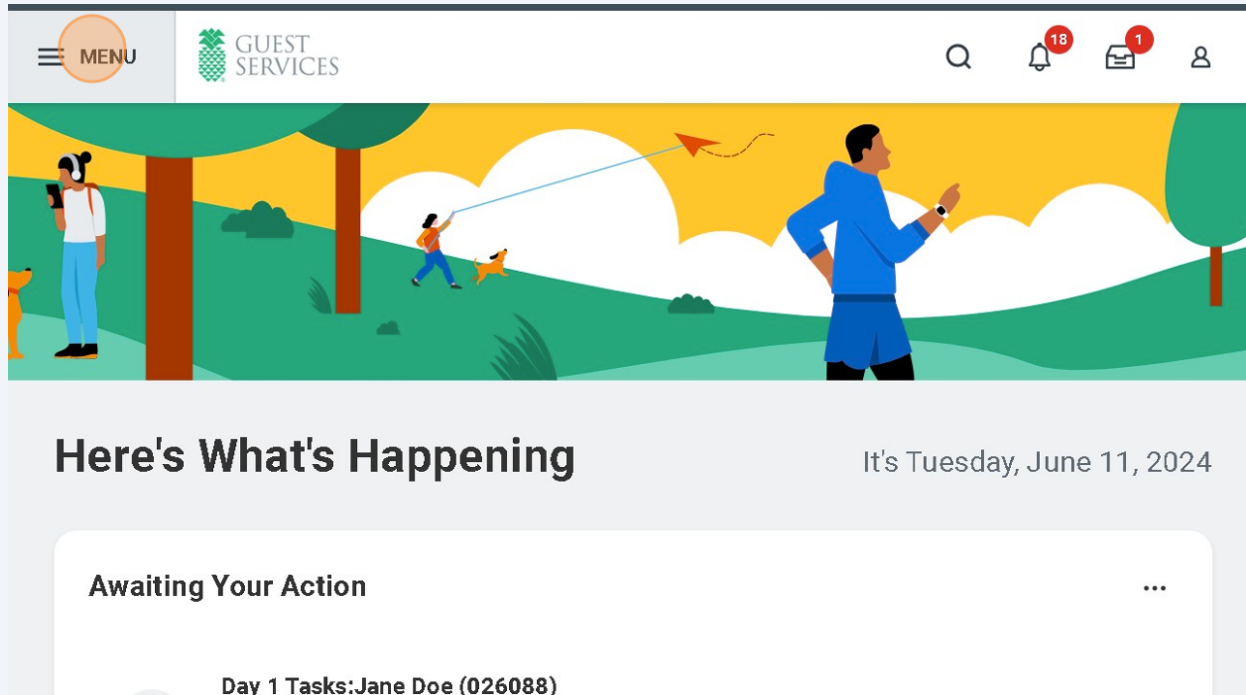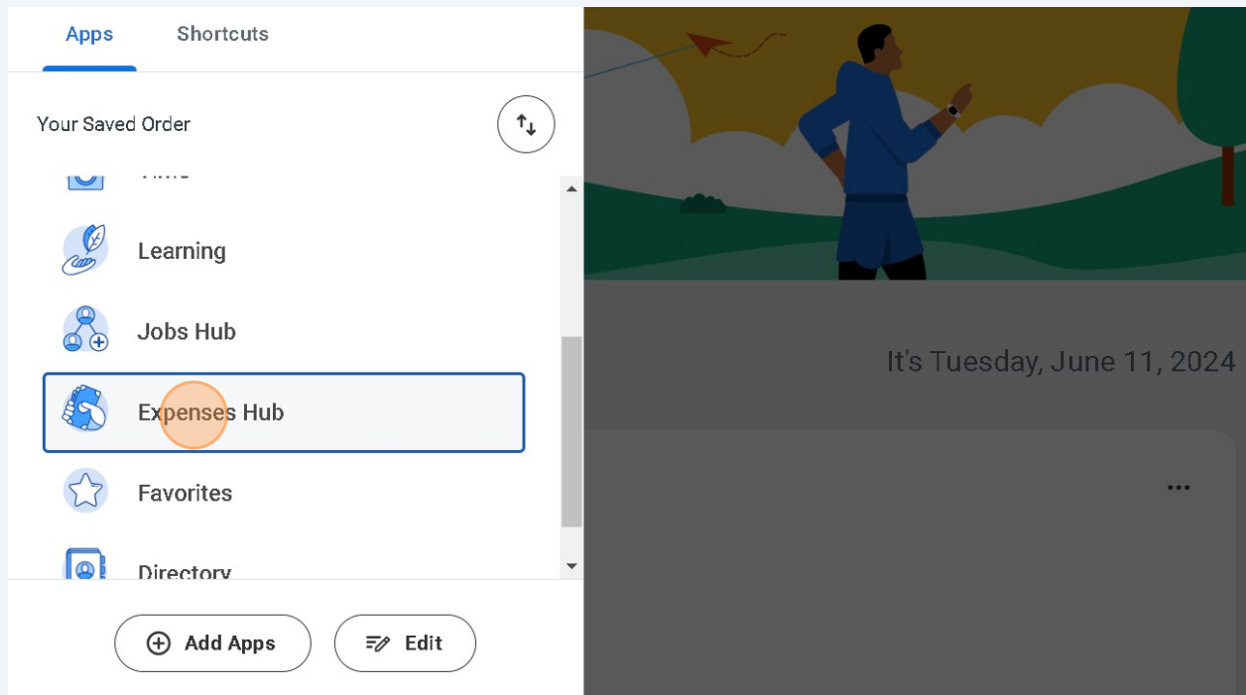# Create Expense Report for Reimbursement

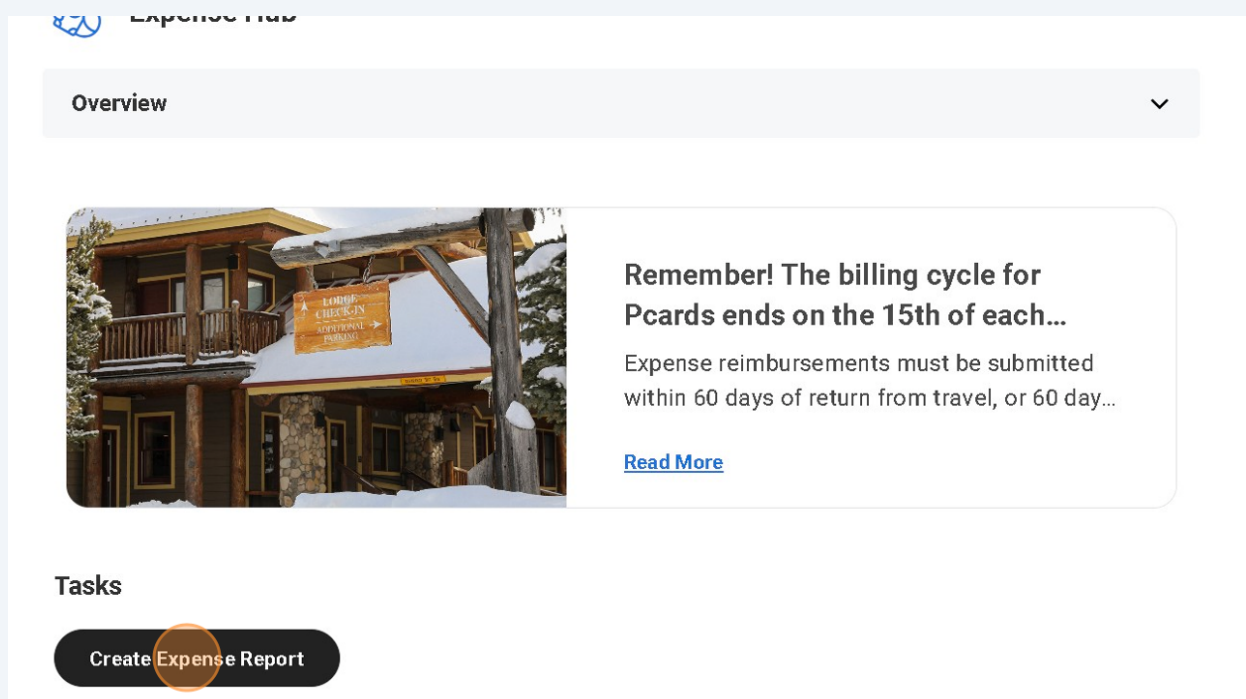**1**   In order to create an expense report for reimbursement, click "MENU."

2   Fromm there, click "Expenses Hub."

Apps   Shortcuts

Your Saved Order   ↑↓

Learning

Jobs Hub

Expenses Hub

Favorites

Directory

⊕ Add Apps   ☰✐ Edit

It's Tuesday, June 11, 2024

...

3   Click "Create Expense Report."

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...

Read More

Tasks

Create Expense Report

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

plementation - guestservices4   ✕

behalf of: Jane Doe (026088)

☰ MENU   GUEST SERVICES   🔍   🔔 18   📥 1   👤

Hello There   It's Tuesday, June 11, 2024

Awaiting Your Action   ⋯

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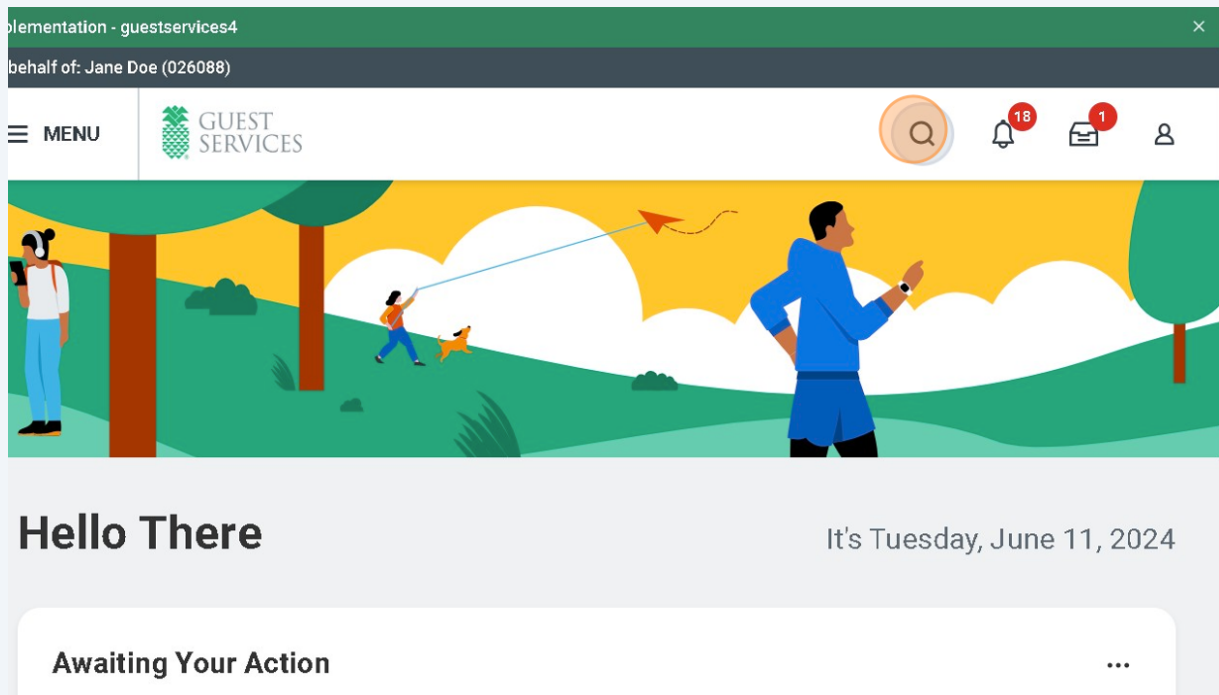
5 Workday only needs the first few letters of each word in the search bar to find the task.

🔍 cre exp rep   ⊗

📋 Create Expense Report
    Task

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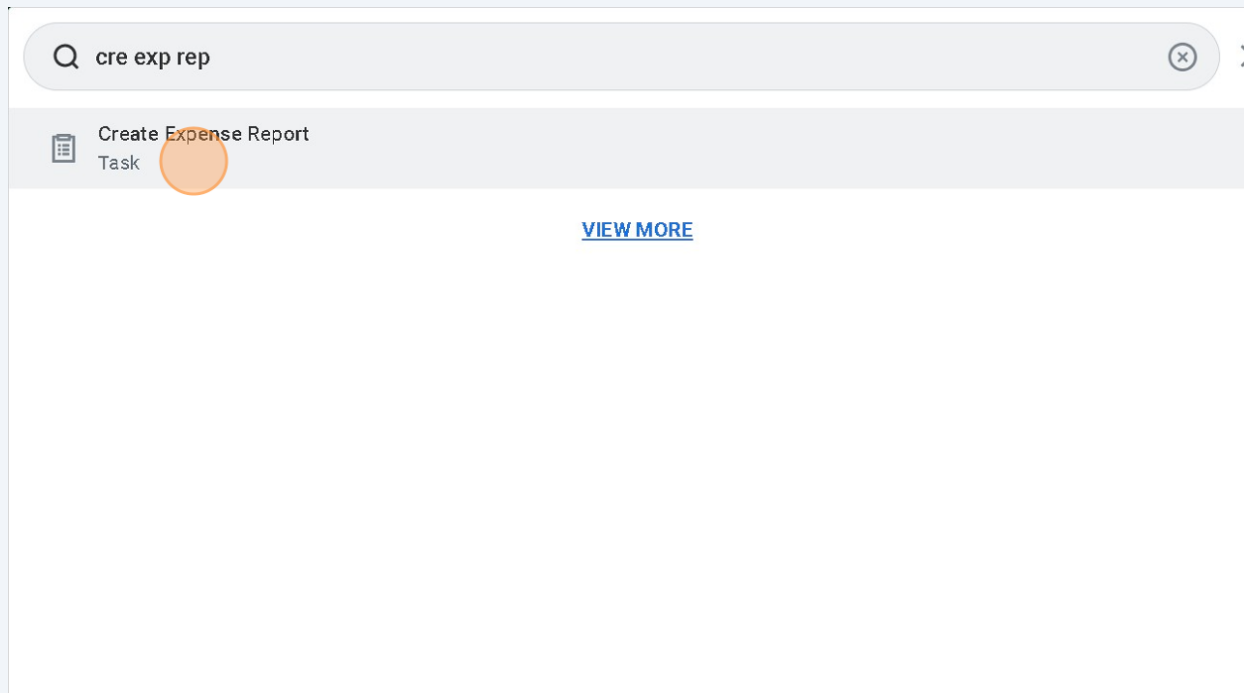
6 The expense report page will then appear. Fill out all required information. You can create a new expense report, or copy one you have previously created. The option to copy a previous expense report is helpful when you have similar expenses on your new report as you had on an old one because you have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

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

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

Memo	*	Traveled to a conference
Company	*	✕ Guest Services Inc ⋯ ☰
Expense Report Date	*	06/11/2024 📅
Business Purpose	*	☰
Cost Center	*	✕ CC00026 Hogan Lovells Miami ⋯ ☰
Project		☰
Location		✕ Hogan Lovells Miami ⋯ ☰

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.

Create Expense Re   ✕

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

Search ☰

Memo	*	
Company	*	
Expense Report Date	*	
Business Purpose	*	
Cost Center	*	✕ CC00026 Hogan Lovells Miami ⋯ ☰
Project		☰
Location		✕ Hogan Lovells Miami ⋯ ☰

OK   **Cancel**

10 Click "OK"

Memo	*	Traveled to a conference
Company	*	✕ Guest Services Inc ··· ☰
Expense Report Date	*	06/11/2024 📅
Business Purpose	*	✕ Training/Certifications/Conferences ☰
Cost Center	*	✕ CC00026 Hogan Lovells Miami ··· ☰
Project		☰

OK   **Cancel**

---

11 Click "Add"

≡ MENU | 🌲 GUEST   🔍 🔔 19 ⟲ 1

Create Expense Report   EXPRPT-00000001 Traveled to a conference ⋯   ⊞

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

Header   Attachments   **Expense Lines**

Add   ▽ ☰ ▣

Submit   **Save for Later**   **Close**

6
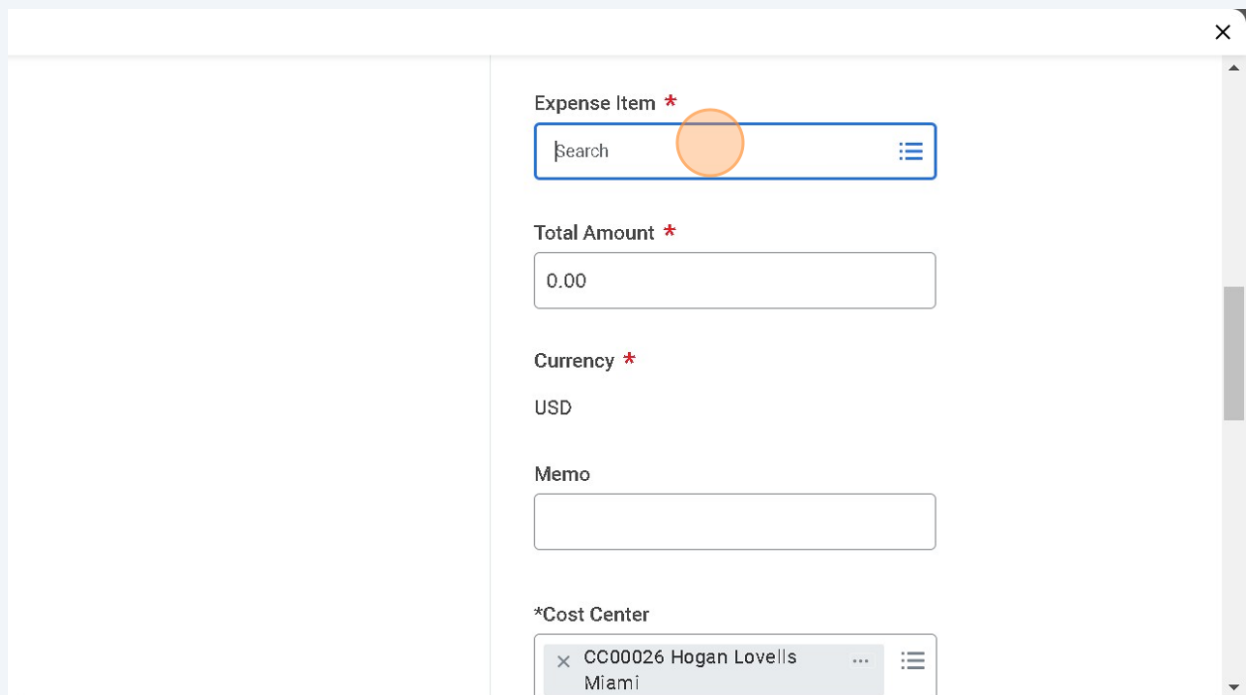
12 Use the files section to add the image of your receipt, then check the expense date to make sure it matches the date on the receipt.

1 item

Expense Line 🗑

Drop files here

or

(Select files)

Expense Date *

`06/11/2024` 📅

(Submit)   (Save for Later)   (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.
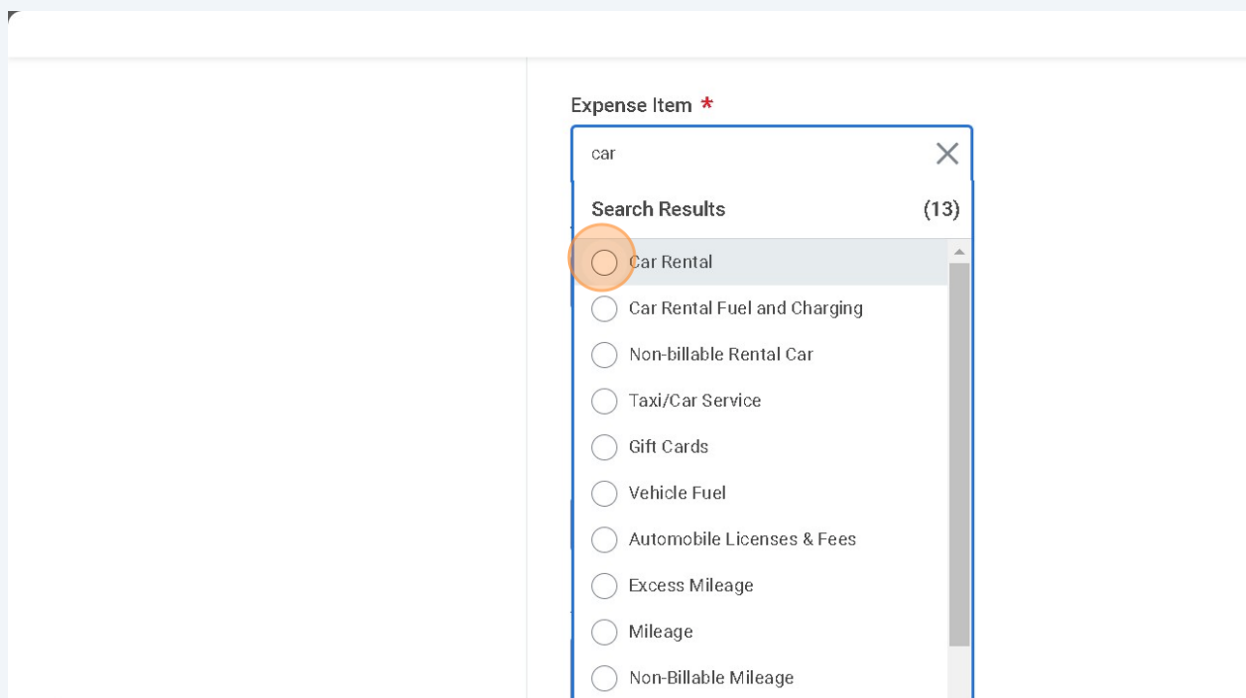
✕

(Add)

1 item

Expense Line 🗑

‹		June 2024				›
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

`06/11/2024` 📅

14 Next, click the "Expense Item" field.

✕

Expense Item *

Search ☰

Total Amount *

0.00

Currency *

USD

Memo

*Cost Center

✕ CC00026 Hogan Lovells ... ☰
Miami
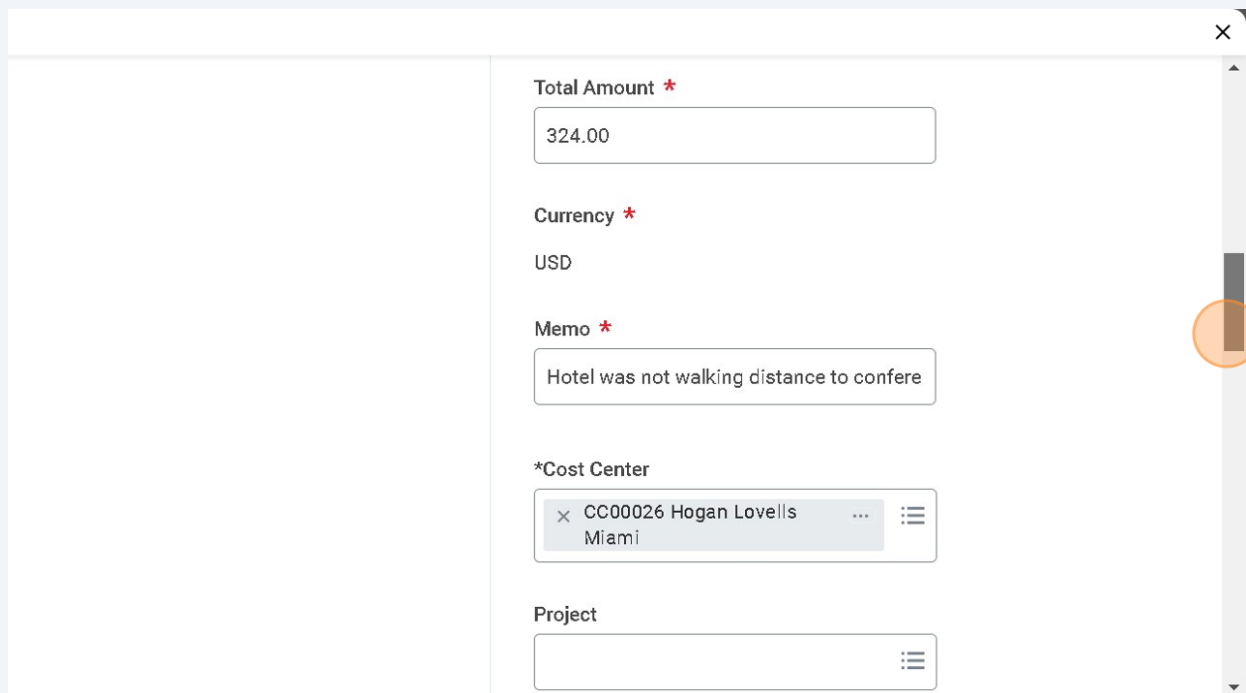
15 Type in the expense item or a keyword to search.

Expense Item *

car ✕

Search Results (13)

○ Car Rental

○ Car Rental Fuel and Charging

○ Non-billable Rental Car

○ Taxi/Car Service

○ Gift Cards

○ Vehicle Fuel

○ Automobile Licenses & Fees

○ Excess Mileage

○ Mileage

○ 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.
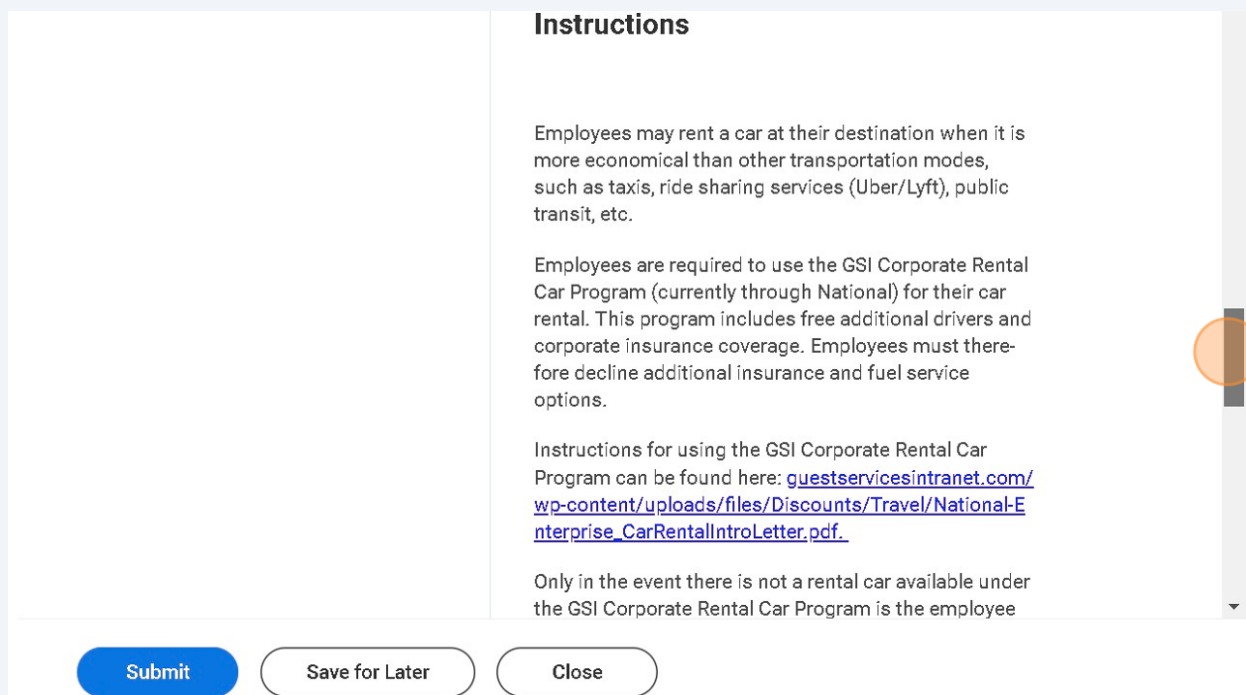
×

Total Amount *

324.00

Currency *

USD

Memo *

Hotel was not walking distance to confere

*Cost Center

× CC00026 Hogan Lovells Miami   ···   ☰

Project

☰

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

Instructions

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

Submit   Save for Later   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 *

National

Vehicle Class *

Economy

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.

olementation - guestservices4   ✕

behalf of: Jane Doe (026088)

≡ MENU   🍍 GUEST SERVICES   🔍   🔔 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"

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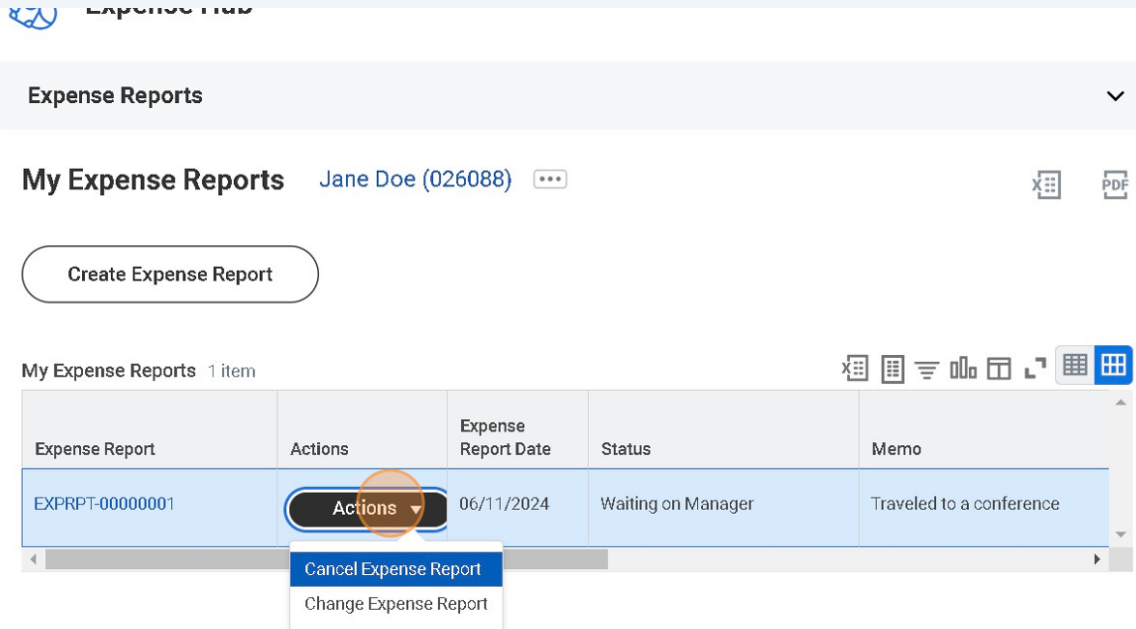
22 If you click "Actions," you have the option to either cancel or change your expense report, as long as it has not yet been approved. In the status column, you can see that this report is "waiting on manager."

Expense Hub
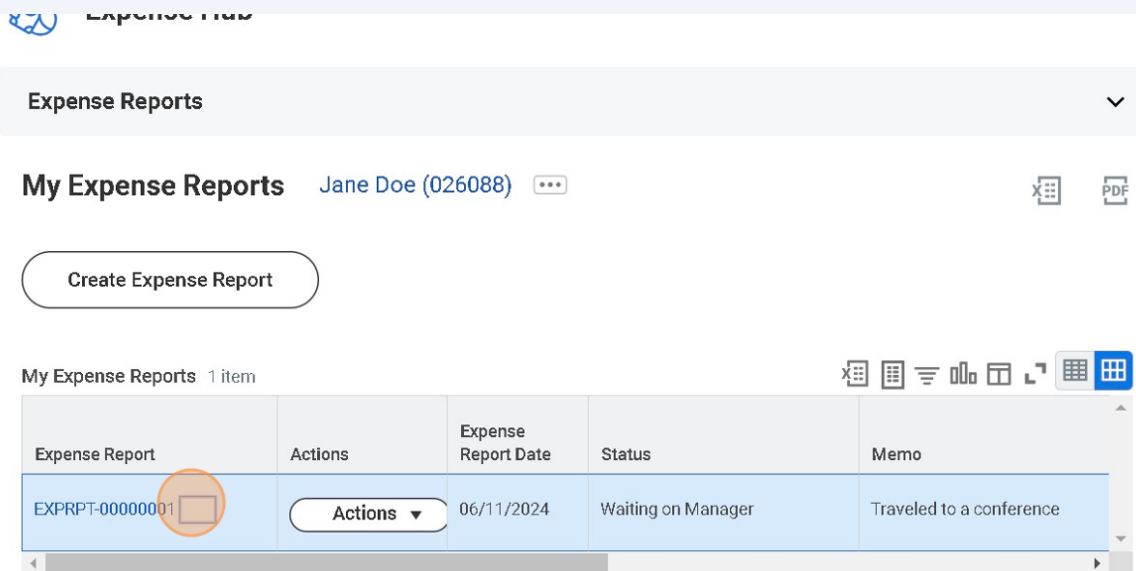
Expense Reports ⌄

My Expense Reports   Jane Doe (026088) •••

Create Expense Report

My Expense Reports 1 item

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

Cancel Expense Report
Change Expense Report

---

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 Hub

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	Actions ▼	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.