Create Expense Report for Mileage Expenses in Workday

1 The purpose of this training is to teach employees how to add a mileage expense to an expense report. For more detailed instructions on creating an expense report from start to finish, see the Creating an Expense Report training.

Click "Add" to add a line for your mileage expense.

2 Employees are encouraged to attach a screenshot of Google Maps showing their trip in the files section.

2 items	Sort By: ∨

Expense Line 🗑

Drop files here

or

Select files

Expense Date *

06/11/2024 📅

Tue, Jun 11
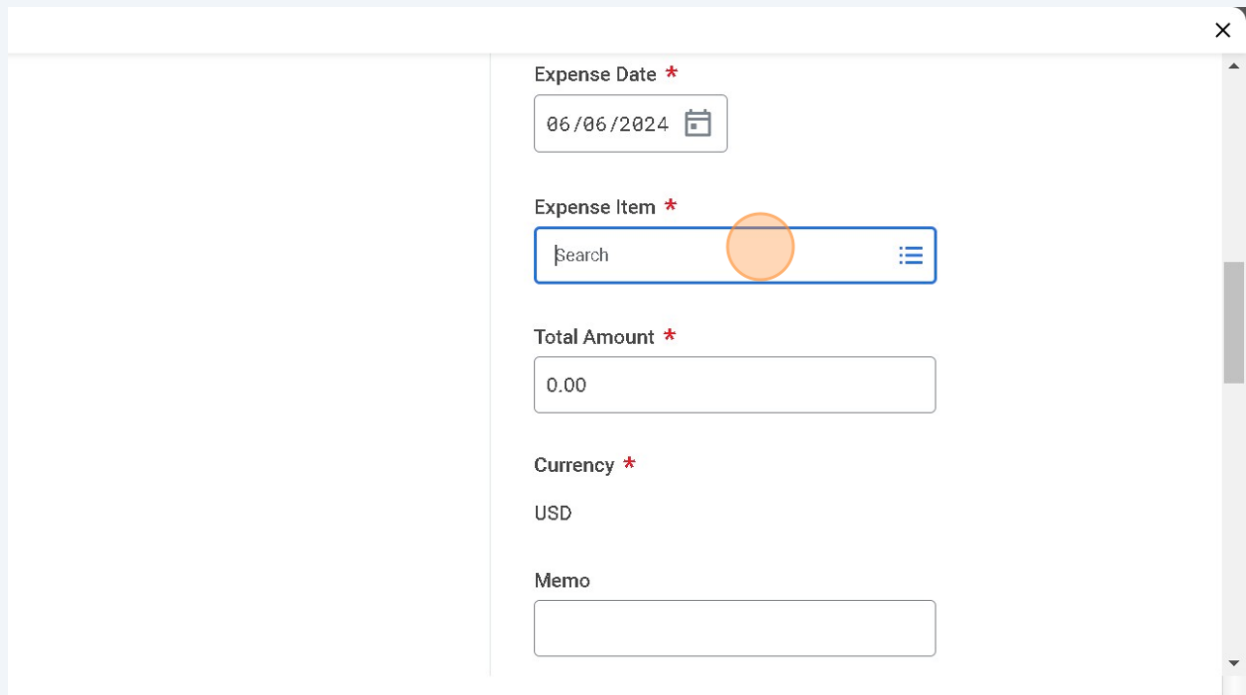
0.00 USD
❗

Submit   Save for Later   Close

3 The expense date will default to the current date. If the trip was taken on a day other than the day that you create the expense report, you must change the date. Either type the correct date into the box, or click the calendar icon to select the correct date.

2 items	Sort By: ∨

Expense Line 🗑

Drop files here

or

Select files

Expense Date *

06/11/2024 📅
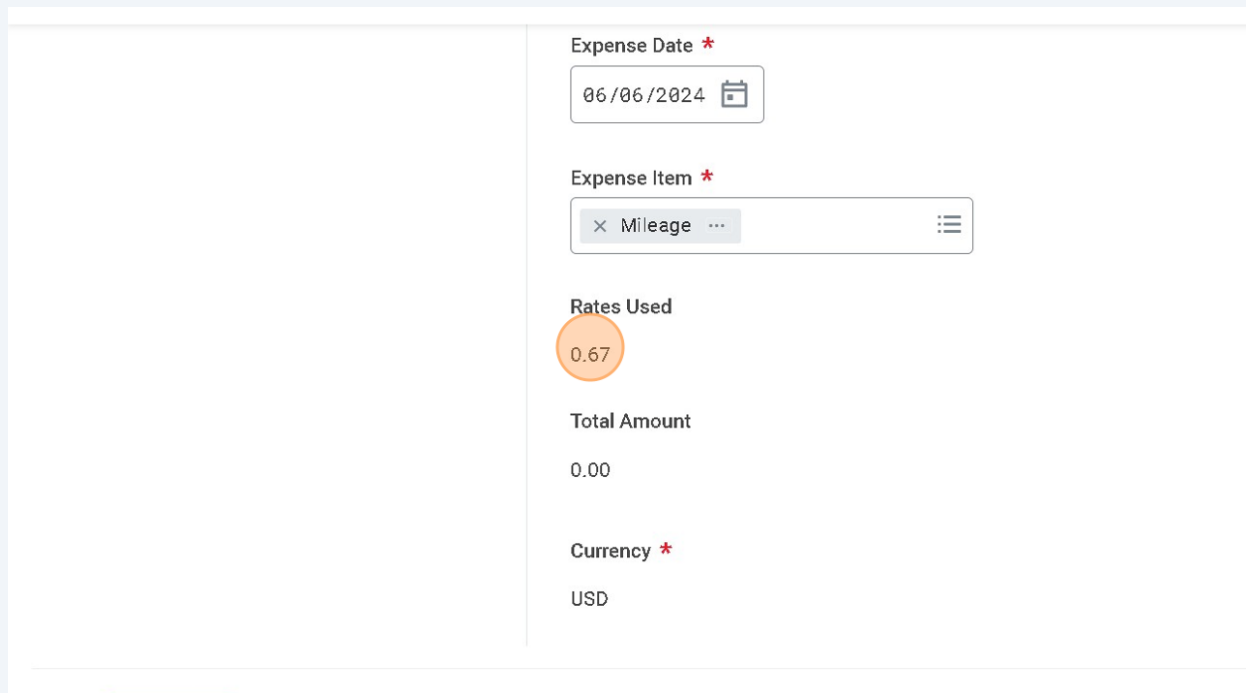
Tue, Jun 11

0.00 USD
❗

Submit   Save for Later   Close

4 Click the "Expense Item" field to search for mileage. You can type the word "mileage" into the search field, and it will appear.

Expense Date *

06/06/2024 📅

Expense Item *

Search

Total Amount *

0.00

Currency *

USD

Memo

5 The IRS mileage reimbursement rate will already be populated. For example, the 2024 IRS mileage reimbursement rate is 67 cents per mile.

Expense Date *

06/06/2024 📅

Expense Item *

✕ Mileage ⋯

Rates Used

0.67

Total Amount

0.00

Currency *

USD

6 Scroll down and enter a brief description of what your trip was for so that your manager can verify legitimacy and compliance, and the company has a record for auditing purposes.

Make sure that the proper cost center is selected. The expense will be coded to the cost center you select here.

USD

Memo *

Picked up supplies

*Cost Center

× CC01370 Columbia Island   ···   ☰
Marina Food

Project

☰

Location

× Corporate Headquarters ···   ☰

7 Fill out the origin and destination addresses.

Origin Address *

× 3055 Prosperity Avenue,   ☰
Fairfax, VA, USA

Destination Address *

columbia islan   ×

Search Results   (5)

○ Columbia Island Marina, George
Washington Memorial Parkway,
Arlington, VA, USA

○ Columbia Island, Washington, DC,
USA

○ Columbia Island, New Rochelle, NY,
USA

○ Columbia Island, Muskoka Lakes,
ON, Canada

○ Columbia Island Marina,
Washington, DC, USA

Submit   Save for Later   Close

8 Workday will calculate the distance traveled based on the addresses that you plugged in, and the dollar amount owed will be calculated automatically. If expensing a trip with multiple stops, repeat this process as needed.

Origin Address *

× 3055 Prosperity Avenue, Fairfax, VA, USA

Destination Address *

× Columbia Island Marina, George Washington Memorial Parkway, Arlington, VA, USA

Unit of Measure for Distance

Miles

Estimated Distance of Driving Route *

14.8

Submit   Save for Later   Close