

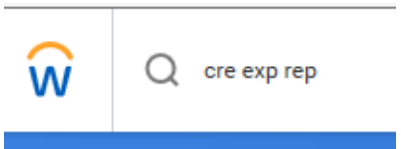
- Step 1: Submit Typed Application to the FDFC ✓
- Step 2: Upon notification of funding award, CREATE a SPEND AUTHORIZATION ✓
- STEP 3: Within 30 days of event, CREATE an EXPENSE REPORT – with receipts and EVALUATION OF EVENT** ←

LOGIN TO WORKDAY USING SADDLEBACK APPLICATION PORTAL: <https://apps.socccd.edu/>

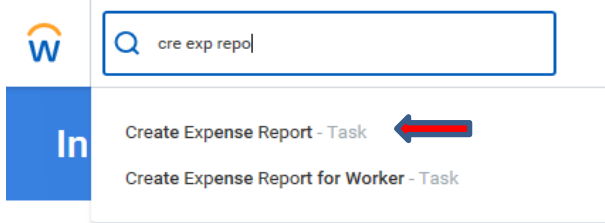
STEP 3: EXPENSE REPORT – Academic Senate

The Expense Report is required to receive reimbursement for your eligible out-of-pocket expenses following completion of your event.

- 1) In Workday, type **Create Expense Report** (*Cre Exp Rep will work too*) in the search bar and hit **Enter**.



- 2) Click the **Create Expense Report** link.



- 3) Choose **Create New Expense Report from Spend Authorization**, and click on your event’s spend authorization.

Create Expense Report

Use this task to enter an expense report into the system. Please determine if you would like

Expense Report Information

Expense Report For * Employee: Christie Smead (021216)

Creation Options

- Create New Expense Report
- Copy Previous Expense Report
- Create New Expense Report from Spend Authorization ←

(FYI) Your approved spend authorization **event** and **amount** approved will appear when you select this field. If not, contact the Academic Senate office.

Create New Expense Report from Spend Authorization

Example

04/28/2016 Workday Rising Conference 625.00 USD

If the Spend Authorization field is empty, that means that it either hasn't been approved yet, it has been closed out, or that it has been "consumed" in a prior Expense Report.

(FYI) The **Expense Report Date** defaults to the current date – do not change **this** date. **When creating expense report lines, the date for each line must be the same as the receipt for that line.**

Expense Report Information

Expense Report For * Employee: Christie Smead (021216)

Creation Options

- Create New Expense Report
- Copy Previous Expense Report
- Create New Expense Report from Spend Authorization

Company * South Orange County Community College District

Expense Report Date * 12 / 12 / 2018

Fund * 010 General Fund Unrestricted

Cost Center

Program

4) The **worktags** must be changed or your division will be charged – see 4b below for how to do this.

Expense Report Information

Expense Report For * Employee: Christie Smead (021216)

Creation Options

- Create New Expense Report
- Copy Previous Expense Report
- Create New Expense Report from Spend Authorization

Company *

Expense Report Date *

Fund *

Cost Center ←

Program ←

Additional Worktags

Q: WHAT IS A WORKTAG?



A: They're numbers/codes that help Accounting use the correct funding accounts to reimburse you – they are like a bank account number.

The **WORKTAGS** for **Academic Senate** are 010-13310-603000:

Fund: 10

Cost Center: 13310

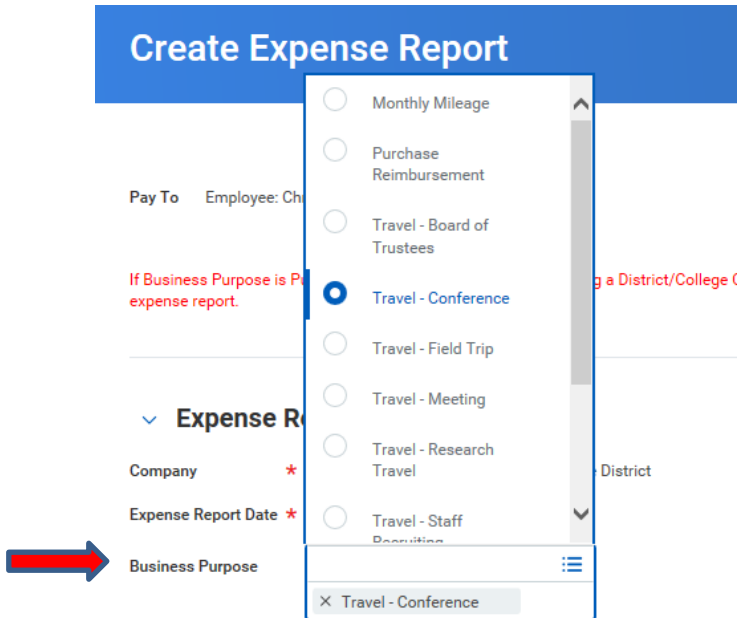
Program: 603000

- The default * items do not need to be changed.
- Click the “X”** inside the “Cost Center” field to clear the default cost center code. **Click again inside this field** and **type 13310**, click **Enter**.
- Click the “X”** inside the “Program” field to clear the default program code. **Click again inside this field** and **type 603000**, click **Enter**.
- Click .

This action will take you to the next screen...

5) Complete the **Expense Report Information** on the left side of this Workday screen.

- a. The default * items do not need to be changed.
- b. Use the prompt icon, ☰ - to fill in the **Business Purpose**; choose **Travel – Conference**.



6) Complete the **Expense Report Reference Information** on the right side of *this* Workday screen.

- a. The default * item does not need to be changed.
- b. The **Spend Authorization** field **should** have your Spend Authorization.
- c. Click the field **Final Expense Report for Spend Authorization**.
- d. Copy and paste or type in the **Memo** field the following:
The Academic Senate's Faculty Development Funding Committee has awarded your name \$ amount awarded to attend name of conference on dates of conference in City, State. Reimbursement only, not to exceed \$ amount awarded.

Expense Report Reference Information

Reimbursement Payment Type *


Spend Authorization

Final Expense Report for Spend Authorization

Memo

Now enter your Expense Report **Line items** at the bottom of this Workday screen...

7) Expense report lines – **Each line must have an attachment, and date which corresponds with the date of receipt, or travel.**

- a. The **Date** MUST BE the same date on your receipt. 
- b. The receipt document** MUST BE added in the “Attachments from File” field. You may add more than one document, if necessary.

** Mileage and Meals exceptions...

For Mileage, add the Google, or Mapquest document you included in your Application for Funding. (Remember that your mileage is the number of miles one-way from 28000 Marguerite Parkway to venue address, multiplied by 2 for round-trip, multiplied by the number of days the conference was attended)

For meals, add the event itinerary demonstrating which meals were/were not included in the registration fee. **TIP:** *It helps if you have highlighted or noted which day no meal was offered.*

 c. **Expense Line Item**

c1. Click in Box and either type in item, or select
By Expense Item Group


c2. Select **Travel**

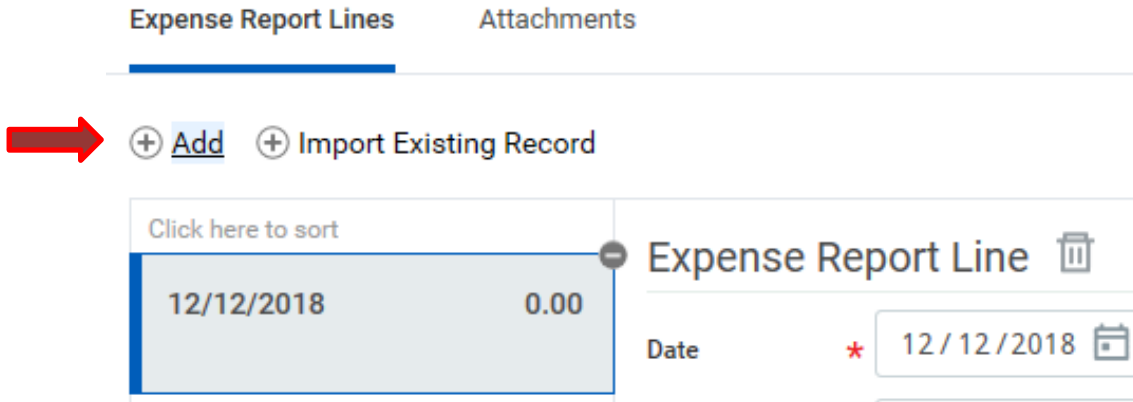
c3. Select your item

Depending on which item you select, you may be prompted for **Quantity, Per Unit Amount, or Total Amount**. In the Memo field add a note regarding the item (i.e. – no lunch offered 6/27).




Expense Line Item Continued...

Expense Line Item Continued...

- d. **Click** the Add icon  **Add** to add expense report lines
(The worktags should default in from Step 4, but **always check them.**)





Expense Report Lines Attachments

  **Add**  Import Existing Record

Click here to sort

12/12/2018	0.00
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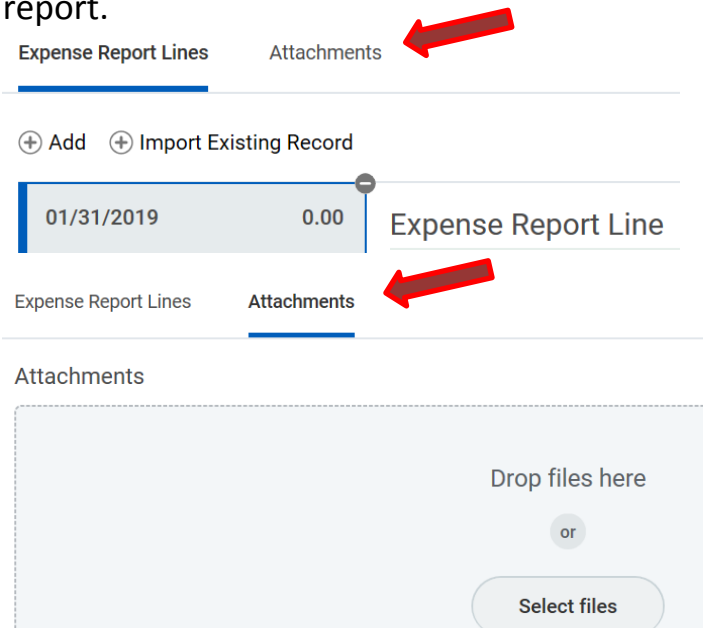
Expense Report Line 


Date * 12/12/2018 



- 8) Once you have entered all of your expense line items with receipts, add your completed event evaluation. This evaluation is one of the requirements to use this professional development funding.

This Evaluation Word Doc is located on the Academic Senate Faculty Development Funding webpage at Step C of the reimbursement process. <https://www.saddleback.edu/asenate/Faculty-Development-Funding>)

Attach this to any expense item line, or at the **Attachments** tab of your expense report.




Expense Report Lines Attachments 

 Add  Import Existing Record

01/31/2019	0.00
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Expense Report Line


Expense Report Lines Attachments 

Attachments

Drop files here

or

Select files

- 9) Click Submit  to forward this on for approval and payment by Accounting.

- 10) Once approval occurs, within 7 - 10 business days, a check will be mailed to your address on file as recorded in Workday; if you prefer to have your check held for pick up, add "Please do not mail – hold for pick up" in the Memo Field (see step 6d above) and contact the Academic Senate Office 949-582-4969 when you submit your expense report.