CREATE AND SUBMIT AN EXPENSE REPORT

Expense reports are submitted to reimburse team members for business-related costs incurred, such as airfare or hotel expenses. Please refer to the EXOS Travel & Expense (T&E) Policy, which is available through the Finance Resources link under the Resources section of EXOS HOMEBASE, for additional information.

To begin, you will need to ensure your Direct Deposit is set up as the payment election for Expense Reimbursements.

From the Workday homepage:
1. Click the **Pay** worklet under Menu.
2. Select **Payment Elections**.
3. Scroll down and click the **Add** button next to the Payment Elections Requiring Setup section.

4. Complete all fields, clicking on the drop-down menus to see all options. Click OK to submit.
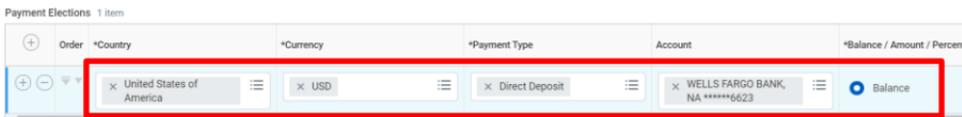
To create and submit an expense report, from the Workday homepage:

1. Either (1) click on the **Expenses** worklet under Applications (follow the instructions of the "Add or Manage Homepage Worklets" job aid on the Team Member Workday Resources page to add this worklet to your homepage) or (2) search "**Create Expense Report**" in the search bar at the top of the screen and click on the task.

2. If you navigated through the **Expenses** worklet, select the **Create Expense Report** option.

3. From the Expense Report Information page, select either **Create New Expense Report** or **Copy Previous Expense Report**. Complete all fields, including:
• Memo: a note to the approvers regarding the expense
• Company (e.g. EXOS Works, Athlete's Performance Inc., etc.)
• Cost Center: the department you work in. For all employees working at a client site location, select "Works at Site"
• Location: select your site or office from the "My Worktags" option of the drop-down menu, or type the site number or name in the search box.

If the expense report contains corporate Credit Card transactions, they can be added on this (or the next) screen for inclusion on the expense report.

NOTE: The accounting for the expense report is driven by the Company, Cost Center, and Location selected. Any questions regarding the appropriate selection can be directed to your manager or to T&E at Payables@teamexos.com.

Create Expense Report

⌄ **Expense Report Information**

Expense Report For * Team Member:

Creation Options * ◉ Create New Expense Report
                      ○ Copy Previous Expense Report   [☰]

Memo   [   ]

Company * [✕ 17 - EXOS Human Capital, ... ☰]
               LLC

Expense Report Date * [02/13/2023 📅]

Cost Center * [✕ 615 Systems Compliance & ... ☰]
                     Analytics

Location * [✕ 10506 - Corporate ... ☰]
                  Headquarters - Phoenix, AZ

[OK]   (Cancel)

4. Click **OK** to proceed.

5. Click **Add** to add a New Expense or Credit Card Transaction.

6. Complete all required fields for each expense, including Date, Expense Item, Amount, Cost Center, and Location.

a. Please note that if the expense incurred is to be billed back to/reimbursed by the client, please select "**Client Bill Back**" as the expense item. Also, please check the **Billable** box.
b. If a personal charge is incurred on a corporate card, check the **Personal Expenses** box. c. If the expense requires allocation across multiple locations, the **Itemization** button can be used.

7. Attach a copy of the receipt under **Attachments from File**.

NOTE: All expenses require an attached receipt. You will receive an Alert message if you did not upload an attachment. If you do not include one, this task will be sent back to your Workday inbox for corrections.

8. Click **Add** for add an additional expense item.

9. Click **Submit** to complete your expense report, **which will be routed to your manager's Workday inbox for approval**. If you receive an **Error** and/or **Alert** message, click on the red or yellow box to view the error, make the appropriate corrections, and click Submit again.

⊘ 3 Errors and 1 Alert

⚠ 1 Alert
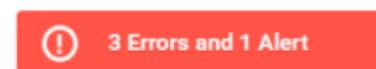
NOTE: Once submitted, it will route to your manager's Workday inbox for approval, then to Accounts Payable for approval. If there are any errors, it will be sent back to your Workday inbox. Scroll down to the bottom of the task to the "View Comments" section (see below) to view the Send Back Reason. Make the appropriate changes and click Submit to resubmit for approval.

NOTE TO MANAGERS

If your team member's Expense Report should to be routed to a different approver, select **Add Approvers** from the task in your inbox. Then type in the name of the correct approver in the search box.