



THE UNIVERSITY OF BRITISH COLUMBIA

AVP Finance and Operations
Okanagan Campus

Workday Training for New Hires Expense Reports

August 25th, 2022



RESOURCES AVAILABLE

[Reconcile UBC VISA Transactions on an Expense Report](#)

[Create an Out of Pocket Expense Report](#)

[View, Edit, Change or Cancel an Expense Report](#)

[Create an Expense Report via Workday Mobile App](#)

[Check the Status of an Expense Report](#)

[Enter a Quick Expense via Workday](#)

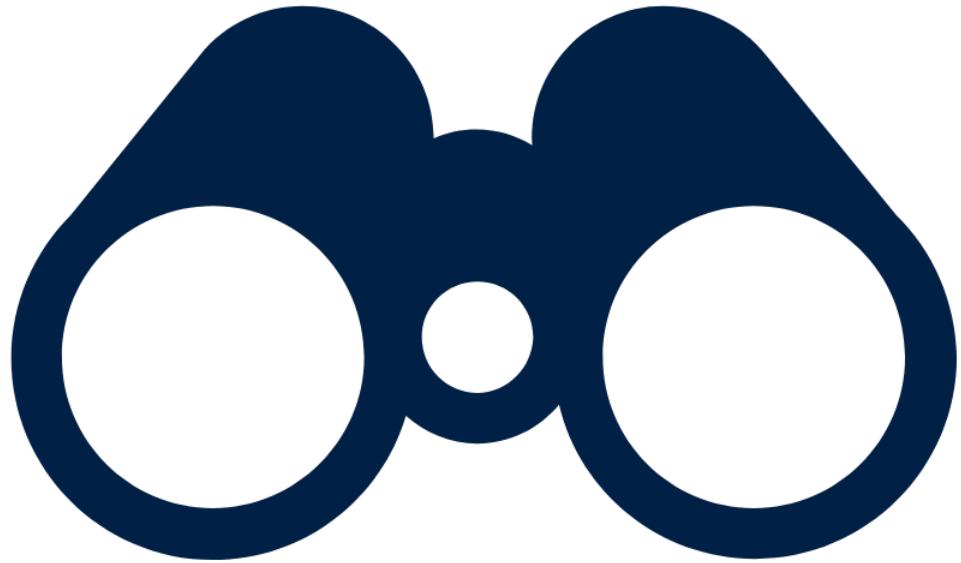
[Claim Expenses Against My PD Funds](#)

[Create an Expense Report for Student/Non-Worker](#)

AGENDA

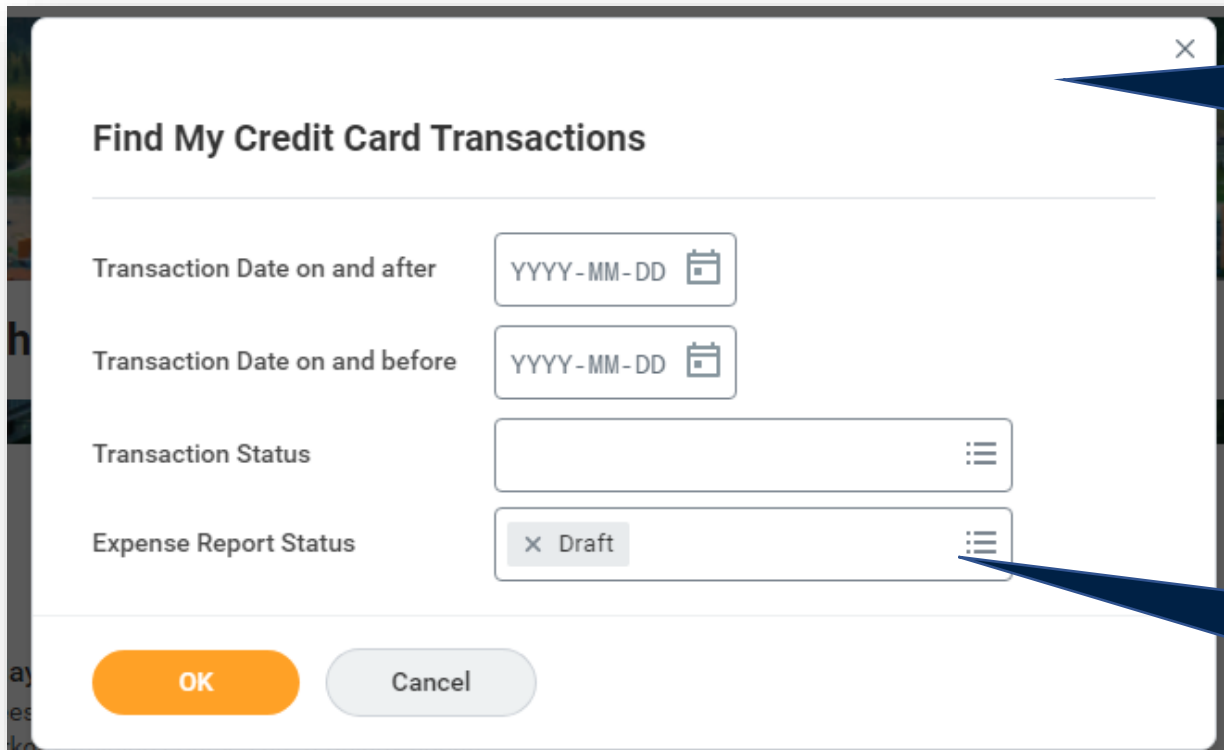
- 1 | Helpful Reports
- 2 | Charging your Expense to the Right Budget
- 3 | Create an Expense Report
- 4 | PD Fund Expense Report
- 5 | Demo and Q+A





HELPFUL REPORTS

HELPFUL REPORTS – FIND MY CREDIT CARD TRANSACTIONS



The screenshot shows a dialog box titled "Find My Credit Card Transactions" with a close button (X) in the top right corner. The dialog contains four input fields: "Transaction Date on and after" and "Transaction Date on and before", both with date pickers showing "YYYY-MM-DD"; "Transaction Status" with a dropdown menu icon; and "Expense Report Status" with a dropdown menu showing "x Draft". At the bottom are "OK" and "Cancel" buttons.

If you can't locate a credit card transaction, it's possible that it's in a draft Expense Report!

You can run the **Find My Credit Card Transactions** report, and set the **Expense Report Status** to **DRAFT** to view any credit card transactions that are currently stuck in draft Expense Reports.

HELPFUL REPORTS – FIND MY CREDIT CARD TRANSACTIONS

×

Find My Credit Card Transactions

Transaction Date on and after

YYYY-MM-DD

Transaction Date on and before

YYYY-MM-DD

Transaction Status

× Prepaid

× New

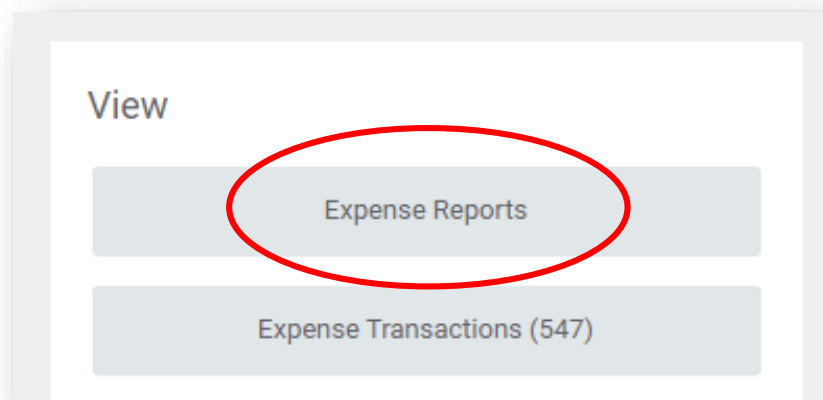
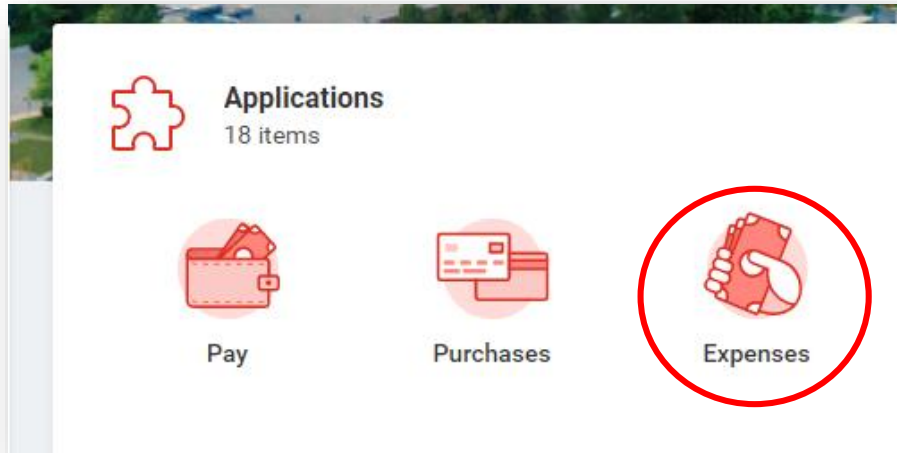
Expense Report Status

OK

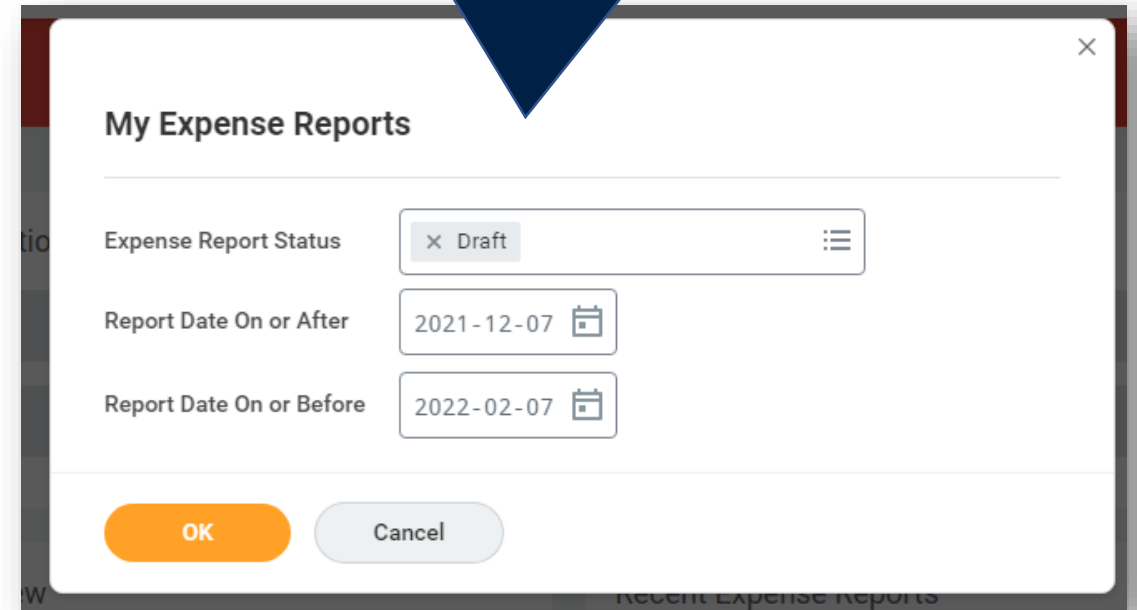
Cancel

Alternatively, if you want to view credit card transactions that have yet to be reconciled, set the **Transaction Status** to **PREPAID** and **NEW**

HELPFUL REPORTS – MY EXPENSE REPORTS



To view your Expense Reports in Draft, click on **Expense Reports** and set **Expense Report Status** to **DRAFT**.





CHARGING YOUR EXPENSE TO THE RIGHT BUDGET

CHARGING YOUR EXPENSE TO THE RIGHT BUDGET

Ideally, you should charge your expense report to one of these four fields.

A Cost Center is not the lowest possible budget level to charge an expense to. It's usually not the correct place to charge your expense.

The screenshot shows a budget selection interface. On the left, a vertical list of options is enclosed in a red rectangular box: "Program", "Grant", "Project", and "Gift". Below this box are the labels "*Cost Center" and "*Additional Worktags". To the right of these labels are input fields. The first four fields are empty. The field corresponding to "*Cost Center" contains a selected item: "CC00845 Biology | Biology | Provost and VP Academic - Faculties - UBCO". The field for "*Additional Worktags" contains two selected items: "Function: FN000 Instruction" and "Fund: FD000 General Purpose Operating". Each field has a small menu icon (three horizontal lines) to its right.

| | |
|----------------------|--|
| Program | |
| Grant | |
| Project | |
| Gift | |
| *Cost Center | × CC00845 Biology Biology Provost and VP Academic - Faculties - UBCO |
| *Additional Worktags | × Function: FN000 Instruction ... |
| | × Fund: FD000 General Purpose Operating |

CHARGING YOUR EXPENSE TO THE RIGHT BUDGET

Memo ☐

Program ubco chemistry

PM003811 Administration | Chemistry UBCO | Provost and VP Academic - Faculties - UBCO

Memo ☐

Program ubco biology

PM010926 Administration | Biology | Provost and VP Academic - Faculties - UBCO

Program

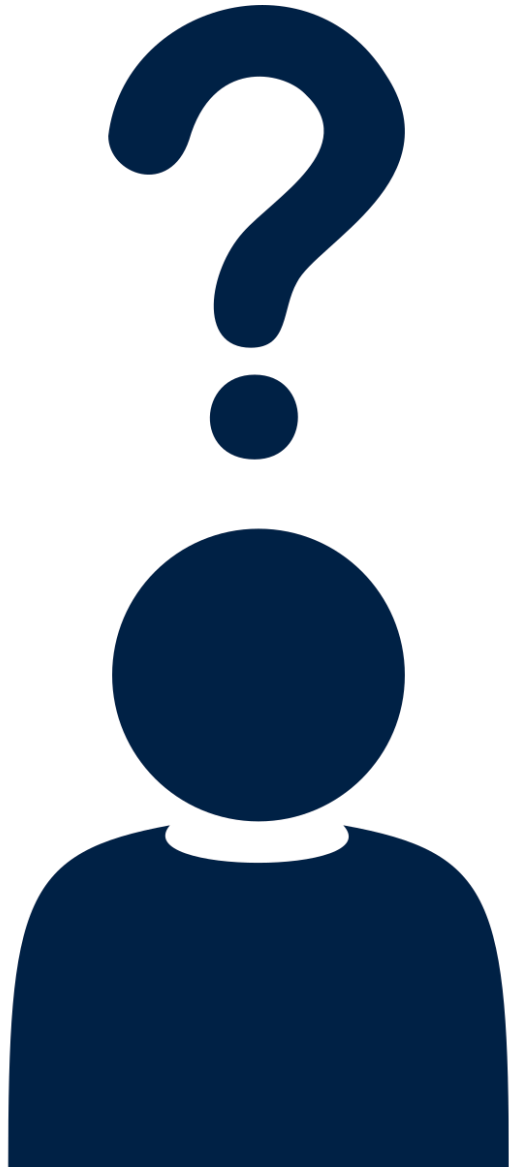
Grant dilabio

PHPH GR017891 DEPNADEF 2018 DiLabio

These fields are searchable. For example, you can see the Admin program budgets for Biology and Chemistry, as well as one of Gino Dilabio's grants shown.

Grants are the only budgets with the four-letter 'speed chart'. You can search by your grant speed chart as well.

CHARGING YOUR EXPENSE TO THE RIGHT BUDGET



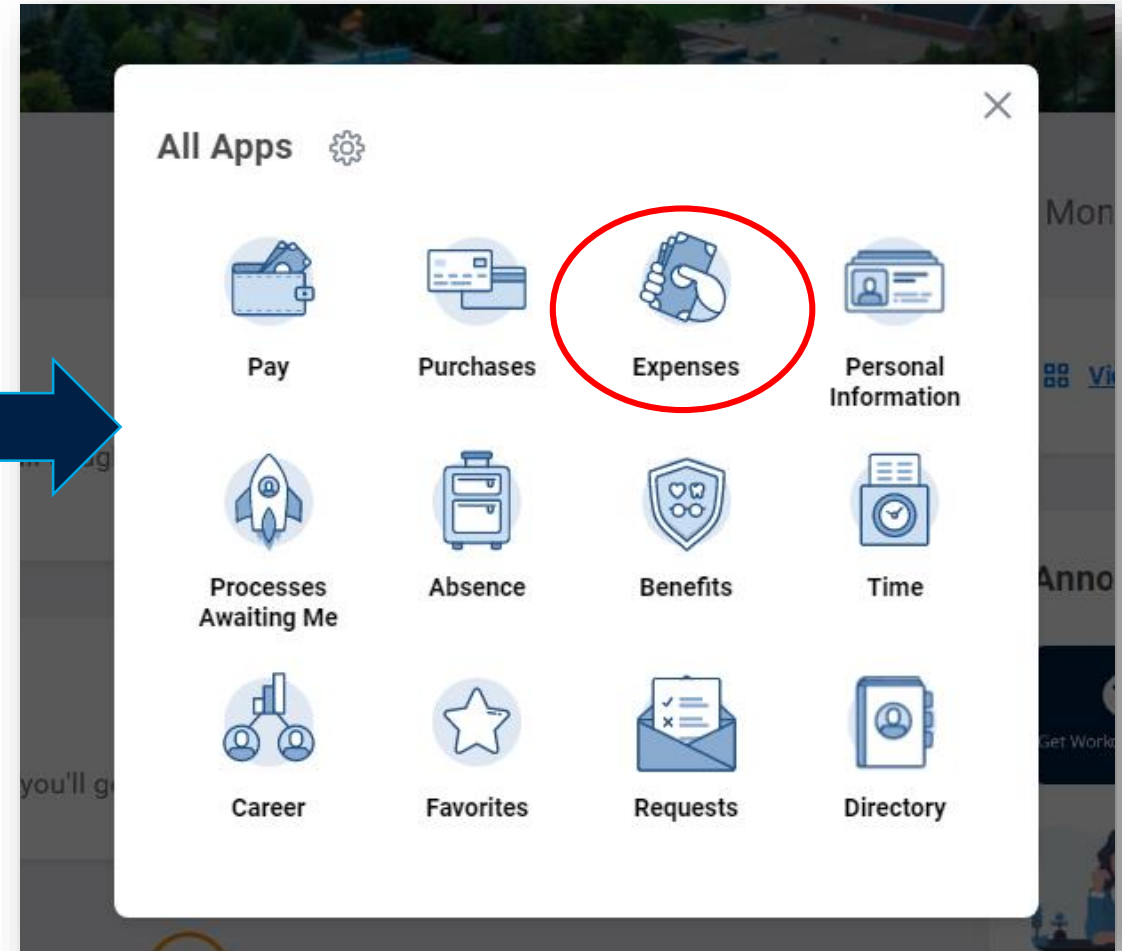
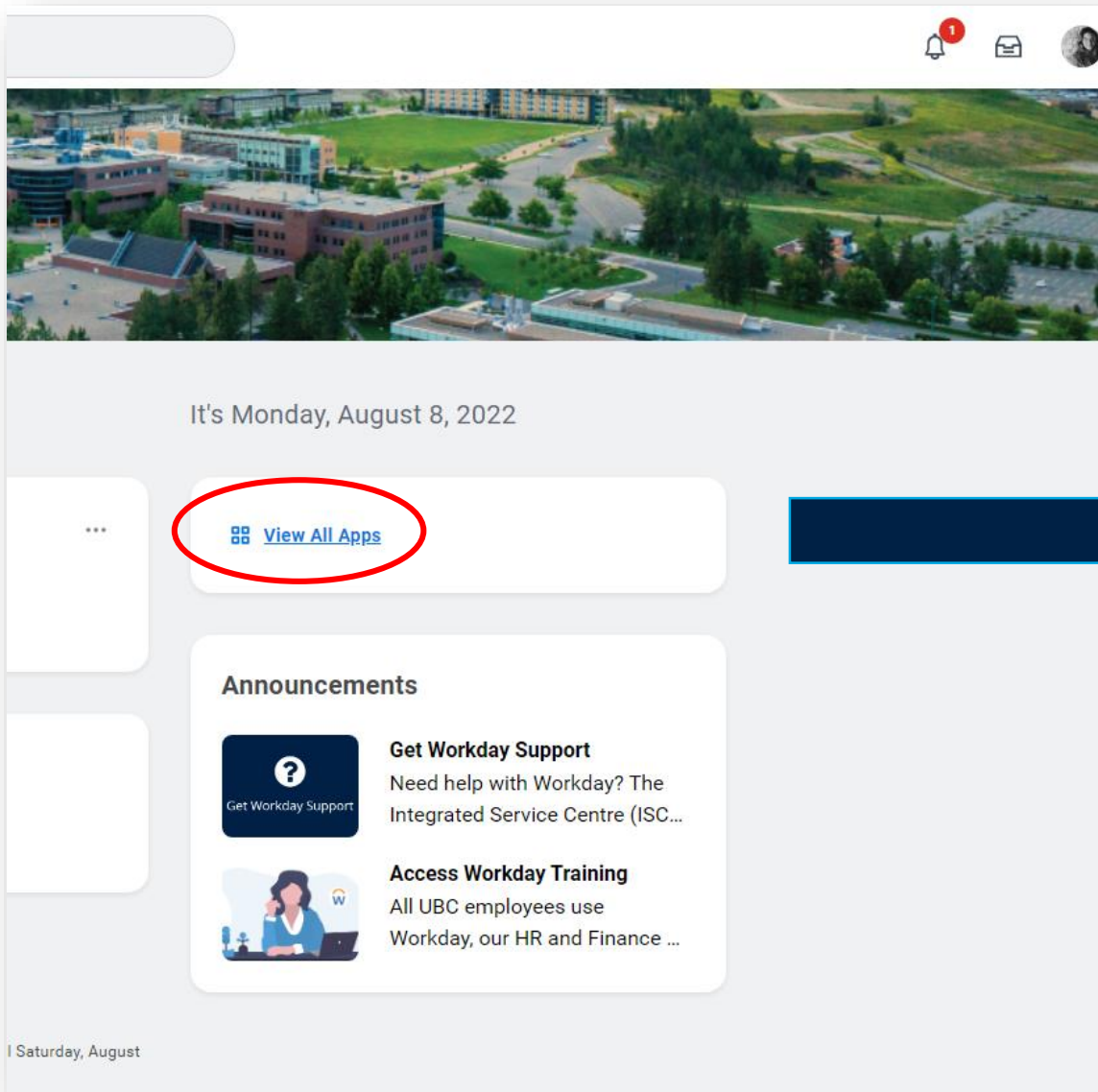
If you're unsure where to charge your expense to, contact **your faculty/department administrator** to request information regarding the program/grant/project/gift to which you should be charging your expense.





CREATE AN EXPENSE REPORT

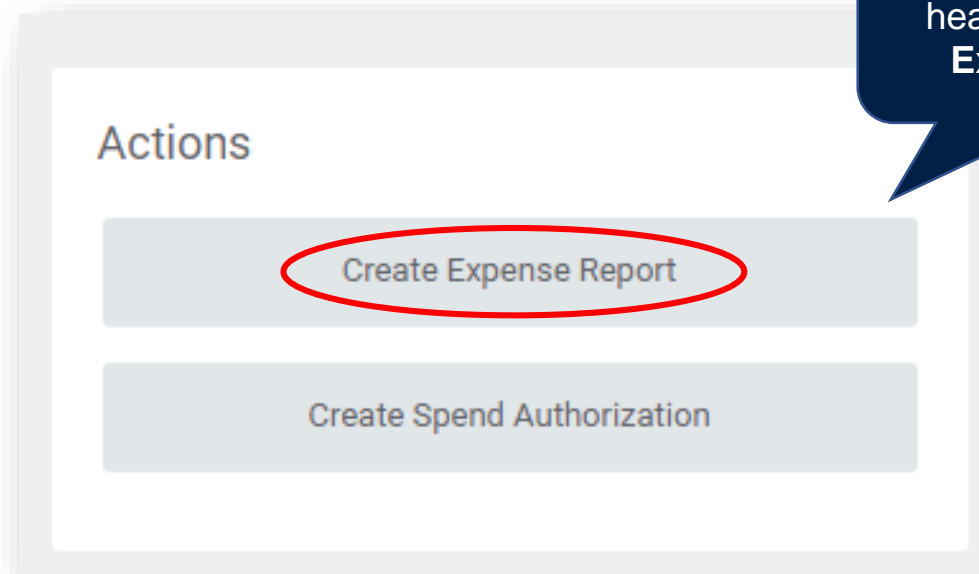
CREATE AN EXPENSE REPORT



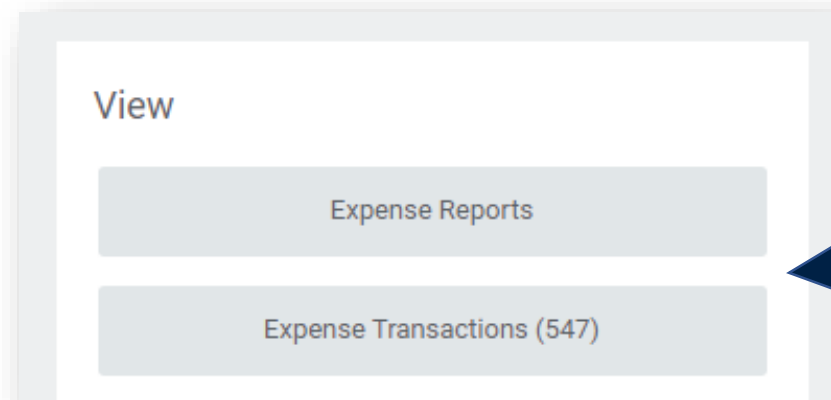
CREATE AN EXPENSE REPORT



CREATE AN EXPENSE REPORT



Under the 'Actions' header, click **Create Expense Report**



You will also be able to view previous Expense Reports and your UBC credit card transactions

CREATE AN EXPENSE REPORT

Actions

Create Expense Report

Create Spend Authorization

Under the 'Actions' header, click **Create Expense Report**

View

Expense Reports

Expense Transactions (547)

You will also be able to view previous Expense Reports and all unreconciled UBC credit card transactions

Recent Expense Reports

Waiting on Employee as Self Minus Paymaster...

Waiting on Employee as Self Minus Paymaster...

Waiting on Employee as Self Minus Paymaster...

Paid - 2022-01-05 - analysis of soil samples

Paid - 2022-01-05 - Field work in San Diego

Recent Expense Reports, including those in draft, will be listed under **Recent Expense Reports**

CREATE AN EXPENSE REPORT

The **Memo** field is for easy reference regarding the Expense Report. Such as 'purchase of lab supplies' or 'desk chair'. It's helpful for easy reference when reviewing Expense Reports.

Create Expense Report

▼ Expense Report Information

Expense Report For * Employee: First Last

Creation Options *

☒ Create New Expense Report

☐ Copy Previous Expense Report

Memo

Company *

×

UBC The University of British Columbia

...

:

Expense Report Date *

2022-02-07

Program

:

Grant

:

Project

:

Gift

:

Cost Center *

×

CC00845 Biology | Biology | Provost and VP Academic - Faculties - UBCO

...

:

Additional Worktags *

×

Function: FN000 Instruction

...

:

CREATE AN EXPENSE REPORT

The **Memo** field is for easy reference regarding the Expense Report. Such as 'purchase of lab supplies' or 'desk chair'. It's helpful for easy reference when reviewing Expense Reports.

The **Company** field will always auto populate to UBC

Create Expense Report

▼ Expense Report Information

Expense Report For * Employee: First Last

Creation Options *

☒ Create New Expense Report

☐ Copy Previous Expense Report

Memo

Company *

×

UBC The University of British Columbia

...

:

Expense Report Date *

2022-02-07

Program

:

Grant

:

Project

:

Gift

:

Cost Center *

×

CC00845 Biology | Biology | Provost and VP Academic - Faculties - UBCO

...

:

Additional Worktags *

×

Function: FN000 Instruction

...

:

CREATE AN EXPENSE REPORT

The **Memo** field is for easy reference regarding the Expense Report. Such as 'purchase of lab supplies' or 'desk chair'. It's helpful for easy reference when reviewing Expense Reports.

The **Company** field will always auto populate to UBC

The **Expense Report Date** is typically the date which you're creating the Expense Report

Create Expense Report

Expense Report Information

Expense Report For * Employee: First Last

Creation Options *

Create New Expense Report

Copy Previous Expense Report

Memo

Company *

UBC The University of British Columbia

Expense Report Date *

2022-02-07

Program

Grant

Project

Gift

Cost Center *

CC00845 Biology | Biology | Provost and VP Academic - Faculties - UBCO

Additional Worktags *

Function: FN000 Instruction

CREATE AN EXPENSE REPORT

The **Memo** field is for easy reference regarding the Expense Report. Such as 'purchase of lab supplies' or 'desk chair'. It's helpful for easy reference when reviewing Expense Reports.

The **Company** field will always auto populate to UBC

The **Expense Report Date** is typically the date which you're creating the Expense Report

ONE OF the **Program, Grant, Project, or Gift** fields should be populated. This is the specific budget where you are charging this expense. These can be updated after you begin your Expense Report as it's possible you may be charging certain items to different budgets, or 'worktags'.

Note: If you are charging all expense lines in this expense report to the same budget, enter that information here on the header page. If you will be charging separate budgets in this expense report, leave these fields blank for now.

Create Expense Report

Expense Report Information

Expense Report For * Employee: First Last

Creation Options *
☒ Create New Expense Report
☐ Copy Previous Expense Report

Memo

Company *
x UBC The University of British Columbia ...

Expense Report Date *
2022-02-07

Program

Grant

Project

Gift

Cost Center *
x CC00845 Biology | Biology | Provost and VP Academic - Faculties - UBCO ...

Additional Worktags *
x Function: FN000 Instruction ...

CREATE AN EXPENSE REPORT

The **Memo** field is for easy reference regarding the Expense Report. Such as 'purchase of lab supplies' or 'desk chair'. It's helpful for easy reference when reviewing Expense Reports.

The **Company** field will always auto populate to UBC

The **Expense Report Date** is typically the date which you're creating the Expense Report

ONE OF the **Program, Grant, Project, or Gift** fields should be populated. This is the specific budget where you are charging this expense. These can be updated after you begin your Expense Report as it's possible you may be charging certain items to different budgets, or 'worktags'.

The **Cost Center** field will auto populate based on your position.
You should NEVER charge to solely a Cost Center.

Create Expense Report

Expense Report Information

Expense Report For * Employee: First Last

Creation Options *

Create New Expense Report

Copy Previous Expense Report

Memo

Company *

UBC The University of British Columbia

...

:

Expense Report Date *

2022-02-07

Program

:

Grant

:

Project

:

Gift

:

Cost Center *

CC00845 Biology | Biology | Provost and VP Academic - Faculties - UBCO

...

:

Additional Worktags *

X Function: FN000 Instruction

...

:

CREATE AN EXPENSE REPORT

Your unreconciled UBC credit card transactions will be listed at the bottom of the **Create Expense Report** first page. If you want to reconcile a credit card transaction, simply select the transaction(s) and click **OK**.

Enable Tax * ☒

Credit Card Transactions

Select All ☐

499 items

| Include? | Transaction | Date | Expense Item | Merchant |
|--------------------------|-------------|------------|--------------|------------------------|
| <input type="checkbox"/> | Q | 2021-06-04 | | U-HAUL MOVING & STORAG |
| <input type="checkbox"/> | Q | 2021-05-28 | | U-HAUL MOVING & STORAG |
| <input type="checkbox"/> | Q | 2021-05-27 | | ADOBE ACROPRO SUBS |
| <input type="checkbox"/> | Q | 2021-05-26 | | ART KNAPP PLANTLAND |

OK Cancel

CREATE AN EXPENSE REPORT

Create Expense Report EXP-0000161780

Pay To
Employee: First Last

Status
Draft

Personal
0.00 CAD

Company Paid
508.28 CAD

Prior Balance Applied
0.00 CAD

Cash Advance Applied
0.00 CAD

Reimbursement
0.00 CAD

Total
508.28 CAD

Header

Attachments

! Expense Lines

Add

4 items Sort By: ▾

Wed, May 26

ART KNAPP PLANTLAND 240.66 CAD !

Thu, May 27

ADOBE ACROPRO SUBS 22.39 CAD !

Fri, May 28

U-HAUL MOVING & STORAG 162.70 CAD !

Expense Line

Drop files here
or
Select files

Credit Card Transaction 2021-05-26 240.66 CAD

Date * 2021-05-26

Expense Item *

Itemization

Remaining Amount to Itemize 240.66/240.66 CAD

Add

Tax

Tax Code

Tax Amount 0.00

Submit

Save for Later

Close

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

Receipt Included ☐

Total Amount 240.66

CREATE AN EXPENSE REPORT

If you included credit card transactions, you will see them as individual expense lines here

Create Expense Report EXP-0000161780

Pay To
Employee: First Last

Status
Draft

Personal
0.00 CAD

Company Paid
508.28 CAD

Prior Balance Applied
0.00 CAD

Cash Advance Applied
0.00 CAD

Reimbursement
0.00 CAD

Total
508.28 CAD

Header

Attachments

Expense Lines

Add

4 items Sort By: ▾

Wed, May 26

ART KNAPP PLANTLAND 240.66 CAD

Thu, May 27

ADOBE ACROPRO SUBS 22.39 CAD

Fri, May 28

U-HAUL MOVING & STORAG 162.70 CAD

Expense Line

Drop files here

or

Select files

Credit Card Transaction 2021-05-26 240.66 CAD

Date * 2021-05-26

Expense Item *

Itemization

Remaining Amount to Itemize 240.66/240.66 CAD

Add

Tax

Tax Code

Tax Amount 0.00

Receipt Included ☐

Submit

Save for Later

Close

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

Total Amount 240.66

CREATE AN EXPENSE REPORT

Create Expense Report EXP-0000161780

| | | | | | | | |
|--------------------------------|-----------------|----------------------|----------------------------|-----------------------------------|----------------------------------|---------------------------|---------------------|
| Pay To Employee: First Last | Status Draft | Personal 0.00 CAD | Company Paid 508.28 CAD | Prior Balance Applied 0.00 CAD | Cash Advance Applied 0.00 CAD | Reimbursement 0.00 CAD | Total 508.28 CAD |
|--------------------------------|-----------------|----------------------|----------------------------|-----------------------------------|----------------------------------|---------------------------|---------------------|

HeaderAttachmentsExpense Lines

Add

4 itemsSort By: ▾

Wed, May 26

ART KNAPP PLANTLAND240.66 CAD

Thu, May 27

ADOBE ACROPRO SUBS22.39 CAD

Fri, May 28

U-HAUL MOVING & STORAG162.70 CAD

Expense Item

Drop files here

or

Select files

Credit Card Transaction2021-05-26 240.66 CAD

Date*2021-05-26

Expense Item*

Itemization

Remaining Amount to Itemize240.66/240.66 CAD

Add

Tax

Tax Code

Tax Amount0.00

Receipt Included☐

SubmitSave for LaterClose

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

Total Amount240.66

If you included credit card transactions, you will see them as individual expense lines here

Each transaction = one expense line. You will go through each one individually to add attachments, classify expense items, and ensure the correct worktag is being charged.

CREATE AN EXPENSE REPORT

Create Expense Report EXP-0000161780

| | | | | | | | |
|--------------------------------|-----------------|----------------------|----------------------------|-----------------------------------|----------------------------------|---------------------------|---------------------|
| Pay To Employee: First Last | Status Draft | Personal 0.00 CAD | Company Paid 508.28 CAD | Prior Balance Applied 0.00 CAD | Cash Advance Applied 0.00 CAD | Reimbursement 0.00 CAD | Total 508.28 CAD |
|--------------------------------|-----------------|----------------------|----------------------------|-----------------------------------|----------------------------------|---------------------------|---------------------|

HeaderAttachmentsExpense Lines

Add

4 itemsSort By: ▾

Wed, May 26

ART KNAPP PLANTLAND240.66 CAD

Thu, May 27

ADOBE ACROPRO SUBS22.39 CAD

Fri, May 28

U-HAUL MOVING & STORAG162.70 CAD

Expense Item

Credit Card Transaction2021-05-26 240.66 CAD

Date*2021-05-26

Expense Item*

Error: The field Expense Item is required

Drop files here

or

Select files

Itemization

Remaining Amount to Itemize240.66/240.66 CAD

Add

Tax

Tax Code

Tax Amount0.00

Submit

Save for Later

Close

Total Amount240.66

If you included credit card transactions, you will see them as individual expense lines here

Each transaction = one expense line. You will go through each one individually to add attachments, classify expense items, and ensure the correct worktag is being charged.

Expense item = classification of expense. E.g. meals, airfare, hotel, office supplies, books, etc.

CREATE AN EXPENSE REPORT

If you have more expense lines to add, such as an out of pocket expense or another credit card transaction, click the **Add** button.

Create Expense Report EXP-0000161780

| | | | | | | | |
|--------------------------------|-----------------|----------------------|----------------------------|-----------------------------------|----------------------------------|---------------------------|---------------------|
| Pay To Employee: First Last | Status Draft | Personal 0.00 CAD | Company Paid 508.28 CAD | Prior Balance Applied 0.00 CAD | Cash Advance Applied 0.00 CAD | Reimbursement 0.00 CAD | Total 508.28 CAD |
|--------------------------------|-----------------|----------------------|----------------------------|-----------------------------------|----------------------------------|---------------------------|---------------------|

Header

Attachments

Expense Lines

Add

4 items

Sort By: ▾

Wed, May 26

ART KNAPP PLANTLAND240.66 CAD

Thu, May 27

ADOBE ACROPRO SUBS22.39 CAD

Fri, May 28

U-HAUL MOVING & STORAG162.70 CAD

Expense Line

Drop files here

or

Select files

Credit Card Transaction2021-05-26 240.66 CAD

Date*2021-05-26

Expense Item*

Itemization

Remaining Amount to Itemize240.66/240.66 CAD

Add

Tax

Tax Code

Tax Amount0.00

Submit

Save for Later

Close

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

Receipt Included☐

28

CREATE AN EXPENSE REPORT

If you have more expense lines to add, such as an out of pocket expense or another credit card transaction, click the **Add** button.

Company paid = UBC credit card transaction total

Create Expense Report EXP-0000161780

| | | | | | | | |
|--------------------------------|-----------------|----------------------|----------------------------|-----------------------------------|----------------------------------|---------------------------|---------------------|
| Pay To Employee: First Last | Status Draft | Personal 0.00 CAD | Company Paid 508.28 CAD | Prior Balance Applied 0.00 CAD | Cash Advance Applied 0.00 CAD | Reimbursement 0.00 CAD | Total 508.28 CAD |
|--------------------------------|-----------------|----------------------|----------------------------|-----------------------------------|----------------------------------|---------------------------|---------------------|

Header

Attachments

Expense Lines

Add

4 items

Sort By: ▾

Wed, May 26

ART KNAPP PLANTLAND240.66 CAD

Thu, May 27

ADOBE ACROPRO SUBS22.39 CAD

Fri, May 28

U-HAUL MOVING & STORAG162.70 CAD

Expense Line

Drop files here

or

Select files

Credit Card Transaction2021-05-26 240.66 CAD

Date*2021-05-26

Expense Item*

Itemization

Remaining Amount to Itemize240.66/240.66 CAD

Add

Tax

Tax Code

Tax Amount0.00

Receipt Included☐

Submit

Save for Later

Close

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

Total Amount240.66

CREATE AN EXPENSE REPORT

If you have more expense lines to add, such as an out of pocket expense or another credit card transaction, click the **Add** button.

Company paid = UBC credit card transaction total

Reimbursement = amount direct deposited to employee's account

Create Expense Report EXP-0000161780

| | | | | | | | |
|--------------------------------|-----------------|----------------------|----------------------------|-----------------------------------|----------------------------------|---------------------------|---------------------|
| Pay To Employee: First Last | Status Draft | Personal 0.00 CAD | Company Paid 508.28 CAD | Prior Balance Applied 0.00 CAD | Cash Advance Applied 0.00 CAD | Reimbursement 0.00 CAD | Total 508.28 CAD |
|--------------------------------|-----------------|----------------------|----------------------------|-----------------------------------|----------------------------------|---------------------------|---------------------|

Header

Attachments

Expense Lines

Add

4 items

Sort By: ▾

Wed, May 26

ART KNAPP PLANTLAND 240.66 CAD

Thu, May 27

ADOBE ACROPRO SUBS 22.39 CAD

Fri, May 28

U-HAUL MOVING & STORAG 162.70 CAD

Expense Line

Drop files here

or

Select files

Credit Card Transaction 2021-05-26 240.66 CAD

Date * 2021-05-26

Expense Item *

Itemization

Remaining Amount to Itemize 240.66/240.66 CAD

Add

Tax

Tax Code

Tax Amount 0.00

Receipt Included ☐

Submit

Save for Later

Close

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

Total Amount 240.66

CREATE AN EXPENSE REPORT

If you have more expense lines to add, such as an out of pocket expense or another credit card transaction, click the **Add** button.

Company paid = UBC credit card transaction total

Reimbursement = amount direct deposited to employee's account

If you have supporting documentation/receipts, you will attach them here.

Create Expense Report EXP-0000161780

| | | | | | | | |
|--------------------------------|-----------------|----------------------|----------------------------|-----------------------------------|----------------------------------|---------------------------|---------------------|
| Pay To Employee: First Last | Status Draft | Personal 0.00 CAD | Company Paid 508.28 CAD | Prior Balance Applied 0.00 CAD | Cash Advance Applied 0.00 CAD | Reimbursement 0.00 CAD | Total 508.28 CAD |
|--------------------------------|-----------------|----------------------|----------------------------|-----------------------------------|----------------------------------|---------------------------|---------------------|

Header

Attachments

Expense Lines

Add

4 items

Sort By: ▾

Wed, May 26

ART KNAPP PLANTLAND 240.66 CAD

Thu, May 27

ADOBE ACROPRO SUBS 22.39 CAD

Fri, May 28

U-HAUL MOVING & STORAG 162.70 CAD

Expense Line

Drop files here

or

Select files

Credit Card Transaction 2021-05-26 240.66 CAD

Date * 2021-05-26

Expense Item *

Itemization

Remaining Amount to Itemize 240.66/240.66 CAD

Add

Tax

Tax Code

Tax Amount 0.00

Receipt Included ☐

Submit

Save for Later

Close

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

Total Amount 240.66

CREATE AN EXPENSE REPORT

If you have more expense lines to add, such as an out of pocket expense or another credit card transaction, click the **Add** button.

Company paid = UBC credit card transaction total

Reimbursement = amount direct deposited to employee's account

If you have supporting documentation/receipts, you will attach them here.

For credit card transactions, the expense date will auto-populate based on the transaction date.

Create Expense Report EXP-0000161780

| | | | | | | | |
|--------------------------------|-----------------|----------------------|----------------------------|-----------------------------------|----------------------------------|---------------------------|---------------------|
| Pay To Employee: First Last | Status Draft | Personal 0.00 CAD | Company Paid 508.28 CAD | Prior Balance Applied 0.00 CAD | Cash Advance Applied 0.00 CAD | Reimbursement 0.00 CAD | Total 508.28 CAD |
|--------------------------------|-----------------|----------------------|----------------------------|-----------------------------------|----------------------------------|---------------------------|---------------------|

Header Attachments **Expense Lines**

Add

4 items Sort By: ▾

Wed, May 26

ART KNAPP PLANTLAND 240.66 CAD

Thu, May 27

ADOBE ACROPRO SUBS 22.39 CAD

U-HAUL MOVING & STORAG 162.70 CAD

Expense Line

Drop files here

or

Select files

Itemization

Remaining Amount to Itemize 240.66/240.66 CAD

Add

Tax

Tax Code

Tax Amount 0.00

Credit Card Transaction 2021-05-26 240.66 CAD

Date 2021-05-26

Expense Item

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

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

Total Amount 240.66

CREATE AN EXPENSE REPORT

You can change the worktag information for each expense line. You do not need to use the same worktag information for the entire Expense Report.

| | |
|----------------------|--|
| Date | * 2021-05-26 |
| Expense Item | * × Research Supplies |
| Total Amount | 240.66 |
| Currency | * CAD |
| Memo | |
| Program | × PM009067 UBCO-FSC ... Deans Office-ADS Dean's Office Provost and VP Academic - Faculties - UBCO |
| Grant | |
| Project | |
| Gift | |
| *Cost Center | × CC00861 Office of Sciences ... Dean's Office Provost and VP Academic - Faculties - UBCO |
| *Additional Worktags | × Function: FN000 Instruction ... × Fund: FD000 General Purpose Operating |
| Personal Expense | <input type="checkbox"/> |

Item Details

| | |
|-------------|--------------------------------|
| Origination | × BC, British Columbia, Canada |
| Destination | × BC, British Columbia, Canada |
| Country | * × Canada |

Missing Receipt? ☐

Itemization

Remaining Amount to Itemize 240.66/240.66 CAD

Add

Tax

| | |
|----------|--|
| Tax Code | × CAN British Columbia 5% GST / 7% PST (12%) |
|----------|--|

Tax Amount 25.79

Receipt Included ☐

CREATE AN EXPENSE REPORT

You can change the worktag information for each expense line. You do not need to use the same worktag information for the entire Expense Report.

Once the Expense Item is categorized, this drives tax information and other item details.

| | |
|----------------------|--|
| Date | * 2021-05-26 |
| Expense Item | * × Research Supplies |
| Total Amount | 240.66 |
| Currency | * CAD |
| Memo | |
| Program | × PM009067 UBCO-FSC Deans Office-ADS Dean's Office Provost and VP Academic - Faculties - UBCO |
| Grant | |
| Project | |
| Gift | |
| *Cost Center | × CC00861 Office of Sciences Dean's Office Provost and VP Academic - Faculties - UBCO |
| *Additional Worktags | × Function: FN000 Instruction × Fund: FD000 General Purpose Operating |
| Personal Expense | <input type="checkbox"/> |

Item Details

| | |
|------------------|--------------------------------|
| Origination | × BC, British Columbia, Canada |
| Destination | × BC, British Columbia, Canada |
| Country | * × Canada |
| Missing Receipt? | <input type="checkbox"/> |

Itemization

Remaining Amount to Itemize 240.66/240.66 CAD

Add

Tax

| | |
|------------------|--|
| Tax Code | × CAN British Columbia 5% GST / 7% PST (12%) |
| Tax Amount | 25.79 |
| Receipt Included | <input type="checkbox"/> |

CREATE AN EXPENSE REPORT

You can change the worktag information for each expense line. You do not need to use the same worktag information for the entire Expense Report.

Once the Expense Item is categorized, this drives tax information and other item details.

The item details, such as location information, is important for reporting and tax purposes.

| | |
|----------------------|--|
| Date | * 2021-05-26 |
| Expense Item | * X Research Supplies |
| Total Amount | 240.66 |
| Currency | * CAD |
| Memo | |
| Program | X PM009067 UBCO-FSC Deans Office-ADS Dean's Office Provost and VP Academic - Faculties - UBCO |
| Grant | |
| Project | |
| Gift | |
| *Cost Center | X CC00861 Office of Sciences Dean's Office Provost and VP Academic - Faculties - UBCO |
| *Additional Worktags | X Function: FN000 Instruction X Fund: FD000 General Purpose Operating |
| Personal Expense | <input type="checkbox"/> |

Item Details

| | |
|------------------|--------------------------------|
| Origination | X BC, British Columbia, Canada |
| Destination | X BC, British Columbia, Canada |
| Country | * X Canada |
| Missing Receipt? | <input type="checkbox"/> |

Itemization

Remaining Amount to Itemize 240.66/240.66 CAD

Add

Tax

| | |
|------------------|--|
| Tax Code | X CAN British Columbia 5% GST / 7% PST (12%) |
| Tax Amount | 25.79 |
| Receipt Included | <input type="checkbox"/> |

CREATE AN EXPENSE REPORT

You can change the worktag information for each expense line. You do not need to use the same worktag information for the entire Expense Report.

| | |
|----------------------|--|
| Date | * 2021-05-26 |
| Expense Item | * <input type="text" value="Research Supplies"/> |
| Total Amount | 240.66 |
| Currency | * CAD |
| Memo | <input type="text"/> |
| Program | <input type="text" value="PM009067 UBCO-FSC Deans Office-ADS Dean's Office Provost and VP Academic - Faculties - UBCO"/> |
| Grant | <input type="text"/> |
| Project | <input type="text"/> |
| Gift | <input type="text"/> |
| *Cost Center | <input type="text" value="CC00861 Office of Sciences Dean's Office Provost and VP Academic - Faculties - UBCO"/> |
| *Additional Worktags | <input type="text" value="Function: FN000 Instruction"/> <input type="text" value="Fund: FD000 General Purpose Operating"/> |
| Personal Expense | <input type="checkbox"/> |

Once the Expense Item is categorized, this drives tax information and other item details.

Item Details

| | |
|------------------|---|
| Origination | <input type="text" value="BC, British Columbia, Canada"/> |
| Destination | <input type="text" value="BC, British Columbia, Canada"/> |
| Country | * <input type="text" value="Canada"/> |
| Missing Receipt? | <input type="checkbox"/> |

Itemization

Remaining Amount to Itemize 240.66/240.66 CAD

Add

Tax

| | |
|------------------|---|
| Tax Code | <input type="text" value="CAN British Columbia 5% GST / 7% PST (12%)"/> |
| Tax Amount | <input type="text" value="25.79"/> |
| Receipt Included | <input type="checkbox"/> |

The item details, such as location information, is important for reporting and tax purposes.

If you are missing a receipt, you will need to upload other documentation to support this expense.

CREATE AN EXPENSE REPORT

You can change the worktag information for each expense line. You do not need to use the same worktag information for the entire Expense Report.

| | |
|----------------------|--|
| Date | * 2021-05-26 |
| Expense Item | * Research Supplies |
| Total Amount | 240.66 |
| Currency | * CAD |
| Memo | |
| Program | PM009067 UBCO-FSC Deans Office-ADS Dean's Office Provost and VP Academic - Faculties - UBCO |
| Grant | |
| Project | |
| Gift | |
| *Cost Center | CC00861 Office of Sciences Dean's Office Provost and VP Academic - Faculties - UBCO |
| *Additional Worktags | Function: FN000 Instruction Fund: FD000 General Purpose Operating |
| Personal Expense | <input type="checkbox"/> |

Once the Expense Item is categorized, this drives tax information and other item details.

| | |
|-----------------------------|--|
| Item Details | |
| Origination | BC, British Columbia, Canada |
| Destination | BC, British Columbia, Canada |
| Country | * Canada |
| Missing Receipt? | <input type="checkbox"/> |
| Itemization | |
| Remaining Amount to Itemize | 240.66/240.66 CAD |
| <button>Add</button> | |
| Tax | |
| Tax Code | CAN British Columbia GST / 7% PST (12%) |
| Tax Amount | 25.79 |
| Receipt Included | <input type="checkbox"/> |


The item details, such as location information, is important for reporting and tax purposes.

If you are missing a receipt, you will need to upload other documentation to support this expense.

Itemization is used to split an expense line across different worktags or expense items.

CREATE AN EXPENSE REPORT

You can change the worktag information for each expense line. You do not need to use the same worktag information for the entire Expense Report.

Date * 2021-05-26 

Expense Item *

Total Amount 240.66

Currency * CAD

Memo

Program

Grant

Project

Gift

*Cost Center

*Additional Worktags

Personal Expense ☐

Once the Expense Item is categorized, this drives tax information and other item details.

If you used your UBC card for a personal expense, select the Personal Expense box and the amount will be deducted from your pay.

Item Details

Origination

Destination

Country *

Missing Receipt? ☐

Itemization

Remaining Amount to Itemize 240.66/240.66 CAD

Add

Tax

Tax Code

Tax Amount

Receipt Included ☐

The item details, such as location information, is important for reporting and tax purposes.

If you are missing a receipt, you will need to upload other documentation to support this expense.

Itemization is used to split an expense line across different worktags or expense items.

CREATE AN EXPENSE REPORT

You can change the worktag information for each expense line. You do not need to use the same worktag information for the entire Expense Report.

When you're ready to submit, click 'Submit'.

Once the Expense Item is categorized, this drives tax information and other item details.

The item details, such as location information, is important for reporting and tax purposes.

If you are missing a receipt, you will need to upload other documentation to support this expense.

If you used your UBC card for a personal expense, select the Personal Expense box and the amount will be deducted from your pay.

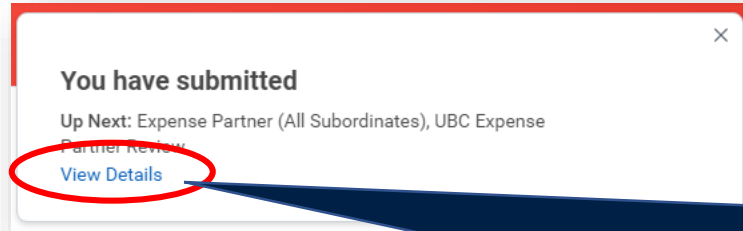
Itemization is used to split an expense line across different worktags or expense items.

The form is titled "CREATE AN EXPENSE REPORT" and is divided into several sections:

- Date:** 2021-05-26 (with a calendar icon)
- Expense Item:** Research Supplies (with a dropdown arrow)
- Total Amount:** 240.66
- Currency:** CAD
- Memo:** (empty text box)
- Program:** PM009067 UBCO-FSC Deans Office-ADS | Dean's Office | Provost and VP Academic - Faculties - UBCO (with a dropdown arrow)
- Grant:** (empty text box)
- Project:** (empty text box)
- Gift:** (empty text box)
- *Cost Center:** CC00861 Office of Sciences | Dean's Office | Provost and VP Academic - Faculties - UBCO (with a dropdown arrow)
- *Additional Worktags:** Function: FN000 Instruction (with a dropdown arrow) and Fund: FD000 General Purpose Operating (with a dropdown arrow)
- Item Details:**
 - Origination:** BC, British Columbia, Canada (with a dropdown arrow)
 - Destination:** BC, British Columbia, Canada (with a dropdown arrow)
 - Country:** Canada (with a dropdown arrow)
 - Missing Receipt?** (checkbox)
- Itemization:**
 - Remaining Amount to Itemize:** 240.66/240.66 CAD
 - Add** (button)
- Tax:**
 - Tax Code:** CAN British Columbia GST / 7% PST (12%) (with a dropdown arrow)
 - Tax Amount:** 25.79
 - Receipt Included** (checkbox)

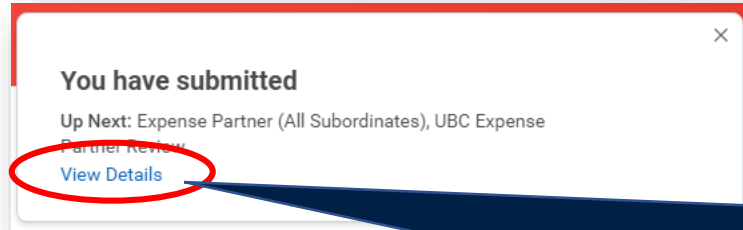
At the bottom of the form are two buttons: **Submit** (orange) and **Cancel** (white with a grey border).

CREATE AN EXPENSE REPORT

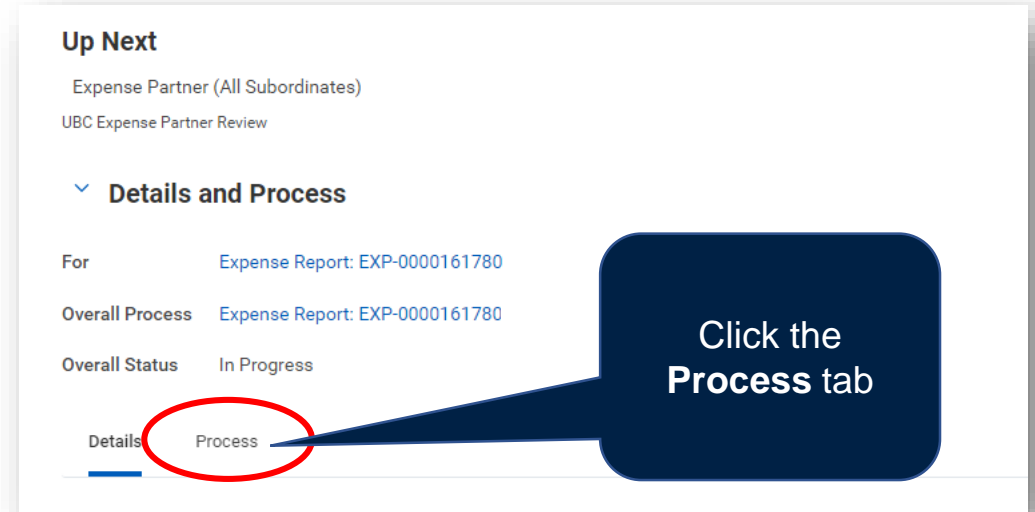


After you submit, this pop-up window will appear. To view more information, click **View Details**.

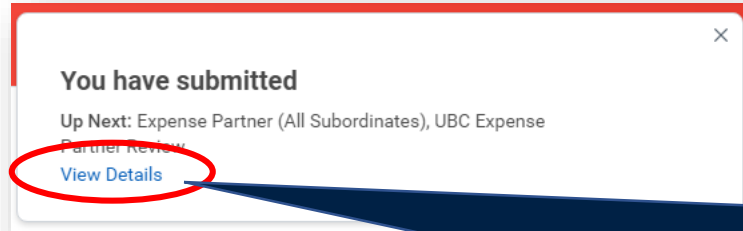
CREATE AN EXPENSE REPORT



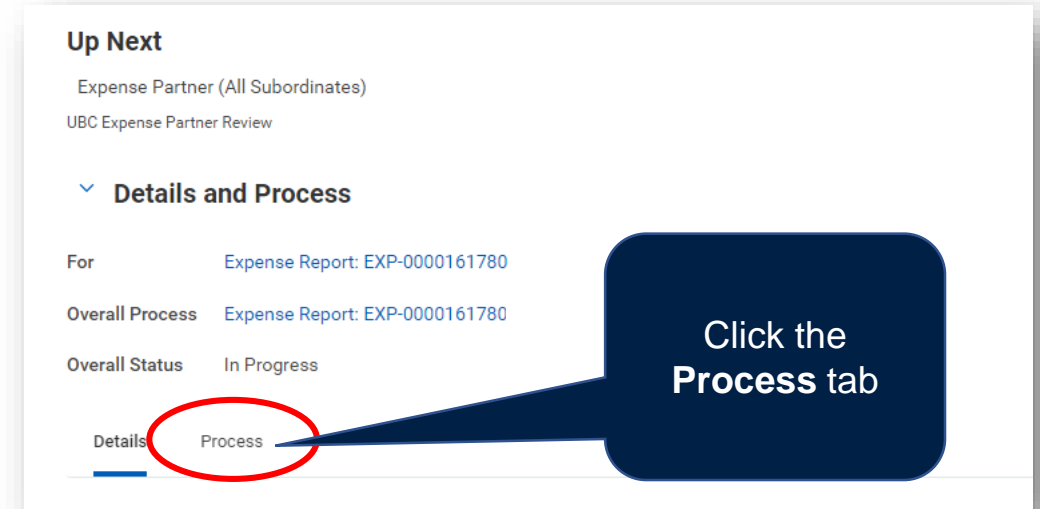
After you submit, this pop-up window will appear. To view more information, click **View Details**.



CREATE AN EXPENSE REPORT

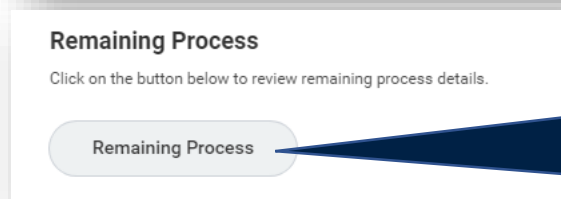


After you submit, this pop-up window will appear. To view more information, click **View Details**.



Process History 33 items

| Process | Step | Status | Completed On | Due Date | Person |
|--------------------------------------|---------------------------------|-----------------|------------------------|----------|---|
| Expense Report Event | Expense Report Event | Step Completed | 2022-02-07 01:47:56 PM | | |
| Expense Report Event | UBC Employee Review as Claimant | Not Required | | | |
| Expense Report Event | UBC Expense Partner Review | Awaiting Action | | | Alex Shirazian (Expense Partner (All Subordinates)) |



You can view the next step in the workflow

PD FUNDS

The Professional Development Fund balance and activity should be viewed before completing any transaction related to PD plans in order to see the available balance. Read the [View My Professional Development Funds](#) article for more information.

You can request a credit be applied to your department for PD activity that the department has paid upfront on your behalf. Read the [Transfer PD Funds Reimbursement to my Department](#) article for more information.

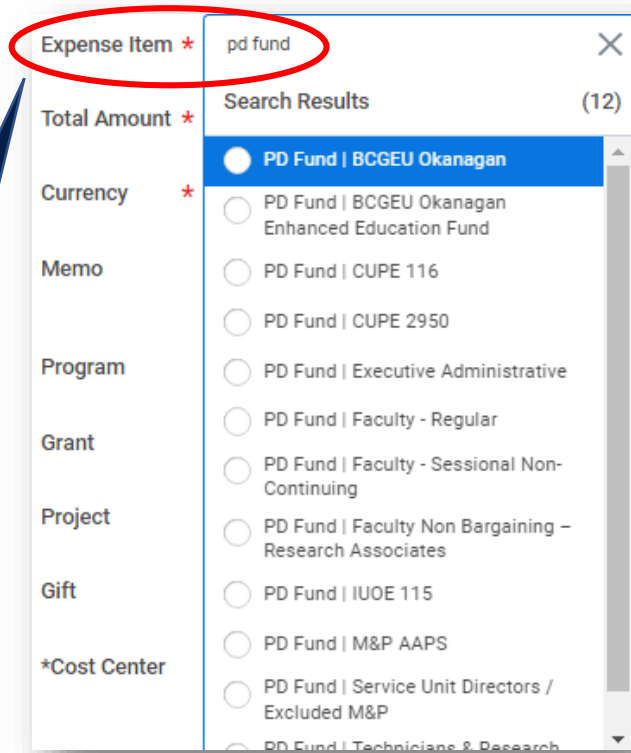
If you are *not* claiming a PD Fund related expense, refer to the following for guidance on Expenses:

- [Create an Out of Pocket Expense Report](#)
- [Reconcile UBC VISA Transactions on an Expense Report](#)

PD FUNDS

If charging your expense to your PD Funds, there are a few extra steps to follow.

In the **Expense Item** field, type in 'pd fund' and select your relevant PD Fund from the dropdown menu.



The screenshot shows a software interface with a form. The 'Expense Item' field is highlighted with a red circle and contains the text 'pd fund'. To the right of this field is a dropdown menu titled 'Search Results (12)'. The dropdown menu is open, showing a list of PD Funds. The first option, 'PD Fund | BCGEU Okanagan', is selected and highlighted in blue. Other options include 'PD Fund | BCGEU Okanagan Enhanced Education Fund', 'PD Fund | CUPE 116', 'PD Fund | CUPE 2950', 'PD Fund | Executive Administrative', 'PD Fund | Faculty - Regular', 'PD Fund | Faculty - Sessional Non-Continuing', 'PD Fund | Faculty Non Bargaining - Research Associates', 'PD Fund | IUOE 115', 'PD Fund | M&P AAPS', 'PD Fund | Service Unit Directors / Excluded M&P', and 'PD Fund | Technicians & Research'.

| Field | Value |
|----------------|---------|
| Expense Item * | pd fund |
| Total Amount * | |
| Currency * | |
| Memo | |
| Program | |
| Grant | |
| Project | |
| Gift | |
| *Cost Center | |

Search Results (12)

- ☒ PD Fund | BCGEU Okanagan
- ☐ PD Fund | BCGEU Okanagan Enhanced Education Fund
- ☐ PD Fund | CUPE 116
- ☐ PD Fund | CUPE 2950
- ☐ PD Fund | Executive Administrative
- ☐ PD Fund | Faculty - Regular
- ☐ PD Fund | Faculty - Sessional Non-Continuing
- ☐ PD Fund | Faculty Non Bargaining - Research Associates
- ☐ PD Fund | IUOE 115
- ☐ PD Fund | M&P AAPS
- ☐ PD Fund | Service Unit Directors / Excluded M&P
- ☐ PD Fund | Technicians & Research

PD FUNDS

If charging your expense to your PD Funds, there are a few extra steps to follow.

In the **Expense Item** field, type in 'pd fund' and select your relevant PD Fund from the dropdown menu.

The Program will then auto-populate. Do not edit this.

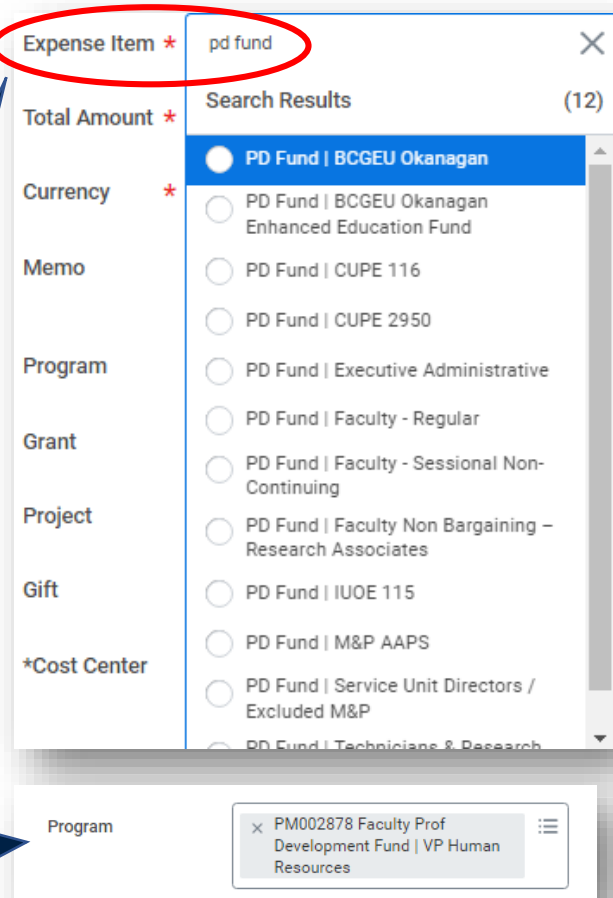
The screenshot shows a software interface with a form. The 'Expense Item' field is highlighted with a red circle and contains the text 'pd fund'. Below this field is a dropdown menu titled 'Search Results (12)' which lists various PD Funds. The first option, 'PD Fund | BCGEU Okanagan', is selected and highlighted in blue. Other options include 'PD Fund | BCGEU Okanagan Enhanced Education Fund', 'PD Fund | CUPE 116', 'PD Fund | CUPE 2950', 'PD Fund | Executive Administrative', 'PD Fund | Faculty - Regular', 'PD Fund | Faculty - Sessional Non-Continuing', 'PD Fund | Faculty Non Bargaining - Research Associates', 'PD Fund | IUOE 115', 'PD Fund | M&P AAPS', 'PD Fund | Service Unit Directors / Excluded M&P', and 'PD Fund | Technicians & Research'. Below the dropdown menu, the 'Program' field is auto-populated with the text 'PM002878 Faculty Prof Development Fund | VP Human Resources'.

PD FUNDS

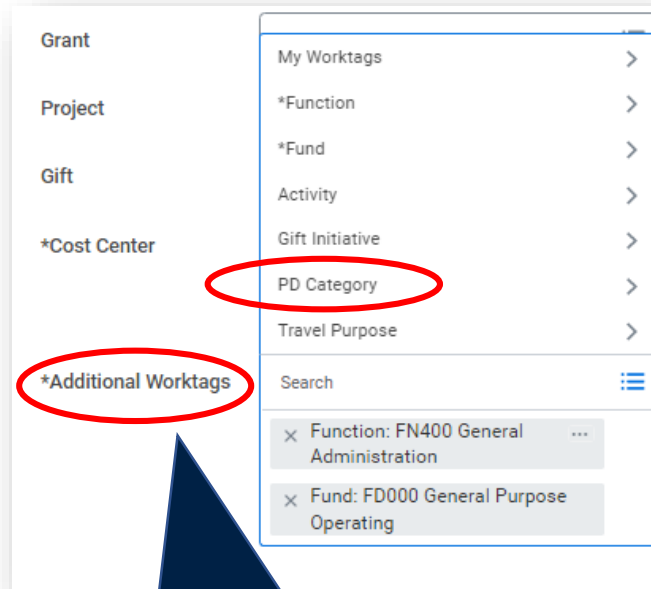
If charging your expense to your PD Funds, there are a few extra steps to follow.

In the **Expense Item** field, type in 'pd fund' and select your relevant PD Fund from the dropdown menu.

The Program will then auto-populate. Do not edit this.

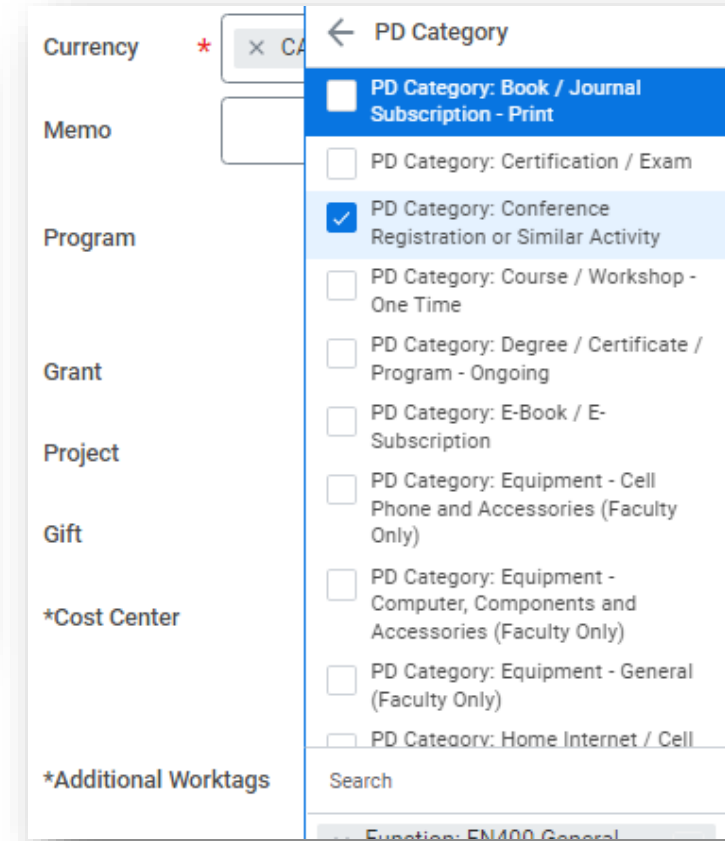


A screenshot of a software interface showing a dropdown menu for the 'Expense Item' field. The text 'pd fund' is entered into the search bar. The dropdown list, titled 'Search Results (12)', contains several options. The first option, 'PD Fund | BCGEU Okanagan', is highlighted with a blue bar. Below it are other options like 'PD Fund | BCGEU Okanagan Enhanced Education Fund', 'PD Fund | CUPE 116', 'PD Fund | CUPE 2950', 'PD Fund | Executive Administrative', 'PD Fund | Faculty - Regular', 'PD Fund | Faculty - Sessional Non-Continuing', 'PD Fund | Faculty Non Bargaining - Research Associates', 'PD Fund | IUOE 115', 'PD Fund | M&P AAPS', 'PD Fund | Service Unit Directors / Excluded M&P', and 'PD Fund | Technicians & Research'. The 'Program' field below the dropdown is populated with 'PM002878 Faculty Prof Development Fund | VP Human Resources'.



A screenshot of a software interface showing a dropdown menu for the '*Additional Worktags' field. The text 'PD Category' is selected from the list. Other visible options include 'My Worktags', '*Function', '*Fund', 'Activity', 'Gift Initiative', and 'Travel Purpose'. Below the dropdown, there are search results for 'Function: FN400 General Administration' and 'Fund: FD000 General Purpose Operating'.

In the **Additional Worktags** field, select **PD Category** and select one category that best suits your expense type.



A screenshot of a software interface showing the 'PD Category' selection screen. The 'PD Category: Conference Registration or Similar Activity' option is selected with a blue checkmark. Other visible options include 'PD Category: Book / Journal Subscription - Print', 'PD Category: Certification / Exam', 'PD Category: Course / Workshop - One Time', 'PD Category: Degree / Certificate / Program - Ongoing', 'PD Category: E-Book / E-Subscription', 'PD Category: Equipment - Cell Phone and Accessories (Faculty Only)', 'PD Category: Equipment - Computer, Components and Accessories (Faculty Only)', 'PD Category: Equipment - General (Faculty Only)', and 'PD Category: Home Internet / Cell'. The 'Function: FN400 General Administration' is also visible at the bottom.

PD FUNDS

If charging your expense to your PD Funds, there are a few extra steps to follow.

Once you've classified your expense as a PD Fund, you'll be asked to provide additional details about the expense.

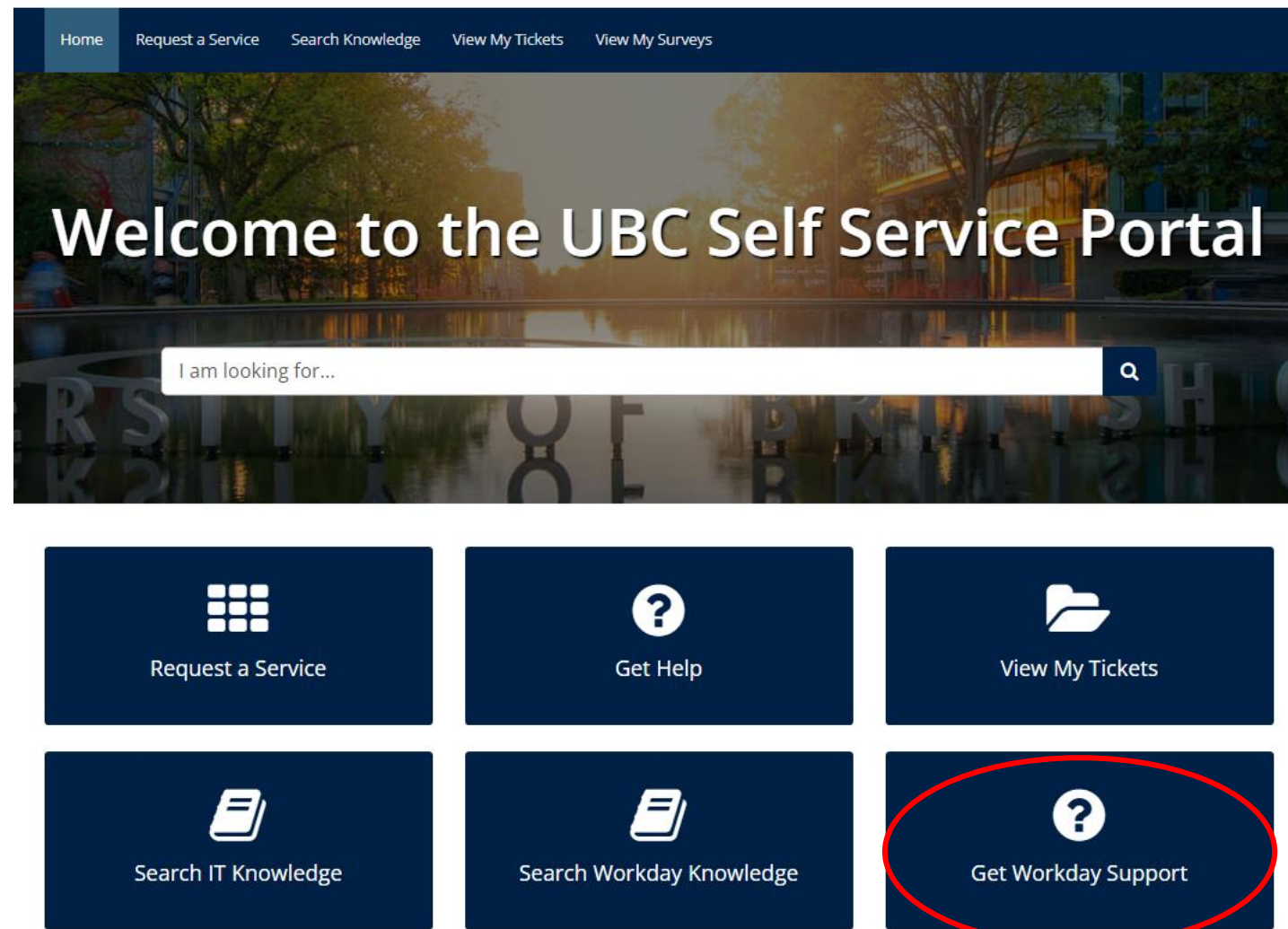
Item Details

| | | | |
|------------------|---|-------------------------------------|---|
| Attendee(s) | * | <input type="text" value="Search"/> | ⋮ |
| Class of Service | | <input type="text"/> | ⋮ |
| Origination | | <input type="text"/> | ⋮ |
| Destination | | <input type="text"/> | ⋮ |
| Country | * | <input type="text"/> | ⋮ |
| Number of Days | | <input type="text" value="0"/> | |
| Merchant | * | <input type="text"/> | |
| Missing Receipt? | | <input type="checkbox"/> | |



If you have questions about today's training, please contact

Lauren.Hatchard@ubc.ca



For Workday support, submit a ticket at <https://ubc.service-now.com/selfservice>

