

**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.



1. Select **Expenses App**.



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.



**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.



**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.



**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​.



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



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.



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



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

