

Cheat Sheet for Expense Report Line Items Updated 8.27.24

Below you will find a list of expense items that are in expense reports. This sheet will tell you what you should use for which kind of travel. Please see Megan if you have any questions.

Confirming Reimbursement:

This expense group is used for items you purchased for your trip, but that aren't necessarily travel related. The Office Assistant will do these for non wsu employees.

Conference Registration Fees: Use this expense item if you purchased your conference registration fee on your personal card and would like reimbursement for it. Do not use this if you used your Purchasing Card, those receipts get coded with the coding sticker and go directly to Megan.

Membership Dues: Use this expense item if you purchased membership dues, in order to go to a conference and you would like reimbursement for it. Do not use this if you used your Purchasing Card, those receipts get coded with the coding sticker and go directly to Megan.

Office/Lab Supplies: Use this expense item if you purchased any office/lab supplies that you needed for your trip. Do not use this if you used your Purchasing card, those receipts get coded with the coding sticker and go directly to Megan. Please note: Most grants do not allow for office supplies on the grant, those normally have to be coded to lab supplies.

Foreign Travel:

This expense group is used if you are traveling to a Foreign Country.

Foreign Air Transportation: Use this expense item for your foreign airfare.

Foreign Air Transportation Fee: Use this expense line if you use a travel agency like Expedia and they charge you an extra fee for using their services.

Foreign Lump Sum Lodging: You will only use this if you are an external committee member or a non-WSU employee. Sometimes depending on your reason for travel, Workday will require you to use this expense, but you only use it if Workday requires it.

Foreign Lump Sum Meals: You will only use this if you are an external committee member or a non-WSU employee. Sometimes depending on your reason for travel, Workday will require you to use this expense, but you only use it if Workday requires it.

Foreign Motor Pool Services: You will only use this if you use a motor pool service in a foreign country. This is hardly ever used.

Foreign Other Travel Expenses: You will use this if you have a rental car, uber, taxi, shuttle services, parking fees, toll bridges, etc.

Foreign Per Diem Lodging: You will use this if you have per diem lodging. If you are over per diem, you will get an error, then you will need to use one of the z expense lines (see below)

Foreign Per Diem Meals: You would use this expense line for per diem meals

Foreign Private Airplane Mileage: You will only use this if you own your own airplane and are traveling to a foreign country.

Foreign Private Automobile Mileage: You would use this if you traveled to a foreign country in your private automobile.

Foreign Private Motorcycle Mileage: Use this expense line if you are traveling by private motorcycle to and within a foreign country.

Personal Expense: We don't use this line, if you have a personal expense leave it off your expense report.

z -Hotel Item – Foreign Lodging Room over 150% per diem: Use this expense line if your foreign lodging is over 150% of the allotted rate for per diem. You will use this over in the detail section, use the Foreign Per Diem Lodging on the main line.

z – Hotel Item – Foreign Lodging up to 150% per diem: Use this expense line if your foreign lodging is over per diem, but not over 150% of the per diem cost. You will use this over in the detail section, use the Foreign Per Diem lodging on the main line.

z – Hotel Item – Foreign Lodging Room up to per diem: You will use this if you have per diem lodging. If you are over per diem, you will get an error, then you will need to use one of the z expense lines (see below)

z – Hotel Item – Foreign Lodging Tax: The system should automatically add this line in the details section.

In-State Travel (Washington State)

Use this expense group if you are traveling in state.

In-State Air Transportation: Use this expense line for your in-state airfare.

In-State Air Transportation Fee: Use this expense line if you use a travel agency like Expedia and they charge you an extra fee for using their services.

In-State Lump Sum Lodging: You will only use this if you are an external committee member or a non-WSU employee. Sometimes depending on your reason for travel, Workday will require you to use this expense, but you only use it if Workday requires it.

In-State Lump Sum Meals: You will only use this if you are an external committee member or a non-WSU employee. Sometimes depending on your reason for travel, Workday will require you to use this expense, but you only use it if Workday requires it.

In-State Motor Pool Services: You would use this if you rented a vehicle from the Pullman motor pool for your trip

In-State Other Travel Expenses: You will use this if you have a rental car, uber, taxi, shuttle services, parking fees, toll bridges, etc.

In-State Per Diem Lodging: You will use this if you have per diem lodging. If you are over per diem, you will get an error, then you will need to use one of the z expense lines (see below)

In-State Per Diem Meals: You would use this expense line for per diem meals

In-State Private Airplane Mileage: You will only use this if you own your own airplane and are traveling in-state.

In-State Private Automobile Mileage: You would use this if you traveled in-state in your private automobile.

In-State Private Motorcycle Mileage: Use this expense line if you are traveling by private motorcycle to and within Washington State.

Personal Expense: We don't use this line, if you have a personal expense leave it off your expense report.

z – Hotel Item – In-State Lodging Room over 150% per diem: Use this expense line if your in-state lodging is over 150% of the allotted rate for per diem. You will use this over in the detail section, use the in state lodging for the main line.

z – Hotel Item – In-State Lodging Room up to 150% per diem: Use this expense line if your in-state lodging is over per diem, but not over 150% of the per diem cost. You will use this over in the detail section, use the in state lodging for the main line.

z – Hotel Item – In-State Lodging Room up to per diem: This expense line is only used on the item breakdown. You wouldn't use this when you create your line, Workday will use this for the detail part of your lodging. You will use this over in the detail section, use the in state lodging for the main line.

z – Hotel Item – In-State Lodging Tax: The system should automatically add this line in the details section.

Out-of-State Travel

Use this expense group if you are traveling to out of Washington State but within the United States.

Out-of-State Air Transportation: Use this expense line for your out-of-state airfare.

Out-of-State Air Transportation Fee: Use this expense line if you use a travel agency like Expedia and they charge you an extra fee for using their services.

Out-of-State Lump Sum Lodging: You will only use this if you are an external committee member or a non-WSU employee. Sometimes depending on your reason for travel, Workday will require you to use this expense, but you only use it if Workday requires it.

Out-of-State Lump Sum Meals: You will only use this if you are an external committee member or a non-WSU employee. Sometimes depending on your reason for travel, Workday will require you to use this expense, but you only use it if Workday requires it.

Out-of-State Motor Pool Services: You would use this if you rented a vehicle from the Pullman motor pool for your trip

Out-of-State Other Travel Expenses: You will use this if you have a rental car, uber, taxi, shuttle services, parking fees, toll bridges, etc.

Out-of-State Per Diem Lodging: You will use this if you have per diem lodging. If you are over per diem, you will get an error, then you will need to use one of the z expense lines (see below)

Out-of-State Per Diem Meals: You would use this expense line for per diem meals

Out-of-State Private Airplane Mileage: You will only use this if you own your own airplane and are traveling out-of-state.

Out-of-State Private Automobile Mileage: You would use this if you traveled out-of-state in your private automobile.

Out-of-State Private Motorcycle Mileage: Use this expense line if you are traveling out-of-state by private motorcycle.

Personal Expense: We don't use this line, if you have a personal expense leave it off your expense report.

z – Hotel Item – Out-of-State Lodging Room *over* 150% per diem: Use this expense line if your out-of-state lodging is over 150% of the allotted rate for per diem. You will use this over in the detail section, use the out of state lodging up to per diem on the main line.

z – Hotel Item – Out-of-State Lodging Room *up to* 150% per diem: Use this expense line if your out-of-state lodging is over per diem, but not over 150% of the per diem cost. You will use this over in the detail section, use the out of state lodging up to per diem on the main line.

z – Hotel Item – Out-of-State Lodging Room *up to* per diem: This expense line is only used on the item breakdown. You wouldn't use this when you create your line, Workday will use this for the detail part of your lodging. You will use this over in the detail section, use the out of state lodging up to per diem on the main line.

z – Hotel Item – Out-of-State Lodging Tax: The system should automatically add this line in the details section.