

Create Spend Authorizations and Expense Reports in Workday

Objective: To create spend authorizations and/or expense reports for reimbursement of business-related costs

Audience: All employees requesting spend authorizations and submitting expense reports

In Workday, employees can submit spend authorizations and/or expense reports.

A **spend authorization** is a preapproval request for estimated expenses (e.g. overnight travel). It allows employees to specify anticipated spend dates, descriptions, and estimated amounts before incurring any costs.

An **expense report** is a document submitted by employees to request reimbursement for expenses already incurred. It details actual expenses and is typically submitted after travel or other expenditures.

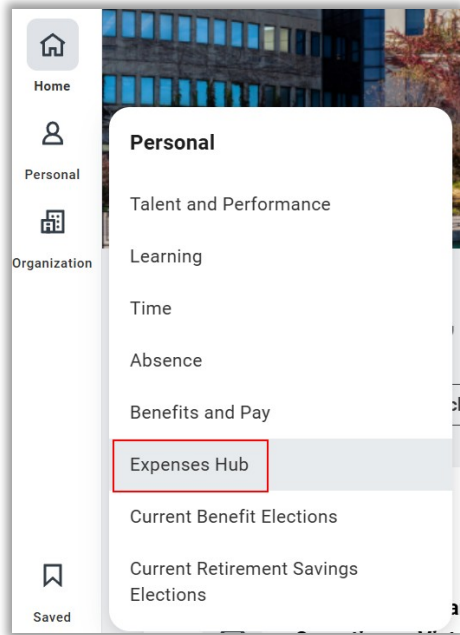
In summary, a spend authorization is a requested preapproval for estimated expenses, while an expense report is a requested reimbursement for actual expenses.

Click the required process below to go directly to that portion of the User Guide:

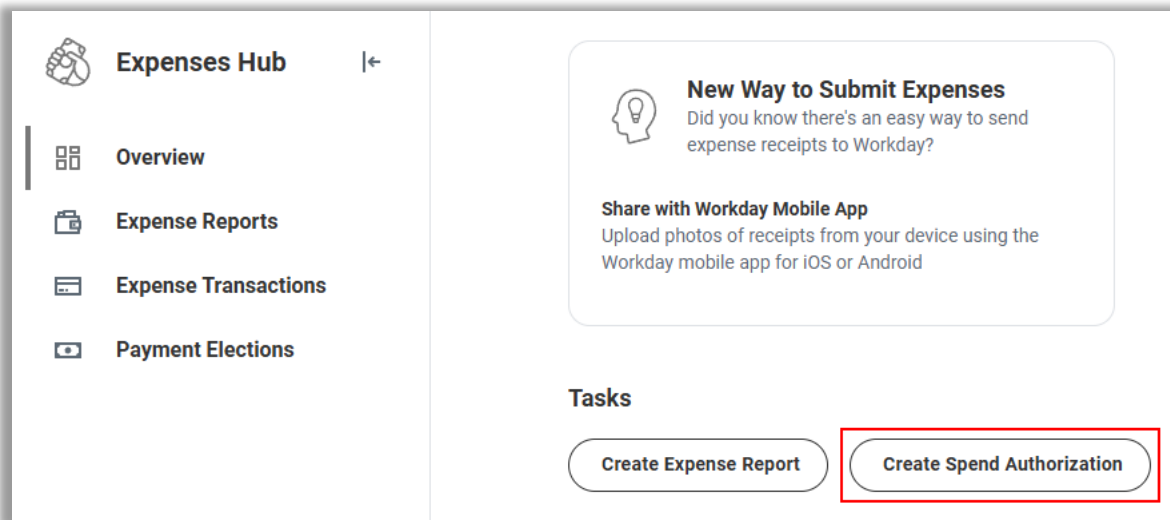
If you want to...
Create a Spend Authorization
Create an Expense Report
View the Approval Status of a Submitted Spend Authorization or Expense Report
Take a Receipt Photo on Mobile Device
Itemize Your Expenses
Cancel an Expense Report
Submit an Expense Report via the Mobile App

Create a Spend Authorization

From the Home page, navigate to **Personal > Expenses Hub**.



1. Click **Create Spend Authorization** from the Overview page.



Note: Department heads and Managers will have access to create spend authorizations on behalf of others, via the **Create Spend Authorization for Worker** task.

2. Complete the following fields:

- a. **Company:** Automatically populates as Northern Kentucky University

Note: If the Spend Authorization is 100% Foundation-funded, select Northern Kentucky University Foundation, Inc. instead.

- b. **Start Date:** Enter date expense will begin

- c. **End Date:** Enter date expense will end
- d. **Description:** Enter your destination (i.e. Frankfort, KY)
- e. **Business Purpose:** Choose from available categories, including Conference, Staff Travel, Training, etc.
- f. **Justification:** Enter the reason for the future expense

Create Spend Authorization
🔖 ✕

Summary ^

For Employee: Victor Viking	Cash Advance Requested 0.00 USD	Spend Authorization Total 0.00 USD
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Spend Authorizations should be completed for Overnight Travel or Cash Advances ONLY.
 Enter trip destination in required Description field. (e.g. Frankfort, KY).
 Paid By NKU check box should be selected for each expense item that will be pre-paid by an NKU Department Procard, a Purchase Requisition, or a Travel Expense Card.
 • You should not incur any expenses related to your trip, whether paid for on the procurement card or not, prior to your Spend Authorization being approved.
 All Grant and Gift Spend Authorizations require an explained business purpose in Justification.
[You can find the NKU Travel Policies here.](#)

▼ Spend Authorization Information

Company * x Northern Kentucky University ⋮

Start Date * 04 / 16 / 2026 📅

End Date * 04 / 16 / 2026 📅

Description *

Business Purpose ⋮

Currency USD


▼ Spend Authorization Details

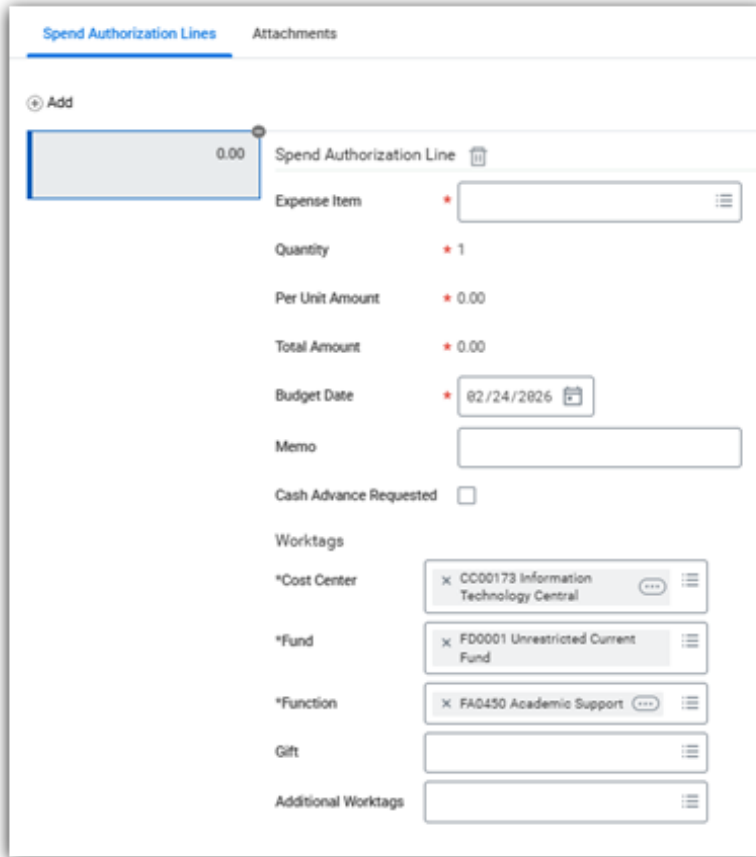
Reimbursement Payment Type * x Direct Deposit ⋮

Justification

[Spend Authorization Lines](#)
Attachments

Submit
Save for Later
Cancel

5. Click  to add a spend authorization line item.



The screenshot shows the 'Spend Authorization Lines' interface. At the top, there are tabs for 'Spend Authorization Lines' and 'Attachments'. Below the tabs, there is an 'Add' button with a plus icon. A table with one row is shown, representing a 'Spend Authorization Line'. The table has columns for 'Quantity' (1) and 'Total Amount' (0.00). Below the table, there are several fields: 'Expense Item' (with a dropdown menu), 'Quantity' (with a dropdown menu), 'Per Unit Amount' (0.00), 'Total Amount' (0.00), 'Budget Date' (02/24/2026), 'Memo' (text input), 'Cash Advance Requested' (checkbox), and 'Worktags' (with dropdown menus for *Cost Center, *Fund, *Function, Gift, and Additional Worktags).

6. Complete the following fields:

- a. **Expense Item:** Instructional text displays based on your selection
- b. **Quantity:** Enter quantity
- c. **Amount:** Fields displayed vary depending on Expense Item selection

Note: The **Cost Center**, **Fund**, and **Function** fields will automatically populate with your main department information. If another cost center, gift, or grant is being charged, please enter accordingly and the remaining fields will derive.

7. (Optional) To enter additional expense items, complete Steps 5 & 6 for each item required.
8. (Optional) Click **Attachments** to upload relevant documents, such as a conference announcement/flyer, if available.

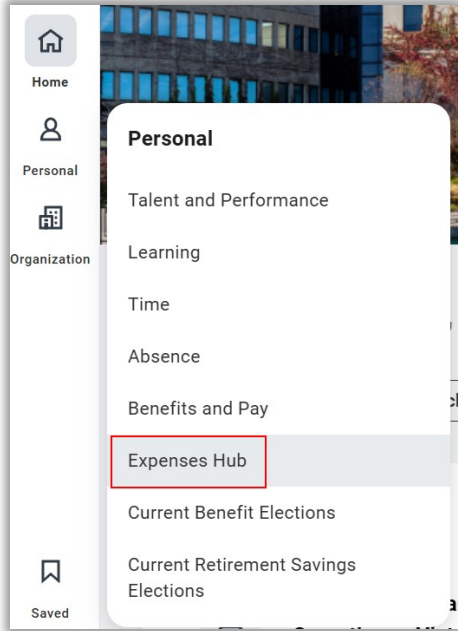
Note: Employees will also have an opportunity to do this at a later point.

8. Drag and drop files or choose **Select files** to upload one or more files.
9. Click **Submit**. It will route for approval.

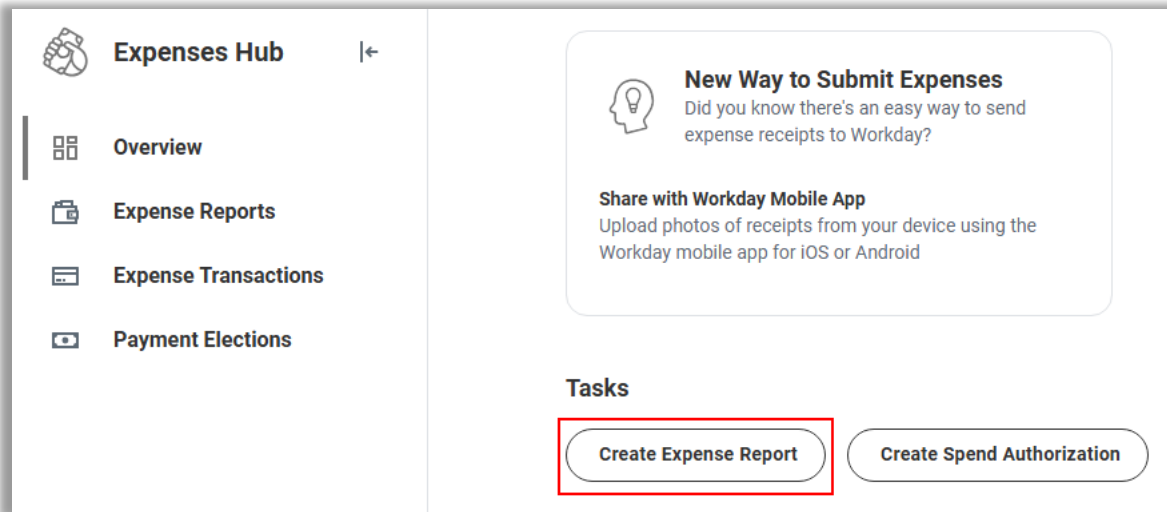
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Create Expense Report

From the Home page, navigate to **Personal > Expenses Hub**.



1. Click **Create Expense Report** from the Overview page.



Note: Some department heads and managers will have access to create expense reports on behalf of others, via the **Create Expense Report for Worker** task.

The Create Expense Report page displays.

Create Expense Report

▼ **Expense Report Information**

Expense Report For * Employee: Victor Viking

Creation Options *

 Create New Expense Report

 Copy Previous Expense Report ⋮

 Create New Expense Report from Spend Authorization ⋮

Memo

Company * ⋮

Expense Report Date * 📅

Business Purpose * ⋮

Company on Expense Line * ⋮

Cost Center * ⋮

Fund * ⋮

Function * ⋮

Gift ⋮

2. Complete all required fields.

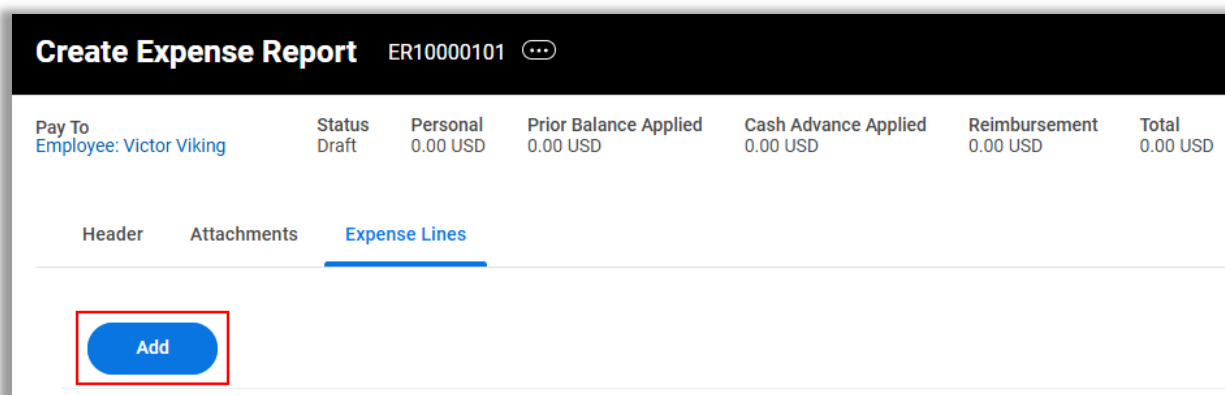
Note: A receipt is not required for per diem meals. If the reimbursement exceeds the approved request by more than 10%, attach the reason and acknowledgement from your department.

- a. **Creation Options:** Select one of these Creation Options for the expense report
 - i. Create New Expense Report: Create a brand-new expense report
 - ii. Copy Previous Expense Report: Populate the details from a previously submitted expense report

- iii. Create New Expense Report from Spend Authorization: Populate the details from an approved spend authorization

Note: When a previous expense report is copied or a new expense report is created from a spend authorization, many of the following fields will automatically populate.

- b. **Memo:** Provide an explanation for the charges
 - c. **Company:** Northern Kentucky University defaults
 - d. **Expense Report Date:** Date travel began/ended
 - e. **Business Purpose:** Select business purpose from drop-down menu
 - f. **Cost Center:** Workday may auto-populate this field; modify this field only as required
 - g. **Fund:** Workday may auto-populate this field; only modify this field as needed
 - h. **Function:** Workday may auto-populate this field; only modify this field as needed
 - i. **Additional Worktags:** Add any additional worktags to ensure the correct cost center
3. (Optional) Select relevant attachments, including receipt photos in the *Quick Expenses* section.
- Note:** Managers will have the option to attach something later. An attachment at this point is not required.
4. Click **OK**.
5. On the Expense Lines tab, click **Add**. The Expense Line page will display.



Expense Line

Drop files here

or

Select files

Expense Date *

Expense Item *

Total Amount *

Currency * USD

Memo

Company

*Cost Center

*Fund

*Function

Gift

Additional Worktags

Available Spend Authorization Lines

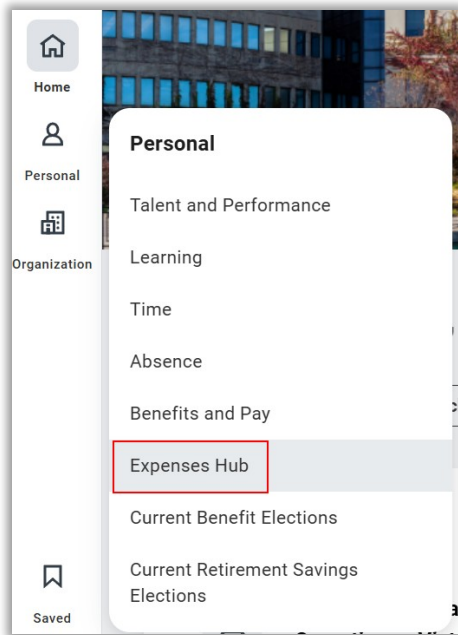
6. Upload **Attachments** as required (i.e. Hotel, agenda, airline information, etc).
7. Enter the necessary information based on the **Expense Item** selected. **IMPORTANT!** The total of the expense lines must equal the total amount of the expense report.

Note: When creating an expense report from a spend authorization, view the available amounts for each spend authorization line item in the **Available Spend Authorization Lines** field.
8. Continue to click **Add** to enter all remaining expense lines.
9. Review the details to confirm all required fields are completed for each expense line.
10. Click **Submit**. The Expense Report will route for approval.

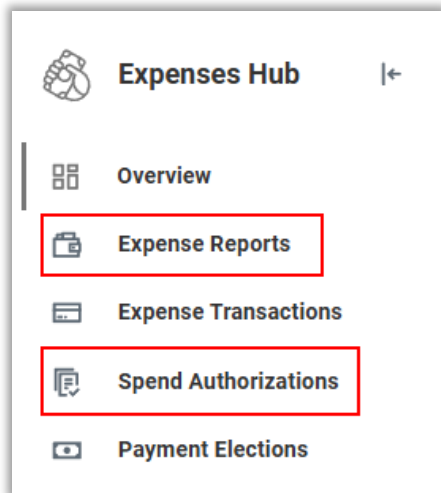
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View the Approval Status of a Submitted Spend Authorization or Expense Report

From the Home page, navigate to **Personal > Expenses Hub**.



1. From the navigation menu, select either **Expense Reports** or **Spend Authorizations**, as required.



- Review the list of all submitted spend authorizations/expense reports. The page displays relevant details such as the Status and Reimbursement Amount.

My Spend Authorizations Victor Viking

Create Spend Authorization

My Spend Authorizations 2 items

Spend Authorization	Start Date	End Date	Spend Authorization Status	Description	Spend Authorization Remaining Balance	Spend Authorization Total	Currency
AUTH1000022	03/02/2026	03/02/2026	Canceled	SAMPLE - Employee Conference	85.00	85.00	USD
AUTH1000023	03/02/2026	03/02/2026	Approved	Professional Conference in Cleveland	60.00	160.00	USD

My Expense Reports Victor Viking

Create Expense Report

My Expense Reports 5 items

Expense Report	Actions	Expense Report Date	Status	Memo	Total Amount	Reimbursement Amount	Worker Paid
ER10000103	Actions	03/03/2026	Waiting on Manager	Sample Expense Report for Cleveland Conference	100.00	100.00	
ER10000100		03/02/2026	Canceled	Test	0.00	0.00	
ER10000101	Actions	03/02/2026	Draft		0.00	0.00	
ER10000102	Actions	03/02/2026	Waiting on Manager		8.00	8.00	

Note: Items in the draft process can be cancelled or edited directly from here.

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Take a Receipt Photo On Mobile Device

Workday provides an easy way to upload receipts real-time during your travels.

From the Workday mobile app, navigate to the **Expenses** application.

- Under *Available Expenses*, click **Scan Receipt**.

2. Using a mobile device, take a photo of the receipt.
3. The photo automatically uploads to the Expenses application on the mobile device.
4. The receipt image is automatically available on the desktop version of the Expenses Hub, found in My Expense Transactions > Quick Expenses.

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Itemize Your Expenses

The *Itemization* section displays within the Expense Line when creating an Expense Report.

Expense Line

Drop files here

or

Select files

Expense Date *

Expense Item *

Total Amount *

Currency * USD

Memo

Company

*Cost Center

Instructions

Actual receipt/lodging folio required. Credit Card slip not sufficient.

Item Details

Attendee(s)

Destination *

Country *

Reservation Number

Itemization

Use the button below only if your company's expense policy requires itemizations.

Receipt Included

1. Click **Add**. Fields display based on the selected Expense Item.

The screenshot shows a form for adding an expense report line. The fields are as follows:

- Remaining: 0.00/0.00 USD
- Expense Date: 03/10/2026 (marked with an asterisk)
- Expense Item: Lodging (marked with an asterisk)
- Total Amount: 0.00 (marked with an asterisk)
- Memo: (empty)
- Company: Northern Kentucky University
- *Cost Center: CC00173 Information Technology Central (marked with an asterisk)
- *Fund: FD0001 Unrestricted Current Fund (marked with an asterisk)
- *Function: FA0450 Academic Support (marked with an asterisk)
- Gift: (empty)
- Additional Worktags: (empty)
- Personal Expense:
- Attendee(s): Victor Viking
- Destination: (empty, marked with an asterisk)
- Country: (empty, marked with an asterisk)
- Reservation Number: (empty)

At the bottom of the form, there are two buttons: "Add" and "Done".

2. Complete all required fields (denoted by an asterisk).

3. (Optional) Click **Add** to include additional itemized expenses. Fill out all required fields denoted by an asterisk.

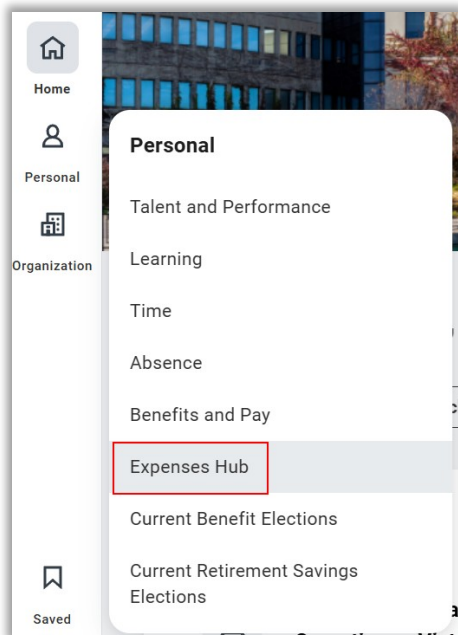
Note: Your itemized expenses must equal the total of the Expense Report line.

4. Click **Done**.

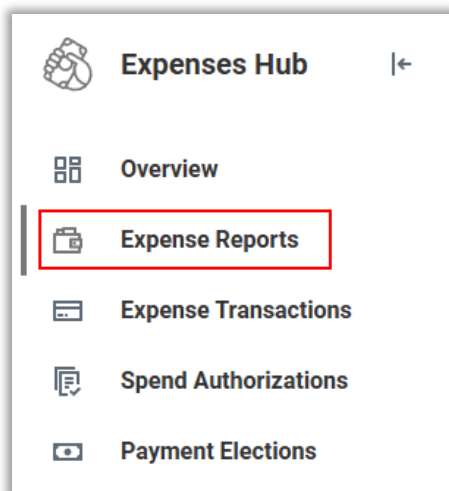
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Cancel an Expense Report

From the Home page, navigate to **Personal > Expenses Hub**.



1. Select **Expense Reports** from the navigation menu.



2. Locate the expense report to be canceled within *My Expense Reports*.
3. Click the **Actions** drop-down.
4. Click **Cancel Expense Report**.
5. Click **OK**.

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Submit an Expense Report via the Mobile App

Employees can use the Workday mobile app to track expenses, upload receipts, and submit expense reports.

From the Workday mobile app homepage:

1. Click **View All > Expenses**.
2. Click **Scan Receipt** to scan a receipt and have Workday automatically add expense data or click **Enter Quick Expense** to fill in the expense information manually as described in the following steps.
3. Click **Enter Quick Expense**.
4. To add an attachment, click the **Add Attachments** icon and select **Take Photo**, **Choose Photo**, or **Import Attachment**.
5. Enter a **Date**.
Note: The date may have auto-filled when creating the expense.
6. Add the **Expense Item**, along with any other supporting information.
7. Click **Done**. Repeat the previous steps to add any other expense items that need to be included. After all expense items have been added, employees can submit an expense report from the Expenses app.
8. Click **Create Expense Report**.
9. Include required information, such as **Company**, **Expense Report Date**, **Company on Expense Line**, **Cost Center**, and **Region**.
10. Once the expense report information has been completed, click **Done**.
11. Click **New Expense** to begin attaching expenses to the report.
12. Click **Existing Expenses**. Employees can also choose to add new expenses in this step by clicking **New Expense**.
13. Select the checkbox next to each expense item to choose which expenses to include in the report.
14. Click **Next**.
15. Click **Review**.
16. Review the expense items for accuracy, correct any errors, and then click **Submit**. A confirmation screen shows the expense report is routing for approval.

Note: Employees can also add expense items to reports from their list of expenses by selecting the checkbox and Add to Report. This will display immediately after entering the expense item. If no report exists at this time, Workday will prompt you to create one.

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Need Help?

If additional support is needed, contact workdaysupport@nku.edu.