

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.

The screenshot displays the 'Expense Lines' tab in a Workday interface. At the top, there are three tabs: 'Header', 'Attachments', and 'Expense Lines', with 'Expense Lines' being the active tab. Below the tabs, there is a blue button with the word 'Add' in white, which is circled in orange. To the right of the 'Add' button are three icons: a funnel, a list, and a square. Below the 'Add' button, there is a section labeled '1 item' with a blue vertical bar on the left. To the right of this section is a large area labeled 'Expense Line' with a trash icon. Inside this area is a dashed box containing the text 'Drop files here', the word 'or', and a button labeled 'Select files'.

2

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

The screenshot shows the 'Expense Line' form. On the left, there's a sidebar with '2 items' and 'Sort By:'. The main area has a date field 'Tue, Jun 11' and a currency field '0.00 USD' with a red exclamation mark. The 'Expense Line' section has a 'Drop files here' area with a 'Select files' button highlighted by an orange circle. Below this is the 'Expense Date' field with the date '06/11/2024' and a calendar icon. At the bottom are three buttons: 'Submit', 'Save for Later', and 'Close'.

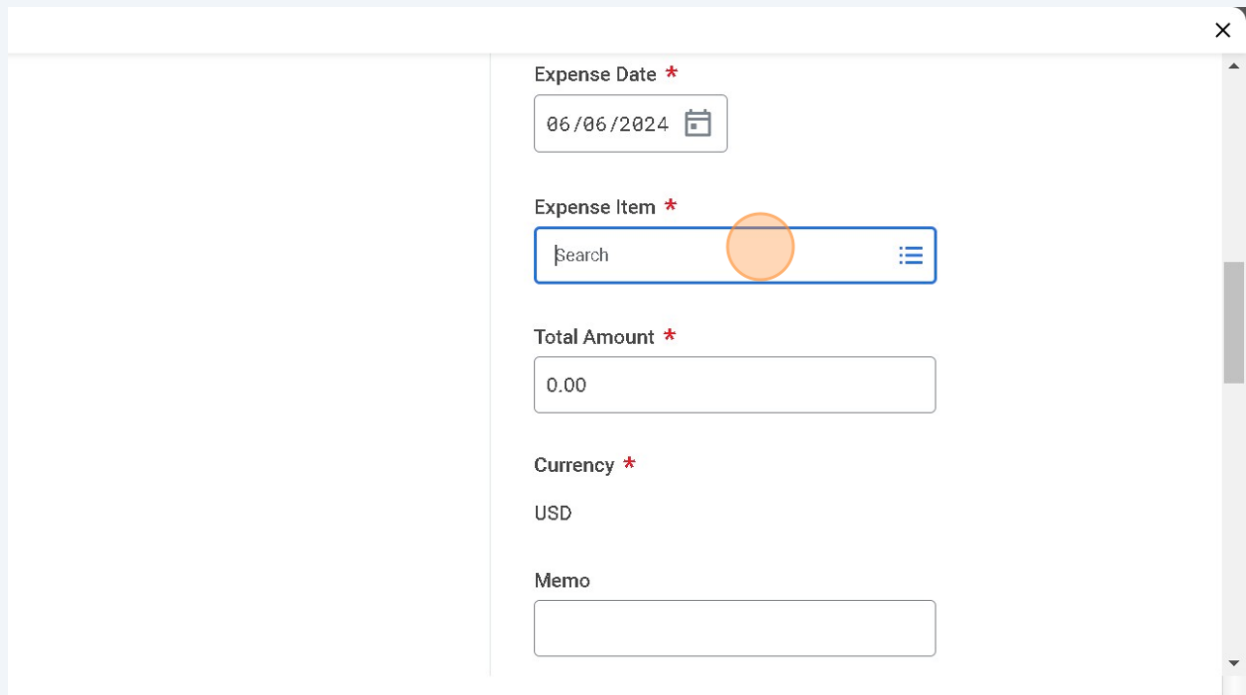
3

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.

This screenshot is identical to the one above, but with an orange circle highlighting the calendar icon in the 'Expense Date' field. The date '06/11/2024' is still visible in the input box.

4

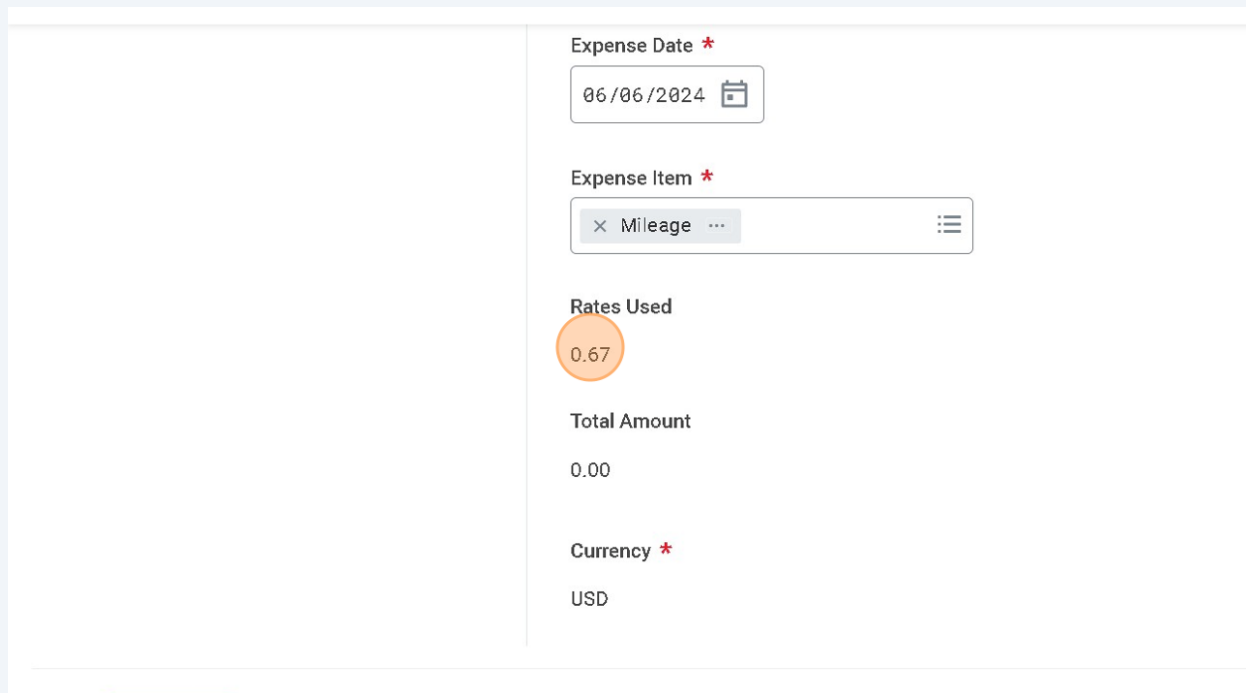
Click the "Expense Item" field to search for mileage. You can type the word "mileage" into the search field, and it will appear.



A screenshot of a web form titled "Expense" with a close button (X) in the top right corner. The form contains several fields: "Expense Date" with a date picker showing "06/06/2024"; "Expense Item" with a search bar containing the text "Search" and a blue border, highlighted with an orange circle; "Total Amount" with a text box showing "0.00"; "Currency" with a dropdown menu showing "USD"; and "Memo" with a text box. The "Expense Item" field is the focus of the instruction.

5

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



A screenshot of the same "Expense" form, but now the "Expense Item" field is populated with "Mileage" and has a close button (X) on the left. Below it, a new field "Rates Used" is visible, with a value of "0.67" highlighted by an orange circle. The "Total Amount" field still shows "0.00", and the "Currency" field still shows "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 island

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

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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