

Submitting P card, Out of Pocket & Personal Expenses

Required Expense report Fields:

- **Memo (field at the header):** is for your business purpose. It must include the following:
 - Who – Person who initiated the expense
 - What – Describe in detail the purchased item or trip expense (e.g. taxi to/from hotel, meal with Jane Doe)
 - Why – Explain why the item was purchased or why the trip was taken
 - When – Date of purchase or trip travel dates
 - Where – Location of where the item will “live” or location of travel
- **Chart of Account:** (see attached)
- **Add'l Worktags:** will auto populate when YD entered
- **Business Purpose:** is now a drop down field. Please choose the most appropriate type (e.g. Seminars/Conf or Other Mission Related Activities)
- **Memo (field at the line level):** provide a short description of the expense (e.g. describe what the expense was for such as rental car, Mileage to/from, etc)

Examples of Business Purposes:

- John Doe traveled to New Orleans to attend the AAAE conference 5.18.17 – 5.22.17 – This conference will enhance John's ability to assist customers with AAAE requests.
- John purchased this book The Real Estate Game to use for research for the Canary Wharf case study.

Policy Reminders:

- Domestic car rental insurance is provided by Yale – add'l purchased insurance is not covered. International car rental insurance is encouraged
- If traveling to attend a conference, please include a conference agenda
- If conference meals are supplied per diem may not be requested in addition to provided meals
- If traveling by personal car you can request reimbursement for mileage. Please provide a map quest/google maps showing route and distance
- Receipts are required for any reimbursement \$75.00 and over.
- [Non Reimbursable Expenses](#)
- [Travel Policy](#)

Processing Tips & Hints:

- Receipts can be uploaded or dropped into Workday
- Itemizing can be used to split the charging and/or make an expense partially personal
- Use “Add” to add an out of pocket expense
- Use “import” to add in Pcard charges

Training Guides:

- [Create Expense Report](#)
- [Find Expense Report Status](#)
- [Workday App: Expense Mgt](#)

Frequently Used Expense Items:

Expense Item Name	Description
Materials & Supplies	
Supplies - Other	Supplies - Computer
Supplies - Other	Supplies - Fax/Copiers
Supplies - Other	Supplies - Misc
Supplies - Office	Supplies - Office
Supplies - Software Purchased	Supplies - Software Purchased
Supplies - Software Cloud License	Supplies - Software Cloud License
Materials Film, Slides, Tapes & Recordings	Materials Film, Slides, Tapes & Recordings
Telecommunications Expense	Internal Expense - IT On Demand Services
Professional Service Expenses	
Professional Services - Other	Professional Services-Mgt Consulting
Data Editing Translation and Analysis	Data editing, translation and analysis
Professional Services- Software	Professional Services- Software
Dues & Fees	
Dues and Memberships	Dues and Memberships
Publishing Fees	Publishing Fees
Copyright and Similar Fees	Copyright and Similar Fees
Equipment	
Equipment - Computer - Asset Purchase	Supplies - Equipment (Computers < cap amt \$5K)
Equipment - Computer - Asset Purchase	Equipment - Computer - Asset Purchase (> cap amt \$5K)
Travel & Business Expenses	
Airfare - Domestic	Travel - Transportation (Domestic Air/Rail)
Airfare - International	Travel - Transportation (International Air/Rail)
Domestic Per Diem - Manual	Travel - Meals (Domestic Departmental Per diem)
Domestic Per Diem Meal	Travel - Meals (Domestic Federal Per diem)
Ground Transportation	Travel - Transportation (Ground - includes rental car, cab, train, etc.)
International Per Diem Meal	Travel - Meals (International Federal Per diem)
International Per Diem Meal - Manual	Travel - Meals (International Departmental Per diem)
Lodging	Travel - Lodging (Domestic & International)
Mileage Reimbursement	Travel - Transportation (parking)
Parking	Travel - Transportation (mileage)
Travel & Expense Advance	Travel - Spend Authorization reconciliation
Travel - Individual Meal	Travel - Meals (Domestic & International)
Travel - Other	Travel - Other (Domestic & International - Tel & Internet)
Travel - Unallowable	Travel - Unallowable
Entertainment and Alcohol	Entertainment and Alcohol
Group Meals and Food	Business Meals - Domestic
Travel - Individual Meal	Travel - Meals
Conference & Seminar Fees	Conference & Seminar Attendance (attending, not hosting)
Employee Personal Expense	Expense taken as personal deduction