



Expense Reports in Workday

CoE Financial Processors Meeting 6/23/25



Agenda

- Policy Change Reminders (from FP meeting 6/18/25)
- Procard Reconciliation in Workday
- Procard ER Demo
 - How to create a procard ER
 - How to add procard charges to existing ER
- ER Approvals Demo
- Expense Report (UW) Report Demo
- Q&A + additional demo requests as time allows

Policy/Procedure Updates (starting 7/1/25)

- Policy Exemptions & Accountable Plan Exemptions completed through PowerAutomate Form (rather than spend authorization form shown previously)
- ER Policy Changes
 - No receipts needed under \$50 (except for procard transactions)
 - Change in accountable plan definition--see [Division Coordinator](#)/Finance Processor meetings notes for more details
 - No more “incidentals,” no more “first/last day deduction” in meal per diems
 - Taxi/uber/lyft, etc. tips no longer limited to 20%

Policy/Procedure Updates(starting 7/1/25)

- Business Meal Changes
 - Can use discretionary funds for meal overages--alcohol must still be charged to Foundation
 - New limits (!!!)

Type of Meal	Continental United States	All Other Locations (including international)
Breakfast	\$28	\$35
Lunch	\$31	\$40
Dinner	\$46	\$60
Refreshment Break	\$14	\$20

Procard Reconciliation in Workday

- Completed through ER portal with same approval process
 1. Pcard hold submits expense report
 2. Campus expense partner reviews & approves for policy compliance
 3. Department worktag manager(s) review & approve for funding allowability
 4. Expense Foundation Specialist reviews & approves if Foundation account is used
- Will have 60 days to fully reconcile transaction from posting date (vs. 30 days in SFS)
- Account Code→Spend Category
 - [FDM Account Mapping tool](#)
- Suggestion from campus ER Team: sort ER's by worktag manager, to minimize approval steps

Demos

1. Creating a new procard ER
 - a. ER-0000001496 in test environment
2. Adding new transactions to a pending ER
 - a. ER-0000001412 travel procard report
3. Approving ER's as worktag managers
 - a. ER-0000000701 procard report
 - b. ER-0000000700 hosted meal report
4. Expense Report (UW) Report
 - a. More detailed report compared to Find Expense Reports

Additional Resources

- [How to create an expense report](#)
- [How to reconcile PCard transactions](#)
- [CoE Intranet Web Page](#)
- [FDM Mapping Tool](#)
- Questions? Use our [online form!](#)