EXPENSE REPORTS – SSW Summer Faculty

**Step 1:** Log into Workday
https://wd5.myworkday.com/smithcollege/

**Step 2:** On your homepage, you will see an applications section. Click on the below application called Expenses:

![Expenses icon]

**Step 3:** For a new expense report, under **Actions**, click on **Create Expense Report**. To view/modify an existing expense report, there will be a list at the bottom under **Recent Expense Reports**.

![Actions button]

**Step 4:** Enter a description in the **Memo** field, and add the following to the **Smith Designated** section:

SD-00001 Departmental Operating Budget

**Expense Report Information**

- **Expense Report For**
- **Creation Options**
  - [ ] Create New Expense Report
  - [ ] Copy Previous Expense Report

**Memo**

SSW Winter Faculty Meeting

**Company**

- [ ] The Trustees of the Smith College

**Expense Report Date**

2022-03-02

**Gift**

- [ ]

**Grant**

- [ ]

**Smith Designated**

- [ ] SD-00001 Departmental Operating Budget
- [ ]

**Cost Center**

- [ ] CC-6156 SSW – MSW Program
- [ ] CC-6158 SSW – Doctoral

**Additional Workloads**

- [ ] Business Unit: BU-2002 SSW Programs
- [ ] Fund: FD-1000 Operating Fund
- [ ] Program: PG-1700 SSW

The items in **red boxes** should default in and you will not need to adjust them. The only exception is if you hold multiple positions within SSW. The **blue boxes** are the only sections where you need to input information within this section.

**Step 5:** Once you enter this information in, you will not need to enter it again. Click **OK** to continue.

Please direct all workday related questions to workday-help@smith.edu

Please direct all travel related questions to your SSW contact.
**EXPENSE REPORTS – SSW Summer Faculty**

**Step 6:** Click the Add button to add additional expense lines as needed. Fields with a red asterisk (*) are required.

**Create Expense Report**

EXP-00003870 SSW Winter Faculty Meeting

<table>
<thead>
<tr>
<th>Header</th>
<th>Attachments</th>
<th>Expense Lines</th>
</tr>
</thead>
</table>

[Add]

**Common Expense Items:**

- Business Travel
  - Airfare - Domestic
  - Airfare - Foreign
  - Bus Ticket - Domestic
  - Bus Ticket - Foreign
  - Car Rental - Domestic
  - Car Rental - Foreign
  - Entertainment
  - Fuel - Domestic
  - Fuel - Foreign
  - Hotel - Domestic
  - Hotel - Foreign
  - Internet (Business Use Only)
  - Meals (During Travel) - Domestic
  - Meals (During Travel) - Foreign
  - Mileage - Domestic
  - Mobile Phone
  - Parking - Domestic
  - Parking - Foreign
  - Subway Ticket - Domestic
  - Subway Ticket - Foreign
  - Taxi and Ground Travel - Domestic
  - Taxi and Ground Travel - Foreign
  - Tolls - Domestic
  - Tolls - Foreign
  - Train Ticket - Domestic
  - Train Ticket - Foreign

**Step 7:** Once you click Submit the expense report is routed within SSW for approval.

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Please direct all travel related questions to your SSW contact