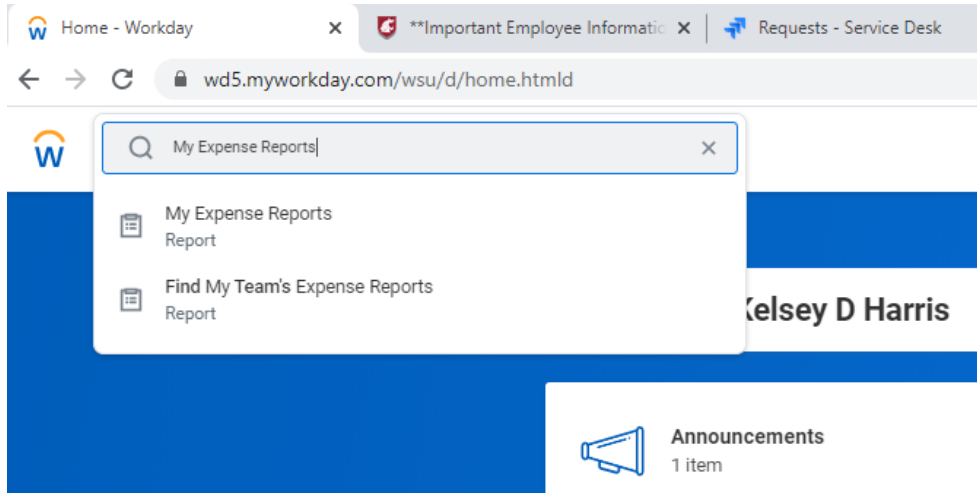
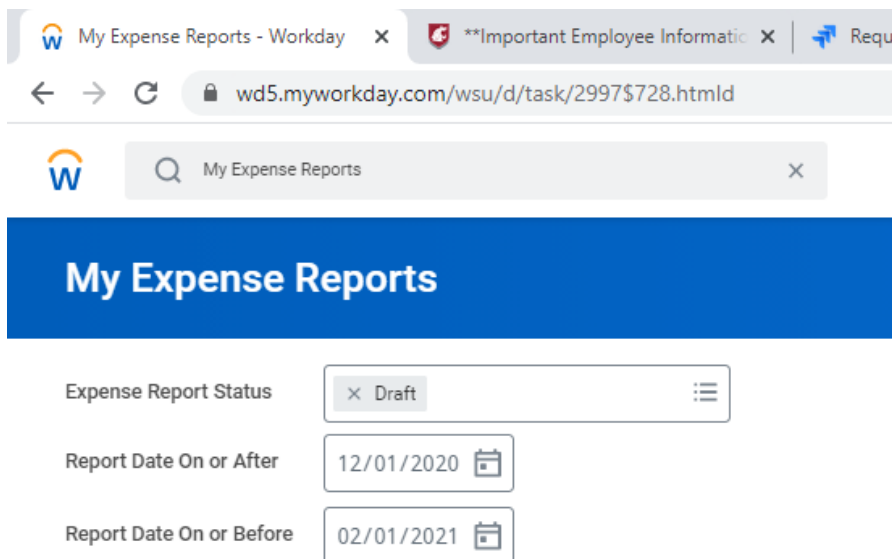


## Edit Previous Expense Report – Add and Delete Per Diem Lines

In Workday in the Search bar type in; My Expense Report and hit enter.



The following report should generate. If your Expense Report was previously created but not submitted, it should be in “draft” status. If you are unsure, you may leave the status field blank and it will pull all reports. Hit okay at the bottom of the page.



On the right-hand side of this report, you should be able to hit “Edit Expense Report”

The screenshot shows the 'My Expense Reports' page for user Kelsey D Harris. It features a search bar at the top with 'My Expense Reports' entered. Below the search bar are two buttons: 'Create Expense Report' and 'Find Expense Reports'. A table titled 'My Expense Reports 3 items' displays the following data:

Expense Report	Expense Report Number	Expense Report Date	Status	Memo	Total Amount	Reimbursement Amount	Worker Paid	Personal Amount	Currency	Company	
Q	ER0000000130	01/11/2021	Draft	Test S.A. - Will cancel	420.00	420.00		0.00	USD	Washington State University	Edit Expense Report
Q	ER0000000070	01/07/2021	Draft	TEST S.A. For online Tutorial Purposes, will cancel when use. DO NOT APPROVE.	267.12	267.12		0.00	USD	Washington State University	Edit Expense Report
Q	ER0000000002	01/01/2021	Draft	TEST E.R. - For training purposes. DO NOT APPROVE.	0.00	0.00		0.00	USD	Washington State University	Edit Expense Report

Below the table is a large button labeled 'Edit Expense Report'.

We will then begin by hitting “add” and creating a NEW Expense Line for the lodging or meal per diem expenses. After adding the new Expense Line, please see step below for deleting the previous line. (Please refer to Business Center Tutorials for steps on how to add new Expense Lines if you have not done this action prior).

The screenshot shows the 'Edit Expense Report' form for report ER0000000130, titled 'Test S.A. - Will cancel'. The form has three tabs: 'Header', 'Attachments', and 'Expense Lines', with 'Expense Lines' selected. A blue 'Add' button is visible. Below the 'Add' button, there are two items listed under the date 'Mon, Jan 11':

- Out-of-State Per Diem Lodging 0.00 USD (with a red warning icon)

To the right of the list is a large dashed box labeled 'Expense Line'.

To delete the Expense Line with the error, click on the intended line to be deleted. Then go into the far-right side and select the small delete icon.

Header   Attachments   Expense Lines






**3 Errors**

---


**Add**

2 Items   Sort By

**Wed, Jan 27**

In-State Per Diem Lodging	420.00 USD	 
In-State Per Diem Lodging	420.00 USD	  

**Expense Line**

 A- WORKDAY- Test Receipt.docx  
Uploaded by Kelsey D Harris

Comment

**Upload**

Date \*

**Instructions**

5 days ago




Please refer the [Create Spend Authorization](#) and [Create Expense Report](#) reference guides for instructions to complete expense items.

**Item Details**

Arrival Date \*

Departure Date \*

---

---

