

# Create Expense Report via Workday Mobile

**QUICK TAKE: Create Expense Report via Workday Mobile**

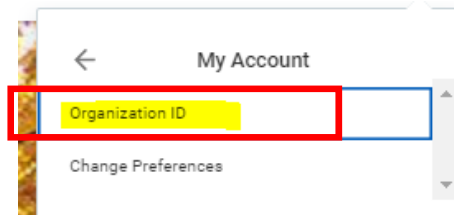
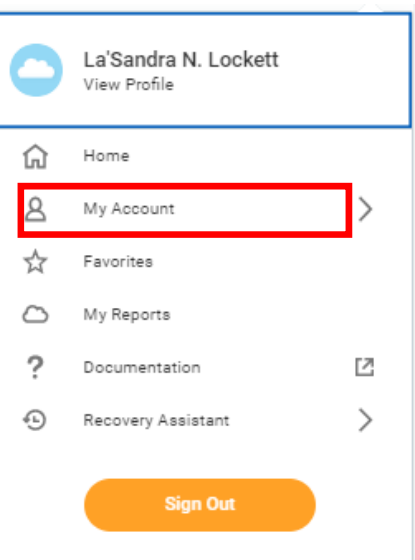
## Create Expense Report

- All Travel Expenses will be reconciled in Workday
  - Reference Spend Authorization with Travel Expense Report
- All Receipts for Travel Expense will be upload into workday
  - If expense mileage, a Map Quest Showing to and from I required
- Department Admins can submit Expense Report on behalf of another worker
- If you have a MU Commercial Credit Card, reconciliation will be complete in Workday
- Expense Report can be submitted via Mobile Device
- Spend Authorization cannot be submitted via Mobile Device

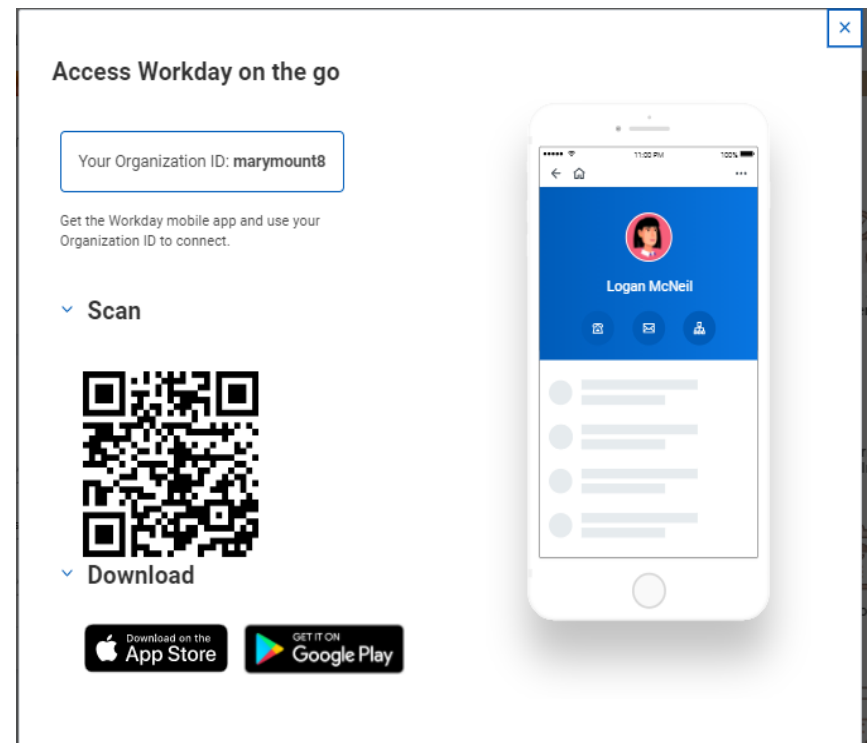
# Expenses on your Mobile



Click on cloud -Right hand side of Workday

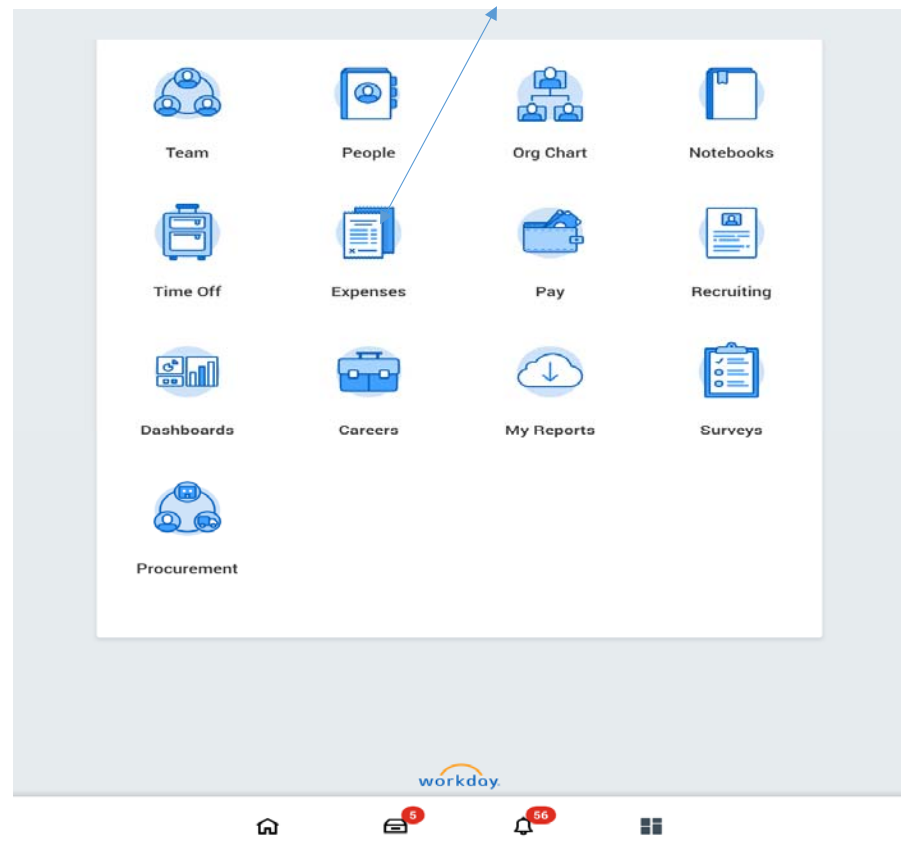
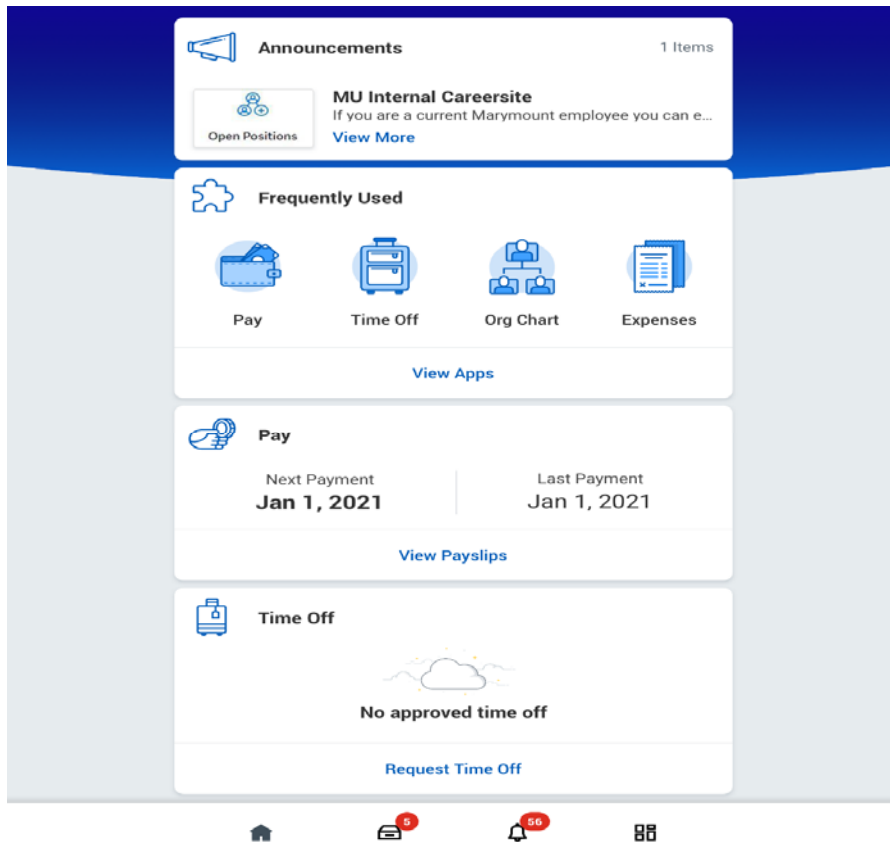


For information on how to access Workday on your Mobile please go to [Workday@Marymount](#) tab on the Portal

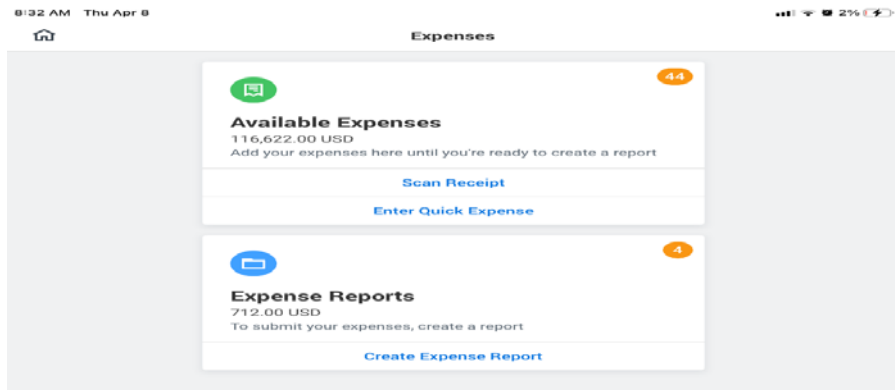


# Expenses on your Mobile

Click on “Expenses” submit Expense Report via Workday Mobile



# Expenses on your Mobile



Creating Expense Report via Mobile will follow the same Steps as if on your computer

