

Completing a Workday Expense Report

Version Date	October 2026
Policies & Resources	UADA Travel Policy
Forms	TRAV-207
Contacts	travel@uada.edu ; accountspayable@uada.edu
Related Guides	Completing a TRAV-207; In-State and Out-of-State Travel

Introduction

Expense reports are completed in Workday for costs incurred by employees. Whenever possible, it is preferable to use T-Cards, P-Cards, or requisitions for group travel to pay travel and business related expenses. In cases where personal funds of employees are required, reimbursement may be requested by completing a Workday Expense Report. This guide addresses those instances. This guide does not address reimbursement of volunteers or the payment of vendors or service providers.

Expense Reports should be completed as soon as possible but no later than 86 days after travel is complete or other expenses are paid. Expense Reports are required for travel, even if most or all costs are originally paid by UADA without the use of the traveler's personal funds.

Completing a Workday Expense Report

In the Workday search bar, type Create Expense Report and select Create Expense Report for Worker from the search results. The following screen should appear:

Create Expense Report for Worker

Pay To	*	× Employee: Casey Ford ...
Creation Options	*	☒ Create New Expense Report ☐ Copy Previous Expense Report ... ☐ Create New Expense Report from Spend Authorization ...
Memo	*	
Company	*	× Division of Agriculture of the University of Arkansas ...
Expense Report Date	*	03/22/2026
Business Purpose	*	× CONFERENCE ATTENDEE Attending a Conference/ Seminar to receive training or professional development (CI-09) ...
Company on Expense Line	*	× Division of Agriculture of the University of Arkansas ...
Cost Center	*	× CC012971 UADA CES Franklin County ...
Designated		× DS03766 UADA CES County Appropriations ...
Grant		
Program		
Project		
Agency		
Fund	*	× FD209 Restricted Local Appropriations ...
Additional Worktags	*	× NACUBO Function: FN0320 Cooperative Extension Service ... × Site: CS028 UADA CES ...

Enter information for the Complete Expense Report for Worker fields as follows:

Create Expense Report for Worker Screen	
Field Name	Response
Pay To	Enter the traveler's name and then select them from the options shown. Then select Create New Expense Report.
Creation Options	Select Create New Expense Report.
Memo	Enter the name of the activity driving the report such as Out-of-State Travel and then enter the month and year of the travel.
Company	Will auto populate to UADA.
Expense Report Date	Will default to current date and must be changed. Enter the last day of travel for out-of-state travel or the last day of the month for in-state travel.
Business Purpose	Choose from dropdown menu: Conference Attendee, External Meeting or Event, etc.
Company on Expense Line	Will auto populate to UADA.
Cost Center	Will auto populate based on traveler's name/headquarters. Change if necessary.
Designated	Enter one designated worktag. If more than one is necessary, they will be entered on separate expense lines.
Grant, Program, Project, Agency	Leave Blank if Designated Worktag is listed above. Otherwise, list worktag to be charged here.
Fund, Additional Worktags	Will auto populate.

If related charges were made on a T-Card and reassigned to the traveler, they would be listed at the bottom of the screen under Credit Card Transactions. If a T-Card transaction is listed, there will be an "Include" box to check to include the transaction in the Expense Report. Ignore Quick Expenses. (See image below.)

[Credit Card Transactions](#)
[Quick Expenses](#)

Select All ☐

0 items

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount
No items available.						

OK

Cancel

Select OK in the blue button in the bottom left portion of the screen. This will bring up an "Expense Lines" tab.

Add

1 Item

Expense Line

Drop files here

or

Select files

Expense Date * 03/22/2026

Expense Item *

Total Amount 0.00

Currency * x USD

Memo

Company x Division of Agriculture of the University of Arkansas

*Cost Center x 00012971 UADA | CES | Franklin County

Designated x 0503766 UADA | CES | County Appropriations

Grant

Program

Project

Agency

*Fund x FD209 Restricted | Local Appropriations

*Additional Worktags x NACUBO Function: FN0320 Cooperative Extension Service

x Site: CS028 UADA | CES

Billable ☐

enter your comment



Submit

Save for Later

Close

Expense Lines Tab:

Click on the Blue **Add** button. Then complete the online fields as follows:

Expense Line Screen	
Field Name	Response
Drop Files Here	Scan all supporting documents into one file and attach the file to each expense line. Examples of supporting documents include Trav-207, Airline Ticket, Agenda, Travel Authorization Form, Travel Method Comparison Worksheet, Hotel Receipt, Taxi/Uber Receipt, etc. (No need to check the Receipt Included box.)
Receipt Included	Leave blank. If attachments are submitted, the box may be checked automatically.
Expense Date	This will auto populate to the last date of the trip for out-of-state travel or the last day of the month for in-state travel. Be sure to verify the date.
Expense Item	To identify the proper expense item, you may start typing and select the item when it appears, or select a category (Item Group, Spend Category, or Alphabetical Order) from the dropdown list. Then select the appropriate expense such as Mileage. Depending on what is selected, additional fields will be displayed and require completion.
Total Amount	Enter amount for this expense.
Currency	Will auto populate with USD.
Memo	Enter see Attached TRAV-207 and note any other information that may be unusual or of particular interest to the reviewer. Ex: If lodging is over per diem, provide explanation. Ex: If more than one cost center is needed.
Company	Will auto populate based on data from previous screen.
Cost Center	Will auto populate based on data from previous screen.
Designated	Will auto populate based on data from previous screen.
Grant, Program, Project, Agency	Will auto populate based on data from previous screen.
Fund, Additional Worktags	Will auto populate based on data from previous screen.
Billable	Leave unchecked.
Enter Your Comment	Leave blank.

Note: If you have multiple Driving Tags, you will need to enter an Expense Line for each Driving Tag listed on the Summary page of the [TRAV-207](#) form.

Expense Items

An expense item will be required to continue with the Workday Expense Report. This section provides guidance for completing fields required for Mileage, Meals, and Hotel Accommodations. Other expense categories may be required but are too numerous to describe. The three examples provided are some of the most frequently incurred expenses.

Depending on the Expense Item selected from the dropdown, different information will be required. To select an Expense Item, you may search by Expense Item Group, by Spend Category, by Alphabetical Order, or type the name of the expense, such as mileage, hit enter, and select the correct expense from the search results.

Expense Item – Mileage

When Mileage (Domestic) (Private Vehicle/Aircraft) is selected, Rates Used will be added to the left side of the screen and auto populate with the State of Arkansas approved rate per mile. Total Amount and Currency will also be added. No entry is required in these fields. Other fields in the left column will either auto populate or can be left blank. The key area of focus is the right side of the screen beneath Instructions as shown below.

Mileage Reimbursement Highlights

Temporary Mileage Reimbursement Increase For 3/17/2022 Onwards

- Private vehicle mileage shall be reimbursed and computed, using map mileage, between the travel site destination and the employee's official station or residence, if leaving directly from the residence, whichever is less.
- When privately owned motor vehicles are used for travel on official business, the traveler may claim reimbursement at the rate per mile established by the Chief Fiscal Officer of the State in effect during the time the travel occurred.
- The shortest major highway route will determine the maximum mileage allowed.
- The State will reimburse for official miles driven only.

Tip: You can use [Google Maps](#) to help calculate mileage.

For additional expense policy information, please review your institution's [policies](#) or contact your Travel Administrator.

Item Details

Origin Address	*		:	:	:
Destination Address	*		:	:	:
Unit of Measure for Distance		Miles			
Estimated Distance of Driving Route	*	0			
Trip Distance Including Diversions	*	0			
Round Trip		☐			
Distance to Expense	*	0			
Group Travel		☐			
Receipt Included		☐			

Expense Item – Mileage – Right Side	
Field Name	Response
Origin Address	Enter the complete address of the traveler’s headquarters/ county office. As you type, the address should appear and can be selected.
Destination Address	Type in your headquarter Town/City and State (only). Start typing and then choose. The actual mileage will be recorded via the TRAV-207 entry.
Trip Distance Including Diversions	Type in total miles from your TRAV-207 for this Cost Center and Designated Fund.
Round Trip	Do not check. You’ve already entered all miles traveled per TRAV-207.
Group Travel	Check only when other people (not employees) are traveling with you. (See Section 17 of the UADA Travel Policy .) A list of the other people and their roles is required. If the explanation is simple, it can be entered in the Justification field of the Spend Authorization. Lengthy or more complicated explanations are better described in an attachment.
Receipt Included	Leave blank. If attachments are submitted, the box may be checked automatically.

To.Add.additional.Expenses?click.the.blue.Add.button.in.the.top.left.corner.of.the.screen;

If.no.other.expenses.are.to.be.claimed.and.all.necessary.files.have.been.attached?click.the.blue.Submit.button.at.the.bottom.left.corner.of.the.screen;.You.should.see.an.on_screen.message.that.the.expense.report.has.been.submitted.and.identifying.the.next.person.to.review.the.report;

Expense Item - Meals Per Diem – Domestic

Search for and select Meals.Per.Diem.- .Domestic and complete the required fields as follows. For the left side of the screen, everything will auto populate or can be left blank except for Memo. In the memo field enter Meals.not.provided.

Right side of Screen 1:

Instructions

Meal Per Diem Policy Highlights

- No expenses for meals will be allowed within the city or town of the employee's official station unless approved to
- Under no circumstances should the maximum daily Federal Per Diem rates for meals be exceeded. Only actual ex
- Meal reimbursement is allowed only in connection with overnight travel, whether in state or out of state, unless "a
- Expense Line worktags and actuals can be entered under Travel Journal - "View Details".

Please review the links below to determine the maximum allowable per diem by location:

[GSA Per Diem Rates](#)

[OCONUS Per Diem Rates](#)

[Domestic Per Diem Calculator](#)

For additional expense policy information, please review your Institution's [policies](#) or contact your Travel Administrator.

Item Details

Enter a Departure and Arrival date in order to generate your Travel Journal

Arrival Date	*	MM/DD/YYYY
Departure Date	*	MM/DD/YYYY
Destination	*	
Country	*	

Note: As soon as dates are entered, these additional fields appear:

Travel Journal

Total Amount 0.00 USD

[View Details](#)

Thu, Mar 12, 2026

Fri, Mar 13, 2026

Sat, Mar 14, 2026

Sun, Mar 15, 2026

Receipt Included ☐

Meals Per Diem – Screen 1, Right Side

Field Name	Response
Arrival Date	Enter first day of travel.
Departure Date	Enter last day of travel.
Destination	Enter City and State / Choose from list.
Country	Will auto populate.
Travel Journal	Select View Details and Screen 2 will be displayed.

When View.Details is selected under Travel Journal, the following screen is displayed (Screen 2).

Expense Date	★ 03/12/2026	Destination	★ × Fayetteville, Arkansas, United States of America
Total Amount	0.00	Breakfast provided?	☐
Memo		Lunch provided?	☐
Company	× Division of Agriculture of the University of Arkansas	Dinner provided?	☐
		Travel Day	☐
*Cost Center	× CO012971 UADA CES Franklin County		
Designated	× DS03766 UADA CES County Appropriations		
Grant			
Program			
Project			
Agency			
*Fund	× FD209 Restricted Local Appropriations		
*Additional Worktags	× NACUBO Function: FN0320 Cooperative Extension Service × Site: CS028 UADA CES		
Billable	☐		
Personal Expense	☐		

Expense Date	★ 03/13/2026	Destination	★ × Fayetteville, Arkansas, United States of America
Total Amount	0.00	Breakfast provided?	☐
Memo		Lunch provided?	☐
Company	× Division of Agriculture of the University of Arkansas	Dinner provided?	☐
		Travel Day	☐
*Cost Center	× CO012971 UADA CES Franklin County		

Done

Meals Per Diem – Screen 2	
Field Name	Response
Expense Date & Destination	Auto populates each day of travel status.
Total Amount	Type in total of actual meal expenses (Breakfast/Lunch/Dinner) for that day. NOTE: You must enter an amount in this field or an error will generate. If no meals are to be reimbursed on a particular day, enter \$0.01 and take a penny off one of the other days. This way the total reimbursement will be the same and no errors will occur.
Memo	Type in any notes such as “Travel day meals were not provided.”
Breakfast/Lunch/Dinner Provided	Click to check any meals provided at the Conference/Event that day.
Travel Day	Click to check if it is a Travel Day.
Company, Cost Center, Designated	Will auto populate. Change if necessary.
Everything Else	Leave blank.
Scroll down and provide this information for each day of the trip.	

Click the blue **Done** button when all meal information has been entered.

The screen will return to the **Expense Lines** screen as shown on page 4. If no other expenses need to be entered and all necessary files have been attached, click the blue **Submit** button at the bottom left corner of the screen. You should see an on-screen message that the expense report has been submitted and identifying the next person to review the report.

If you have another expense item to enter, click the blue **Add** button on the top left corner of the screen.

Expense Item - Hotel Accommodations – Domestic

Search and select **Hotel Accommodations – Domestic** and complete the screens as discussed below. Note, Workday will automatically bring you to the following screen as the first travel expense item if there is a T-card charge for hotel accommodations;

Left side of screen:

Expense Line

Drop files here

or

Select files

Expense Date * 8/22/2026 

Expense Item *

Search 

x Hotel Accommodations - Domestic ...

Quantity *

Per Unit Amount *

Total Amount

Currency *

x USD 

Memo

*Cost Center (empty)

Designated (empty)

Grant (empty)

Program (empty)

Project (empty)

Agency (empty)

*Fund (empty)

*Additional Workdays (empty)

Hotel Accommodations – Screen 1, Left Side	
Field Name	Response
Drop Files Here	Attach hotel receipt (or file with all attachments). Make sure the hotel receipt shows a zero balance;
Expense Date	Will auto populate to last day of travel.
Quantity	Enter number of business-related nights.
Per Unit Amount	Enter cost of each night.
Total Amount	Enter total amount for all nights, including tax. Tax and room charge will be separated under Daily Expenses.
Memo	Add any explanatory notes here.

Memo (Continued)	Note: If room is charged to someone else's T-Card, then you need enter that person's Expense Report # here. If the hotel cost exceeds per diem, note the reason here. An example might be "Hotel did not offer the state rate, Rate was for conference rate which exceeds the per diem, hotel was selected for safety reasons, etc.
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Right side of screen:

Item Details

Hotel	*	
Arrival Date	*	MM/DD/YYYY
Departure Date	*	MM/DD/YYYY
Destination	*	
Country	*	
Number of Persons		0
Reservation Number		
Group Travel		☐

Itemization

Remaining Amount to Itemize 0.00/0.00 USD

Add

Daily Expenses

Edit

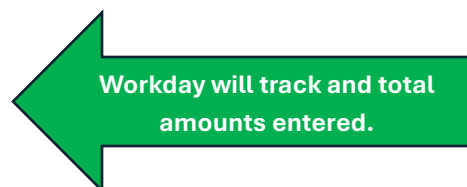
Itemization - Room Rate - Domestic *

Sun, Mar 22, 2020

Itemization - Room Tax - Domestic

Sun, Mar 22, 2020

Receipt Included ☐



Hotel Accommodations – Screen 1, Right Side	
Field Name	Response
Hotel	Enter / Select name of hotel.
Arrival Date	Enter check-in date.
Departure Date	Enter check-out date.
Destination	Type City and State and choose from list.
Country	Will auto populate.
Number of Persons	Leave blank.
Reservation Number	Optional
Group Travel	Check if non-employees stay overnight. Must provide information about who stayed and in which rooms either in the Spend Authorization or in an attachment.
Itemization	Select Edit under Daily Expenses to display the screen below.

After selecting Edit under Daily Expenses, the following screen will be displayed (Screen 2).

Daily Expenses

Remaining 0.00/0.00 USD

Check in Date * 03/22/2026

Expense Item * Itemization - Room Rate - Domestic

Number of Nights * 1

Daily Rate * 0.00

Total Amount 0.00

Memo

Company × Division of Agriculture of the University of Arkansas

*Cost Center × CC012971 UADA | CES | Franklin County

Designated × DS03766 UADA | CES | County Appropriations

Grant

Program

Project

Agency

*Fund × FD209 Restricted | Local Appropriations

*Additional Worktags × NACUBO Function: FN0320 Cooperative Extension Service

× Site: CS028 UADA | CES

Amount left to itemize.

Destination *

Country *

Done

Hotel Accommodations – Screen 2	
Field	Response
Destination	Auto populates or enter city and select from search results.
Country	Auto populates.
Expense Item	Auto populates with Itemization- Room Rate – Domestic NOTE: One Expense will be Room Rate and the other Room Tax. Sometimes the first one listed will be Room Rate, but sometimes it will be Room Tax. Follow on-screen prompts.
Number of Nights	Enter the number of nights at the hotel.
Daily Rate	Enter daily room rate without taxes.
Total Amount	Will auto populate.
Memo	Enter notes helpful to approvers here.
Everything Else	Will auto populate or should be left blank.

When information for all expense items and days of travel has been entered, select the blue “Done” button to submit the Expense Report.

Next Steps

When the Workday Expense Report is submitted, it will be routed to the traveler for review and then the Staff Chair for approval. If the Staff Chair is the traveler, it will be routed to the Staff Chair for review and then the District Director for approval. Following approval by the Staff Chair or District Director, the report is sent to the Business Office for final review and approval. The Business Office makes every effort to fully process and generate payment for expense reports with 7 business days of receipt by the first Business Office reviewer in Workday.