Employee Reimbursements and P-Card Charges

Expense Reports (EXP) are created to process P-Card charges and reimburse out-of-pocket expenses incurred while conducting University business. Spend Authorization is also cleared via the Expense Report process.

Typical expenses include:
- Business meals
- Travel costs
- Purchase of goods
  - The preferred purchase method is SciQuest.

Click here to access Workday.

- Expense Reports can be created by either the employee or a delegate.
- Use the Expense Report Checklist to ensure accuracy on such topics: supporting documentation, business meals, per diem vs. actual expenses.
- Individuals are expected to prepare and submit expense reports, with supporting documentation, within thirty (30) days from the date the expense is incurred.
- Reimbursement of travel and other expenses must be filed within ten (10) business days after the date of completion of the trip, or the date on which the expenses were incurred.
- There are strict guidelines regarding the maximum amount of time expenses may be submitted and approved. Failure to comply has both tax and reimbursement implications for the employee (See table below)

### NUMBER OF DAYS FROM DATE THE EXPENSE WAS INCURRED | IMPACT
--- | ---
Up until 119 calendar days | None if submitted following policy and procedure (Employee Reimbursement)
120 days through 366 calendar days | Expenses are reimbursed as taxable income. Please submit the 120-day exception form to Business Operations along with proper documentation and receipts.
367 calendar days | Not eligible for reimbursement;

- The Workday App can be used to take pictures of receipts by following the Workday App instructions
- Travel charged to sponsored awards is subject to specific limitations and restrictions set by the sponsor. Travel restrictions may vary between federal and non-federal sponsors
- Out-of-Pocket expenses are reimbursed based on how the employee is set up to receive expense payments in Workday. Employees can check and change this by following these out-of-pocket expenses instructions.
- Unless required by the funding source, all receipts should be shredded after 90 calendar days.

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<tr>
<th>ORDER OF WORK</th>
<th>ACTION TO TAKE</th>
<th>ESSENTIAL PROCESS DETAILS/HELPFUL TIPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>If you are preparing an expense report on behalf of another employee, make sure you are set up as a delegate for them</td>
<td>Email Business Operations with the following information: Requester Name and Netid and your Name and Netid</td>
</tr>
<tr>
<td>2</td>
<td>Identify the business purpose</td>
<td>Should answer: Who, What, Where, When, and Why. Tips can be found on the Business Purpose section of the Expense Report Checklist</td>
</tr>
<tr>
<td>3</td>
<td>Confirm the correct Chart of Accounts (COA) to be charged</td>
<td>Check with your department business office</td>
</tr>
<tr>
<td>4</td>
<td>Collect required documentation</td>
<td>A complete list of supporting documentation requirements can be found on the Expense Report Checklist.</td>
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Create an Expense Report

- Use the "Create Expense Report" task in Workday to enter expenses (out-of-pocket or P-Card)
- Follow the steps in the Using Expense Reports in Workday training guide
- To ensure accuracy, use the Expense Report Checklist
- Expense reports are automatically saved as drafts. As soon as you click OK on the initial page, a draft version of the expense report is saved
- Expense Reports containing personal expenses must be reviewed and approved by the employee for payroll deduction
  - If prepared by a delegate, the delegate must email the employee to let them know they have an EXP to approve
- Attach supporting documentation and applicable receipts at the expense level. Only the conference agenda or meeting invites should be attached under the Attachments tab

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| 1             | To edit or cancel an EXP that you or someone in your Cost Center created | For Yourself:  
  - Expense worklet > View > My Expense Reports  
  - Follow the steps in the Using Expense Reports in Workday training guide  

  As a Delegate:  
  - Switch accounts for the name of the cardholder who the ER is for and then select “My Expense Reports.”  
  - Follow the steps in the Using Expense Reports in Workday training guide |
| 2             | Expense Report Paid to Employee Incorrectly | By Direct Deposit or If Yale’s Check Payment Was Cashed:  
  - The employee should repay the University by personal check, referencing the expense number on the check  
  - If the employee is leaving Yale within 30 days from the date the expense is incurred, the employee must repay the University by personal check, referencing the check’s expense number.  
  - Please bring check and deposit slip to the SOM Business Operations office |

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<td>Monitor unexpensed P-Card transactions and unapproved Expense Reports; run as needed:</td>
<td></td>
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</table>
  - Weekly notification in Workday for all outstanding expenses.  
  - Business Operations will send out reminders weekly for any transaction over 30 days.  
  - My Business Processes in Flight - Yale |
| 2             | Run Reports as needed: |  
  - Find My Team’s Expense Reports - Yale  
  - My Expense Reports - Report  
  - Find Expense Reports by Cost Center - Yale  
  - Find Payments- Report  
  - Find Spend Authorizations/Cash Advances – Yale  
  - EMS View Unapproved Expense Reports – Yale  
  - Expense Reports Sent Back - Yale |
Helpful Links

- Expense Report Training Guide
- Reimbursement Guidelines (Employee)
- How to Approve a Report
- Mobile Expense Management
- Commonly Used Expenditure Types
- Miscellaneous Non-Reimbursable Travel Expenses

Related articles

- Requisition to Purchase Order
- Student Club Purchasing
- Enterprise Learning Credit (ELC)
- Supplier Set Up and Change Requests
- Grubhub - Yale Corporate Account