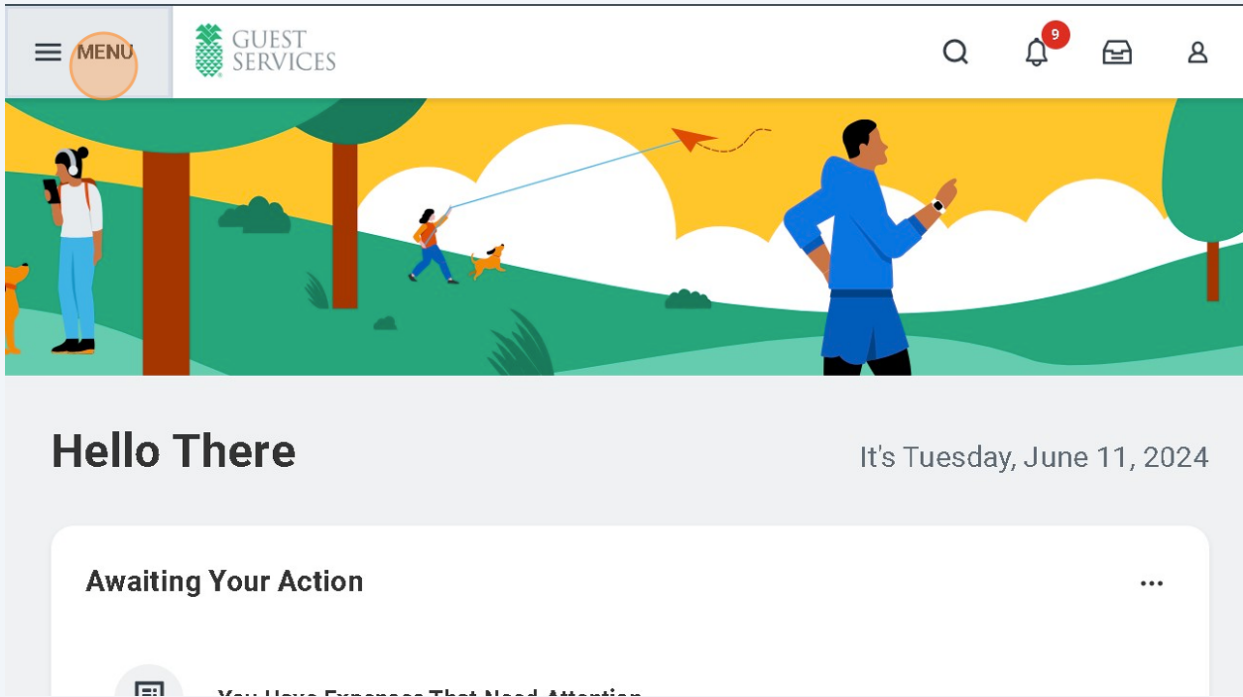


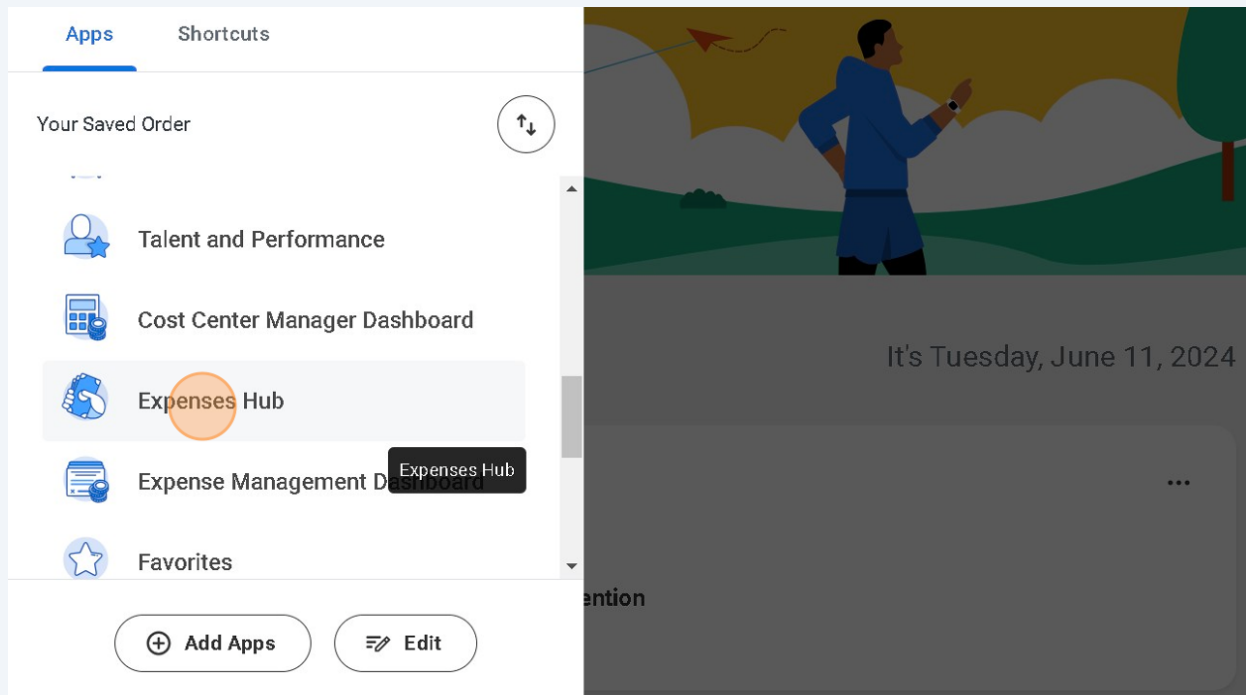
Create P-Card Expense Report

1

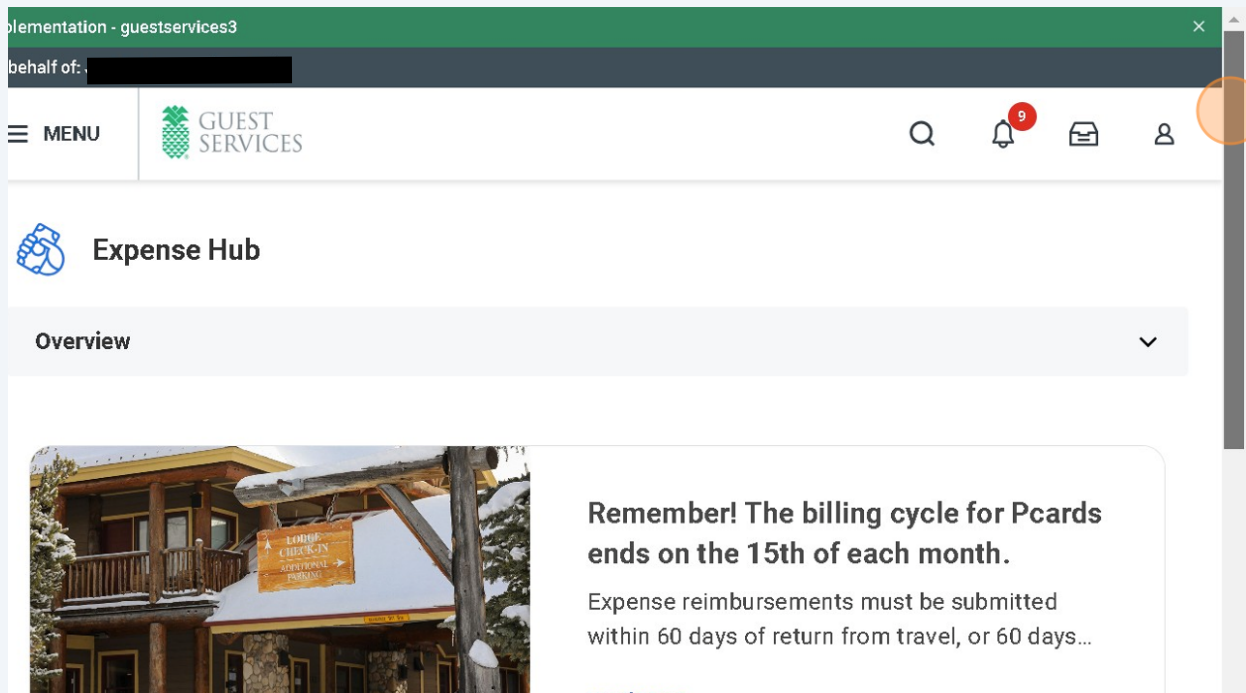
In order to create an expense report for a P-card transaction, click "MENU."



2 From there, click "Expenses Hub."



3 Scroll down to view your credit card transactions.



- 4 Click "More" to see all of your credit card transactions that need to be submitted.

Overview

Expense Reports To Submit

Edit or view expense reports that require action

DRAFT
06/11/2024 - EXPRPT-00000221 Inventory purchases
Total: \$809.89

DRAFT
06/11/2024 - EXPRPT-00000222 Traveled for a conference
Total: \$0.00

DRAFT
01/11/2024 - EXPRPT-00000085 asdf
Total: \$113.90

[View My Expense Reports](#)

Transactions To Expense

Expenses that you need to add to expense reports and submit

02/19/2024 - OFFICE DEPOT #984 - 098420240219
Credit Card Transaction: \$17.98

02/17/2024 - AMAZON RET* MIM OFFICE - opsntkf8t3wsk
Credit Card Transaction: \$31.77

02/15/2024 - AMZN MKTP US - 3W67IFNr3vV3oADUAagj
Credit Card Transaction: \$254.10

02/09/2024 - OFFICE DEPOT #644 - 064420240209
Credit Card Transaction: \$30.28

[More \(70\)](#)

- 5 From there, you can scroll through all of your unsubmitted charges. Close this box to return to the Expenses Hub.

Expense Reports To Submit

Edit or view expense reports that require action

DRAFT
06/11/2024 - EXPRPT-00000221 Inventory purchases
Total: \$809.89

DRAFT
06/11/2024 - EXPRPT-00000222 Traveled for a conference
Total: \$0.00

DRAFT
01/11/2024 - EXPRPT-00000085 asdf
Total: \$113.90

[View My Expense Reports](#)

Transactions To Expense

Expenses that you need to add to expense reports and submit

02/19/2024 - OFFICE DEPOT #984 - 098420240219
Credit Card Transaction: \$17.98

02/17/2024 - AMAZON RET* MIM OFFICE - opsntkf8t3wsk
Credit Card Transaction: \$31.77

02/15/2024 - AMZN MKTP US - 3W67IFNr3vV3oADUAagj
Credit Card Transaction: \$254.10

02/09/2024 - OFFICE DEPOT #644 - 064420240209
Credit Card Transaction: \$30.28


[Close](#)

6 Click "Create Expense Report"

Overview

Create Expense Report

Needs attention



Expense Reports To Submit

Edit or view expense reports that require action


DRAFT

06/11/2024 - EXPRPT-00000221 Inventory purchases

Total: \$809.89

DRAFT

06/11/2024 - EXPRPT-00000222 Traveled for



Transactions To Expense

Expenses that you need to add to expense reports and submit

02/19/2024 - OFFICE DEPOT #984 - 098420240219

Credit Card Transaction: \$17.98

02/17/2024 - AMAZON RET* MIM OFFICE - opsntkf8t3wsk


Credit Card Transaction: \$31.77





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

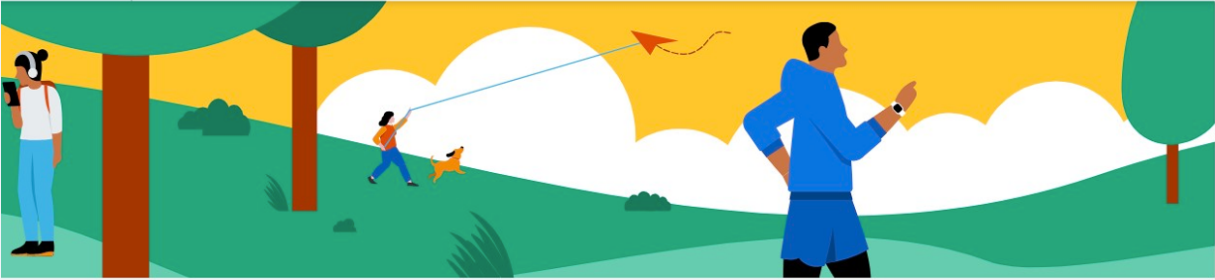
Implementation - guestservices3

behalf of:

MENU







Here's What's Happening

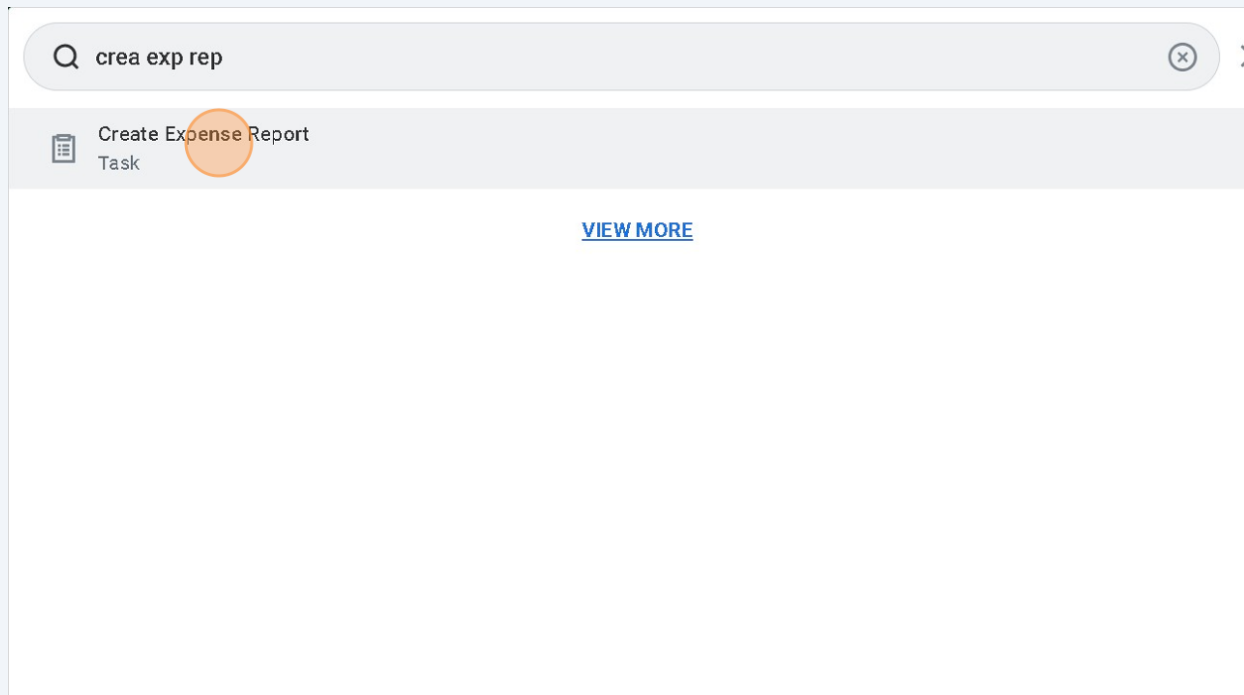
It's Tuesday, June 11, 2024

Awaiting Your Action

4

8

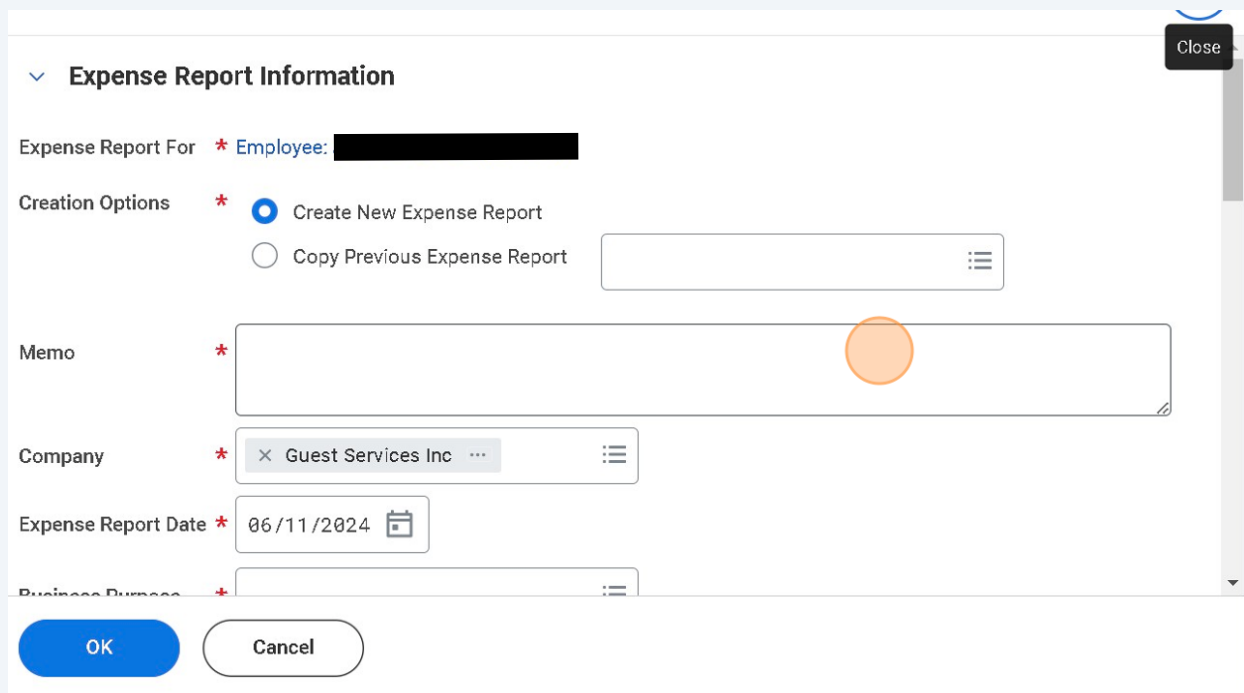
Workday only needs the first few letters of each word in the search bar to find the task.



A screenshot of the Workday search bar. The search bar contains the text "crea exp rep". Below the search bar, a list of search results is displayed. The first result is "Create Expense Report" with a document icon to its left. The word "Expense" in the result title is circled in orange. Below the search results, there is a link that says "VIEW MORE".

9

The expense report page will then appear. Fill out all required information.



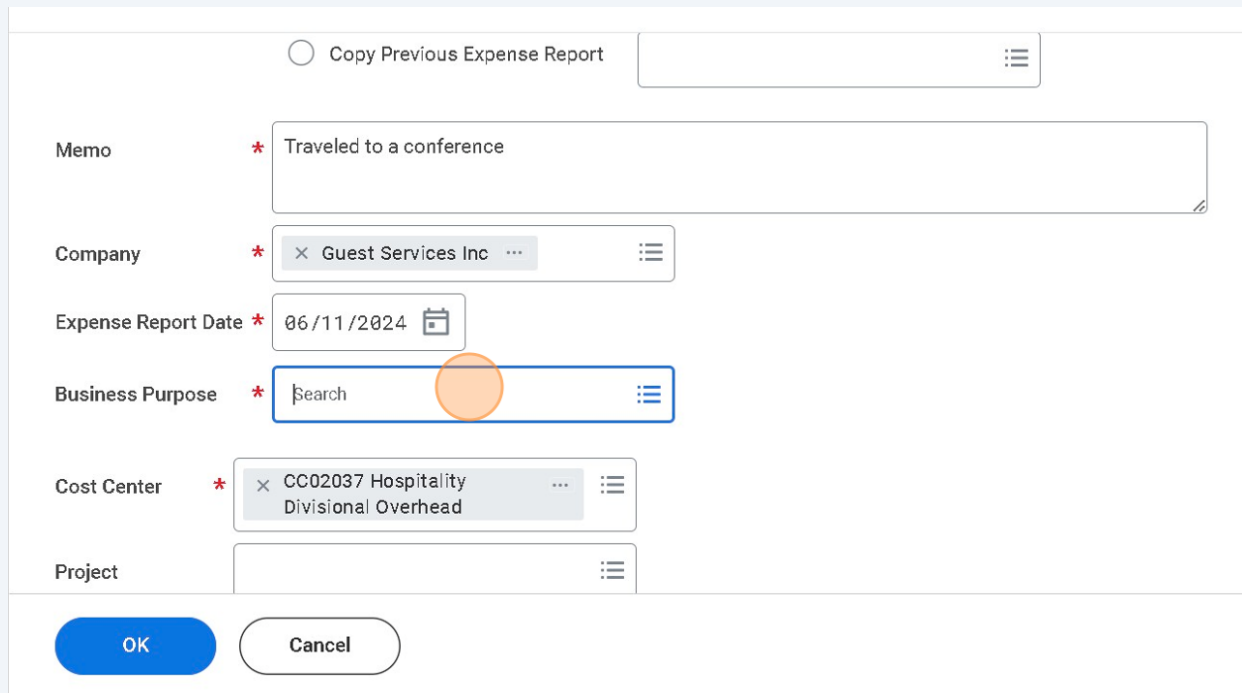
A screenshot of the Workday "Expense Report Information" page. The page has a "Close" button in the top right corner. The main heading is "Expense Report Information". Below the heading, there are several fields and options:

- Expense Report For**: A red asterisk is next to the label. The value is "Employee: [REDACTED]".
- Creation Options**: A red asterisk is next to the label. There are two radio buttons: "Create New Expense Report" (which is selected) and "Copy Previous Expense Report". To the right of the second option is a dropdown menu.
- Memo**: A red asterisk is next to the label. There is a large text area for the memo, with an orange circle highlighting a portion of it.
- Company**: A red asterisk is next to the label. The value is "Guest Services Inc" with a dropdown arrow.
- Expense Report Date**: A red asterisk is next to the label. The value is "06/11/2024" with a calendar icon.
- Business Purpose**: A red asterisk is next to the label. There is a text area for the business purpose.

At the bottom of the page, there are two buttons: "OK" and "Cancel".

10

The "memo" field is used to describe the reason you made the charges on your P-card expense report.

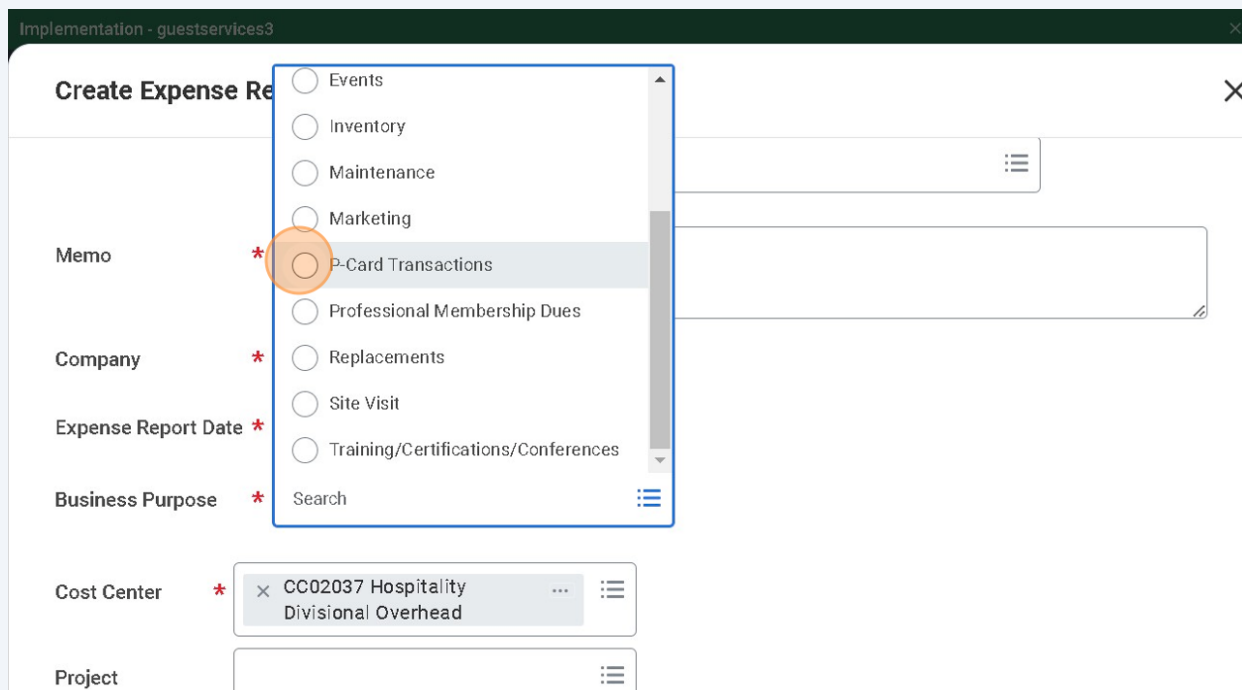


Form fields and values:

- ☐ Copy Previous Expense Report
- Memo: * Traveled to a conference
- Company: * x Guest Services Inc ...
- Expense Report Date: * 06/11/2024
- Business Purpose: * Search (highlighted with an orange circle)
- Cost Center: * x CC02037 Hospitality Divisional Overhead ...
- Project:
- Buttons: OK, Cancel

11

When expensing P-card transactions, *always* select "P-Card Transactions" as the business purpose. If you need to submit expense reimbursements as well, do so on a separate expense report.



Form fields and values:

- Business Purpose dropdown menu (highlighted with a blue box):
 - ☐ Events
 - ☐ Inventory
 - ☐ Maintenance
 - ☐ Marketing
 - ☒ P-Card Transactions (highlighted with an orange circle)
 - ☐ Professional Membership Dues
 - ☐ Replacements
 - ☐ Site Visit
 - ☐ Training/Certifications/Conferences
- Business Purpose: * Search
- Cost Center: * x CC02037 Hospitality Divisional Overhead ...
- Project:

12 Scroll down to view your P-card transactions that are available for submission.

13 Select the charges you wish to submit in this report.

74 items ☰ ☒ 🔍

Include?	Transacti	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency
<input type="checkbox"/>	🔍	01/11/2024		FSP*MASTERPARK LOT B		71.61	USD
<input checked="" type="checkbox"/>	🔍	01/11/2024		EMBASSY HOTELS	898092	566.49	USD
<input checked="" type="checkbox"/>	🔍	01/11/2024		SHELL OIL 57446024903	04012179540959510	30.00	USD
<input type="checkbox"/>	🔍	01/11/2024		NATIONAL CAR RENTAL	237878769	138.66	USD

14 Click "OK"

74 items ☰ ☐ 🔍

Include?	Transacti	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency
<input checked="" type="checkbox"/>	🔍	01/11/2024		FSP*MASTERPARK LOT B		71.61	USD
<input checked="" type="checkbox"/>	🔍	01/11/2024		EMBASSY HOTELS	898092	566.49	USD
<input checked="" type="checkbox"/>	🔍	01/11/2024		SHELL OIL 57446024903	04012179540959510	30.00	USD
<input checked="" type="checkbox"/>	🔍	01/11/2024		NATIONAL CAR RENTAL	237878769	138.66	USD

OK **Cancel**

15 Click "Select files" to add your receipt.

4 items Sort By: ▾

Thu, Jan 11

Hotel/Lodging EMBASSY HOTELS	566.49 USD 🔍 ! ⚠
FSP*MASTERPARK LOT B	71.61 USD 🔍 ! ⚠
SHELL OIL 57446024903	30.00 USD 🔍 ! ⚠
NATIONAL CAR RENTAL	138.66 USD 🔍 ! ⚠

Expense Line 🗑

Drop files here

or

Select files

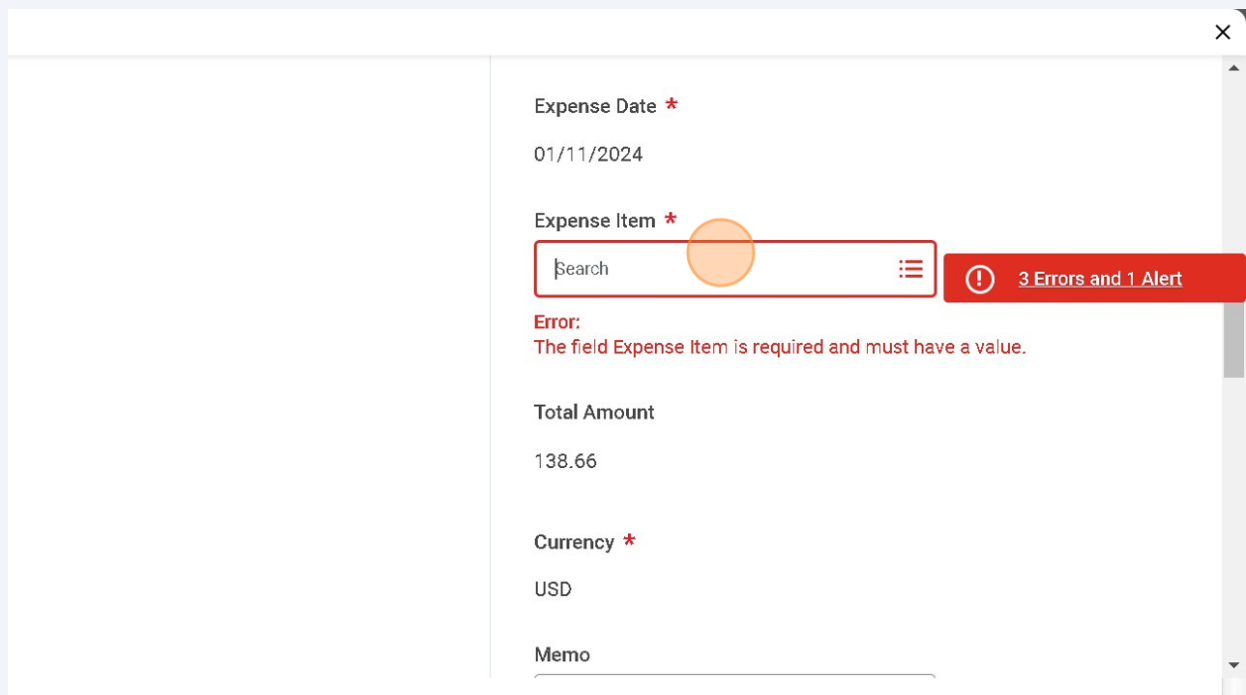
Credit Card Transaction

01/11/2024 237878769 138.66 USD

3 Errors and 1 Alert

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

16 Click the "Expense Item" field.



Expense Date *

01/11/2024

Expense Item *

Search

3 Errors and 1 Alert

Error:
The field Expense Item is required and must have a value.

Total Amount

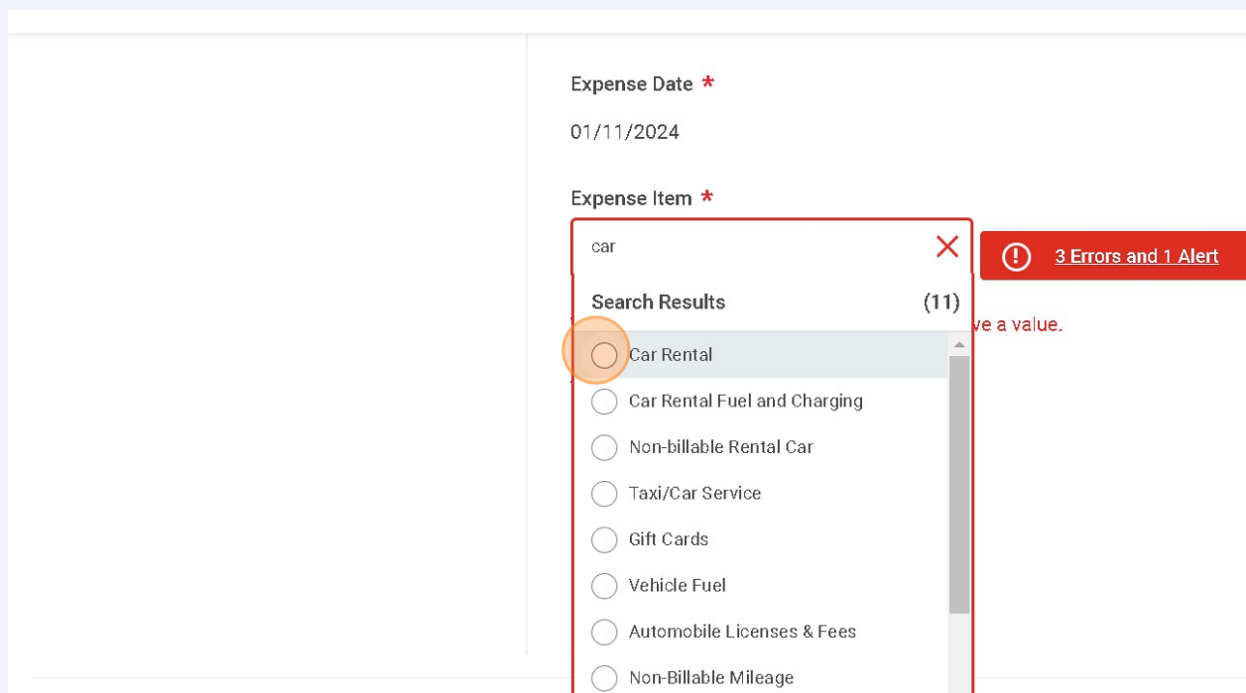
138.66

Currency *

USD

Memo

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



Expense Date *

01/11/2024

Expense Item *

car

Search Results (11)

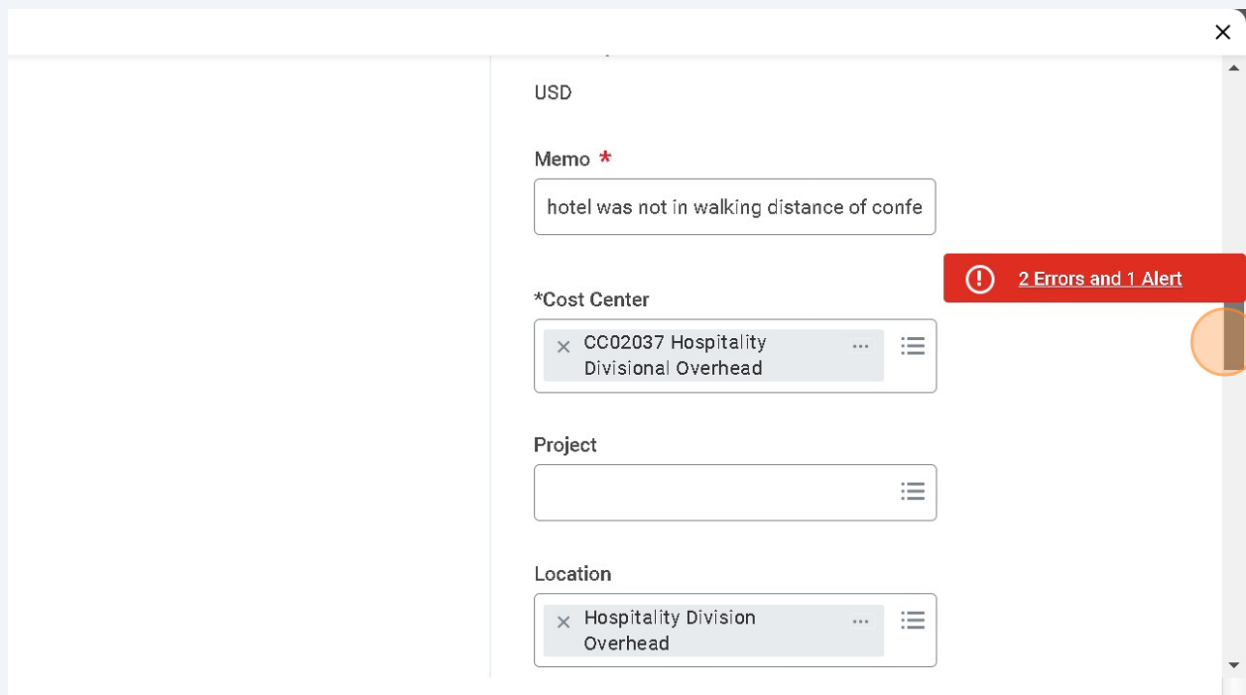
- ☒ Car Rental
- ☐ Car Rental Fuel and Charging
- ☐ Non-billable Rental Car
- ☐ Taxi/Car Service
- ☐ Gift Cards
- ☐ Vehicle Fuel
- ☐ Automobile Licenses & Fees
- ☐ Non-Billable Mileage

3 Errors and 1 Alert

Error:
The field Expense Item is required and must have a value.

18

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



USD

Memo *

hotel was not in walking distance of confe

*Cost Center

CC02037 Hospitality Divisional Overhead

Project

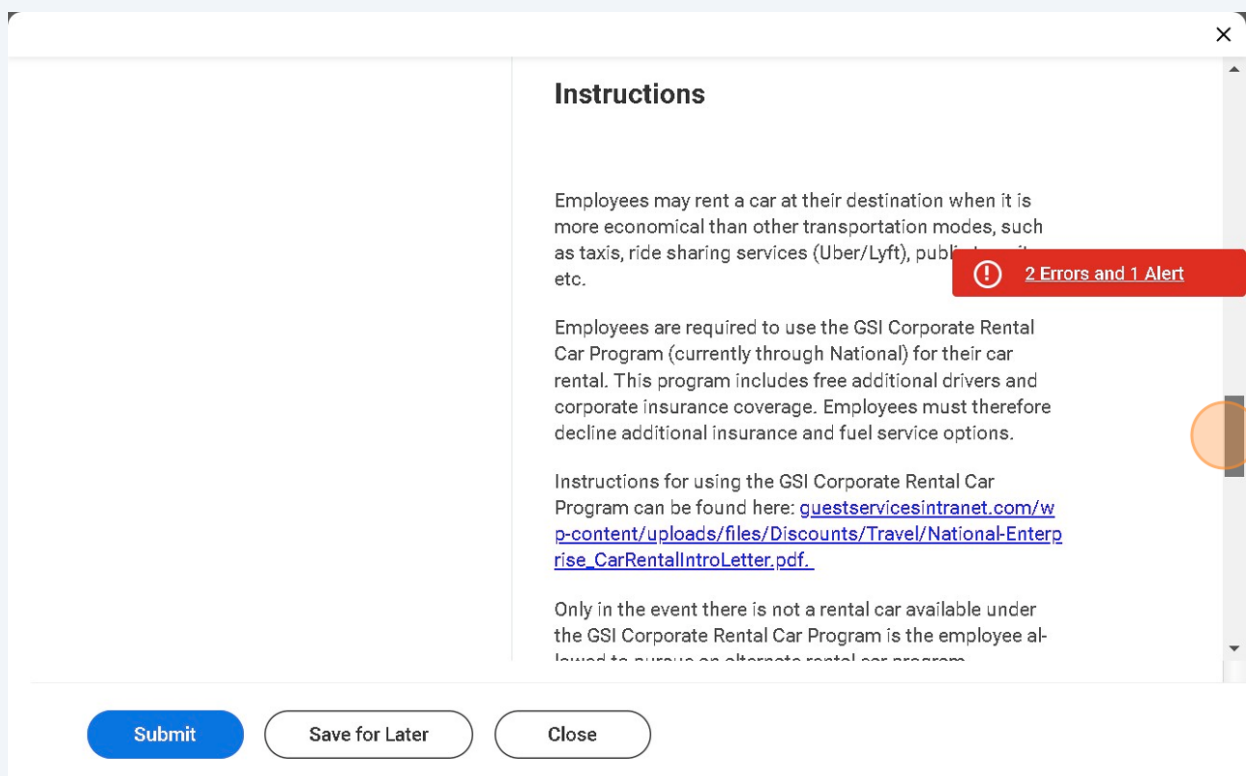
Location

Hospitality Division Overhead

2 Errors and 1 Alert

19

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 allowed to purchase an alternate rental car program.

2 Errors and 1 Alert

Submit Save for Later Close

20 Make sure all required fields are filled out.

Supplier *

National

Vehicle Class *

economy

Itemization

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

Add

0 items

Submit

Save for Later

Close

21 Fill out the required information in each expense line on your report, then click submit.

Add

0 items

Receipt Included

☒

enter your comment

Submit

Save for Later

Close

22

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

Expense Reports To Submit
Edit or view expense reports that require action

DRAFT
06/11/2024 - EXPRPT-00000221 Inventory purchases
Total: \$809.89

DRAFT
06/11/2024 - EXPRPT-00000222 Traveled for a conference
Total: \$0.00

DRAFT
01/11/2024 - EXPRPT-00000085 asdf
Total: \$113.90

[View My Expense Reports](#)

Transactions To Expense
Expenses that you need to add to expense reports and submit

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Credit Card Transaction: \$17.98

02/17/2024 - AMAZON RET* MIM OFFICE - opsntkf8t3wsk
Credit Card Transaction: \$31.77

02/15/2024 - AMZN MKTP US - 3W67IFNr3vV3oADUAagj
Credit Card Transaction: \$254.10

02/09/2024 - OFFICE DEPOT #644 - 064420240209
Credit Card Transaction: \$30.28

[More \(68\)](#)

[View My Expense Transactions](#)

23

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

My Expense Reports

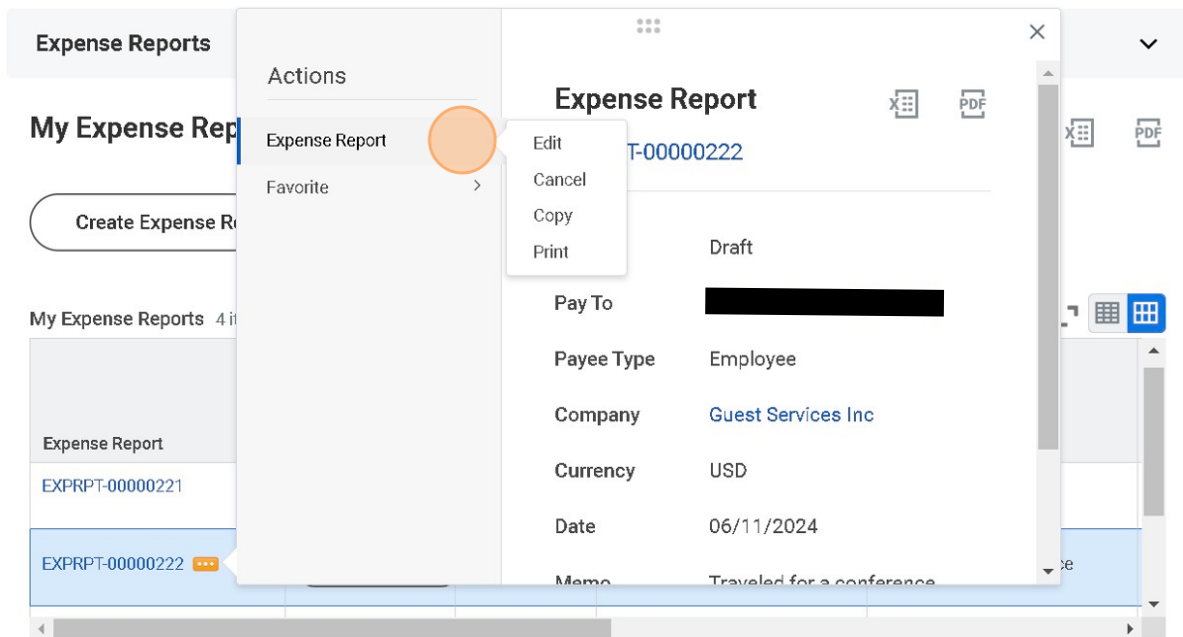
Create Expense Report

My Expense Reports 4 items

Expense Report	Actions	Expense Report Date	Status	Memo
EXPRPT-00000221	Actions	06/11/2024	Draft	Inventory purchases
EXPRPT-00000222	Actions	06/11/2024	Draft	Traveled for 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.



25

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."

