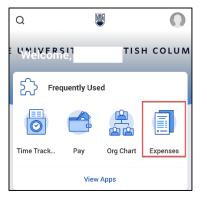
HOW DO I Submit an Expense by Mobile	ABOUT THIS TASK: Describes how to submit
	expenses via Workday Mobile App
AUDIENCE: All UBC Staff and Faculty	DETAILED JOB AID: Expense Reporting: Workday
	Mobile – Enter Expense (Quick Expense)

Note: All values in screenshots are examples only and may not refer to actual data in Workday.

1. On Workday's home page, click Expenses.



2. To submit the expense, *click* Enter Quick Expenses.

ជា	Expenses
0.00	illable Expenses CAD your expenses here until you're ready to create
	Enter Quick Expense

3. To attach the receipt, *click*

Ø

Note: The interface may look different for Android on an Android phone.

Cancel		Done
	Add Attachments	
Date *		
2020-10-16		



- 4. *Enter* the **Date** and **Expense Item**.
- 5. Click Expense Item.

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6. On the **Expense Item** page, choose the relevant **expense item** from or use the Search bar to search for the item (e.g., Air Travel or Parking).

Close	Expense Item
QI	
Þ	By Expense Item Group
	By Spend Category
	By Alphabetical Order

7. In the **Merchant, Amount** and **Memo** fields, *enter* the relevant information.

Date *		
2020-10-16	Ē	
Expense Item		
imes Air Travel Transportation	:=	
Merchant Air Canada		
Amount Curr	rency	
550.00	CAD :=	
Memo		
Conference ABC in Toronto		

8. *Submit* the expense.

iPhone Users:

Click Done to submit the expense (as shown).

Android Users:

Click the **check mark symbol** to submit the expense (not shown).

Cancel	Done
01	
Add Attachmer	nts
Date *	
2020-10-16	Ē
Expense Item	