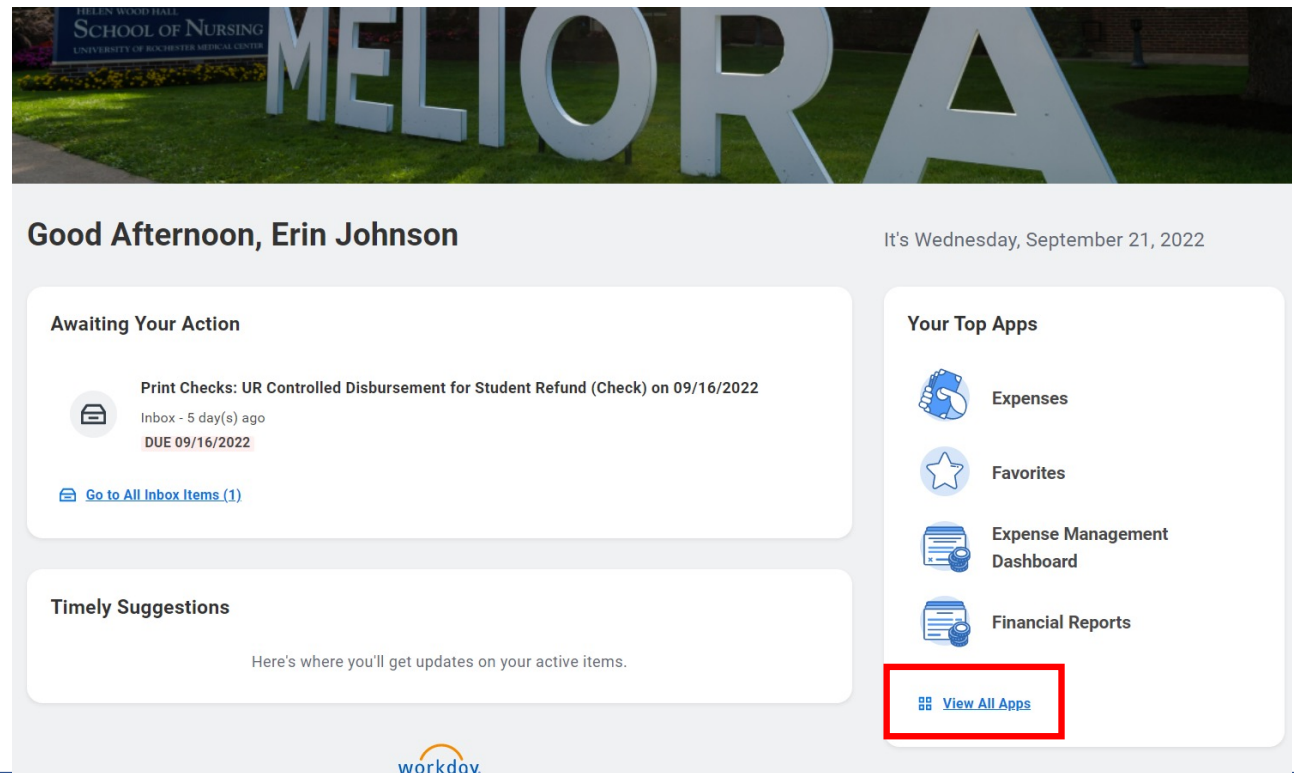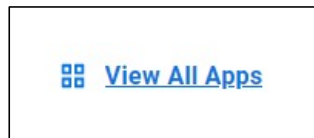# Workday Expenses

Reference Guide

Adding the **Expenses App** in Workday

Adding the Expenses App in Workday

If you're not already in Workday, log into it using your UR Active Directory/NetID credentials at
https://www.rochester.edu/adminfinance/urfinancials/workday-login/

- Select View All Apps

Adding the Expenses App in Workday

- Select **+ Add Apps**
- Type **Expenses** in the search box that appears on the left of your screen
- Select the **+ icon** to the right of Expenses to add it to your Apps
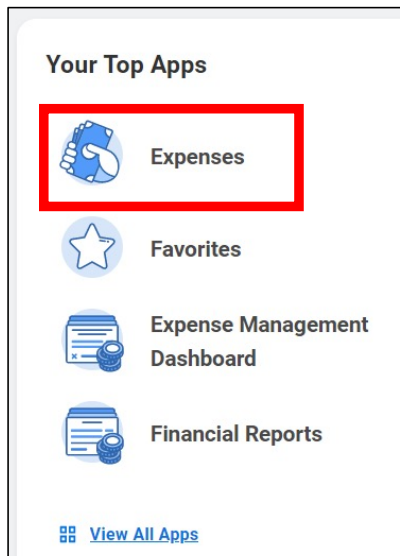- Select **Back to Menu**, the Expenses icon is now saved as a favorite app
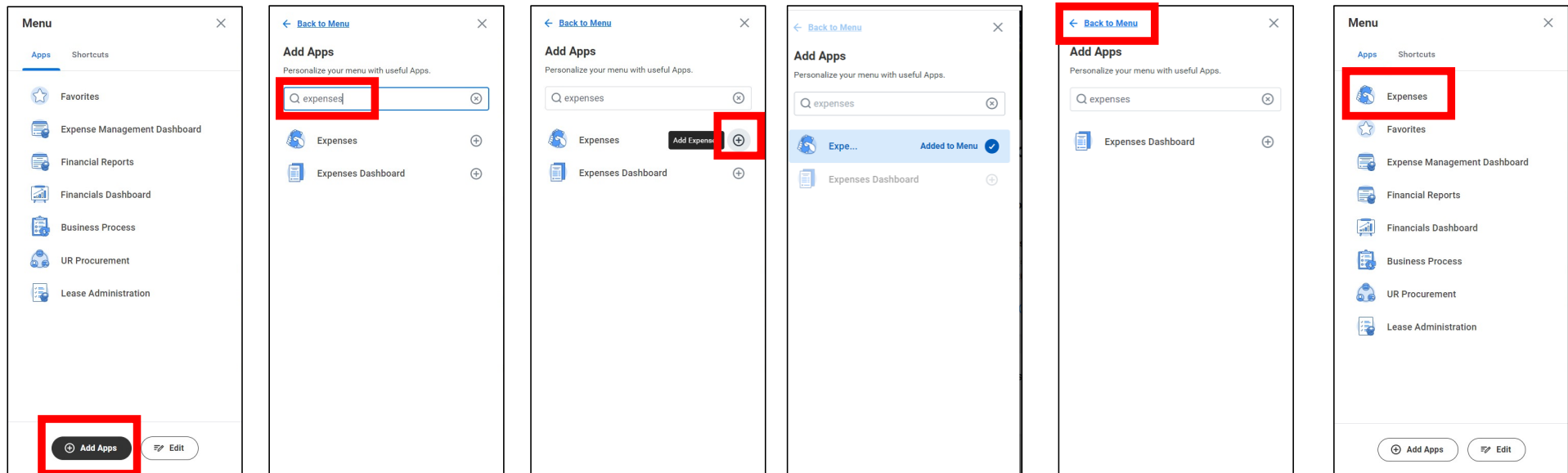
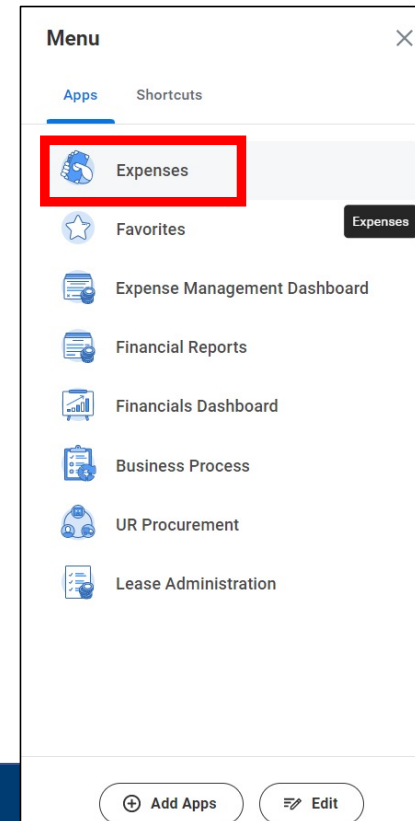You have successfully added the Expenses App to your Workday homepage!

Adding the Expenses App in Workday

To view your Expenses dashboard:

- On your Workday homepage in **Your Top Apps** section, click on **Expenses**

- When the Expenses app is not listed, select **View All Apps**, then select **Expenses** from the Menu panel on the left side

UR AMEX corporate card transactions integration

Your Expenses dashboard has shortcuts to frequently used actions and views related to Expenses.

- **Actions**
  - Create an Expense Report
  - Create a Spend Authorization
  - Edit Expense Transactions

- **View**
  - Your Expense Reports
  - Your Spend Authorizations
  - Your Expense Transactions
  - Your Payment Elections

- **Recent Expense Reports**
  - Shows the recent expense reports and the status of the report

Actions	View
Create Expense Report	Expense Reports
Create Spend Authorization	Spend Authorizations
Edit Expense Transactions	Expense Transactions
Edit Travel Profile	Payment Elections
	Travel Profile
	Expense Outstanding Balance (0 USD)

Recent Expense Reports

Canceled - 08/08/2022 - AAP (American Academy of Pediatrics) Membership Dues

Waiting on Manager - 08/08/2022 - AAP (American Academy of Pediatrics) Membership Dues