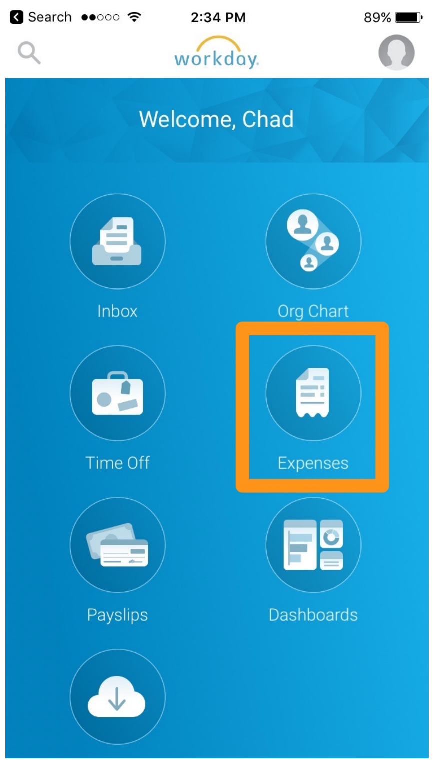
Entering Expenses and Submitting Expense Reports in the Workday Mobile App

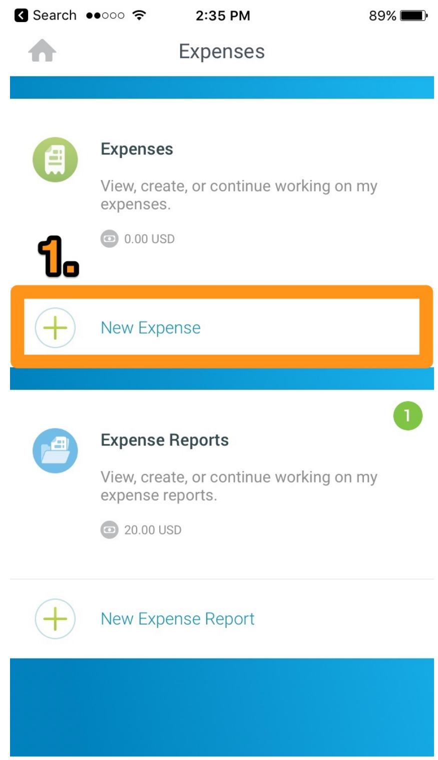
All Employees

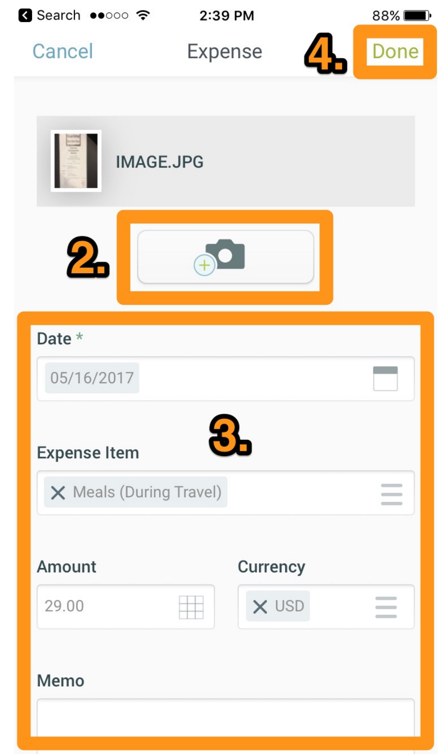
Entering Expenses

Use the **Expenses** worklet to track expenses, upload receipts, and submit expense reports. From the Expenses worklet:

1. Tap **New Expense**.
2. Tap the **Camera** icon to take a photo or choose an existing photo of your receipt.
3. Enter the **Expense Item Type**, **Amount**, **Date** and any other supporting information for the expense.
4. Tap **Done**.







Submitting Expense Reports

Repeat previous steps to add any other expense items you want to report. When all expense items are added, you can submit an expense report from the Expense worklet:

1. Tap **New Expense Report**.
2. Include the **Company**, **Date**, **Cost Center**, **Fund**, **Additional Worktags** (if applicable) and **Business Purpose**.
3. Tap **Done**.
4. Tap **Add Expense**.
5. Tap **Existing Expenses**. You can also choose to add more expenses in this step by tapping **New Expense**.
6. Choose the pre-existing expenses you want to include in the report by tapping the checkmark next to each expense item you have saved.
7. Tap **Done**.
8. Tap **Review**.
9. Review your expense items for accuracy and correct any errors, then tap Submit. A confirmation screen shows your expense report has been routed for approval.