The following details how to log work-related expenses paid for with personal funds using the Workday mobile application. It is an easy way to track expenses for reimbursement on the go.

1. Select the Workday app from your mobile device home screen and log in.

2. Select the Expenses worklet.

3. Select **New Expense**.

4. Complete each field:
   a. Upload a picture of your receipt.
   b. Enter the **Date** of the transaction. It should match your receipt.
   c. Select the **Expense Item** field and search for the category that best fits the expense.
   d. The **Amount** should be the exact dollar amount from your receipt. (Each transaction is a receipt. If you need to itemize the receipt, as in the case of a hotel bill, you will complete that step in your report.)
   e. Leave the **Currency** field as is.
   f. Enter pertinent details in the **Memo** field, such as the business reason. This will help you remember these details for when you are filling out your report later.

Select **Done**.

Once completed, this transaction will then be found under “Expense Transactions” and added to “Expense Reports” under mobile expenses.