

**Mobile Expense Report**

**Overview**

This job aid will outline how employees can perform the following functions in the Workday mobile app:

* Upload receipts and create an an expense report for a charge on a personal card
* Input quick expenses to go back and create an expense report later
* Submit full expense reports.

*Security Role(s):*

1. Select **View All** on the Workday Mobile homepage.

Graphical user interface, application

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1. Select **Expenses App**.

Graphical user interface, application, Word, icon

Description automatically generated

1. On the Expenses landing page, there are three options.
   * Scan Receipt: Scan receipts directly through the app. Receipts can then be added to a report from the mobile app or your computer.
   * Enter Quick Expense: Add an individual expense without a report. Once ready to create a report through the app, select individual expenses to populate the report.
   * Create Expense Report: Create and submit an expense report in the app.

Graphical user interface, application

Description automatically generated

**For Scan Receipt**

1. From the Expenses application, select **Scan Receipt** to take a picture of a receipt to create an expense report later.
   * You may need to allow access to your photo in order to scan a receipt.
   * Workday Mobile will scan the receipt to automatically populate information for the expense such as date and amount, as possible.

Graphical user interface, application

Description automatically generated

**For Quick Expense**

1. If you select **Enter Quick Expense**, enter the details about the purchase that will need to be reimbursed.
   * This is not an expense report. You will be able to use these details to create an expense report.

Graphical user interface, text, application, email

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**To Finish a Quick Expense or Scanned Receipt Expense Report**

1. Once ready to create a report, select the orange icon in the **Available Expenses** section from the application homepage​.

Screens screenshot of a phone

Description automatically generated with medium confidence

1. Select the expense(s) or receipts to add to a report and select **Add to Report​**.

A screenshot of a phone

Description automatically generated with medium confidence

1. Then complete the expense report details and submit.

**Add Receipt to Drafted Expense Report**

1. You can add a receipt to an already drafted Expense Report by selecting the orange icon in the **Expense Reports** section from the application home page.

Screens screenshot of a phone

Description automatically generated with medium confidence

1. Select the expense report and expense item to add the receipt to.

A screenshot of a phone

Description automatically generated with medium confidence

1. Add an attachment to the expense report and select **Take Photo** to add to your expense report.

A screenshot of a computer

Description automatically generated with medium confidence