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.

3. To attach the receipt, click 💼

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

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).

![Expense Item Page]

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

![Merchant, Amount, and Memo Fields]

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).