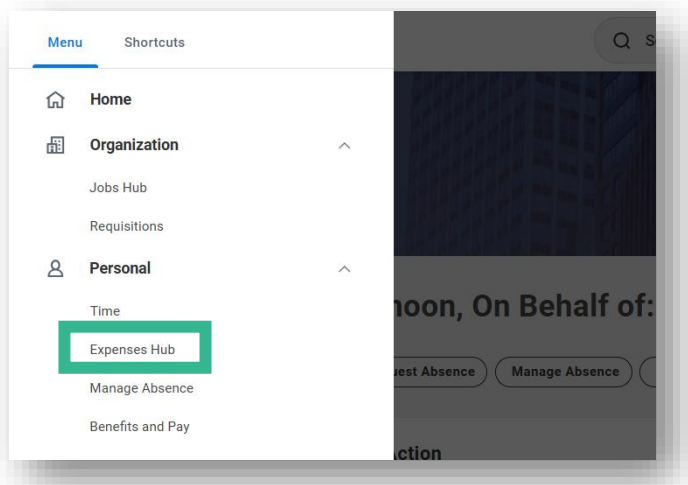
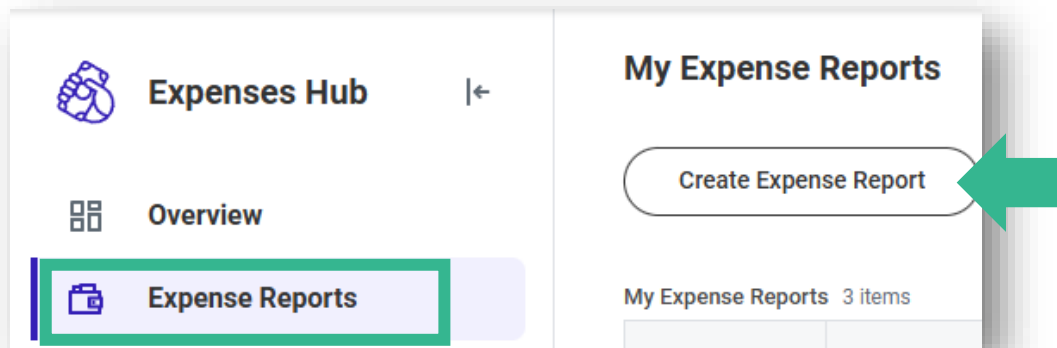


Workday: Submitting a Candidate Expense Report

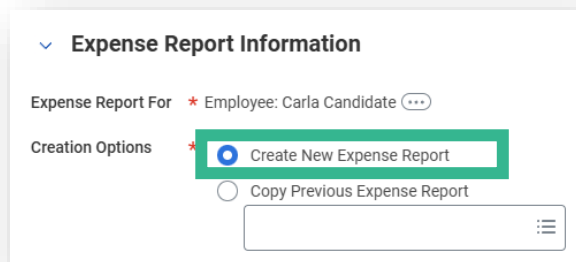
Step 1: Access the **Workday Menu**, then select **Expenses Hub** under the **Personal** dropdown



Step 2: Navigate to **Expense Reports** and click **Create Expense Report**



Step 3: Select **Create New Expense Report**



Step 4: Fill out the **Expense Report fields**

- **Memo:** Document specific details regarding the Expense Report, including reason for travel or expense
- **Company:** Auto-defaults to your assigned company
 - *Note:* Do not edit this field.
- **Expense Report Date:** Auto-defaults to the current date.
 - *Note:* Do not edit this field.
- **Business Purpose:** Select Billable Project from the drop-down
- **Brands:** Auto-defaults to Creative Circle
 - *Note:* Do not edit this field.
- **Cost Center:** Auto-defaults to selected Project code
 - *Note:* Do not edit this field
- **Project:** This is a required field and must be populated to create the Expense Report. Please select the six-digit Project ID aligned to your assignment
 - *Note:* Only one project may be assigned per expense group
- **Project Task:** Leave field blank
- **Additional Worktags:** Leave field blank
- **Enable Tax:** Leave unchecked
- Click **OK** to navigate to the **Expense Line** page

Expense Report Information

Expense Report For * Employee: Carla Candidate

Creation Options * Create New Expense Report
 Copy Previous Expense Report

Memo

Company *

Expense Report Date *

Business Purpose *

Brands *

Cost Center *

Project

Project Task

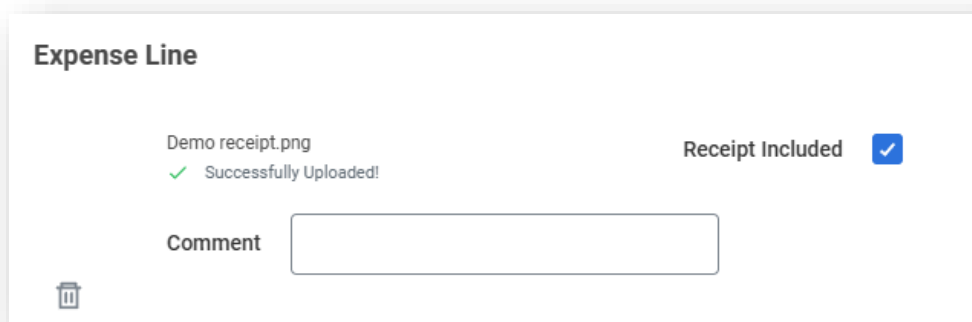
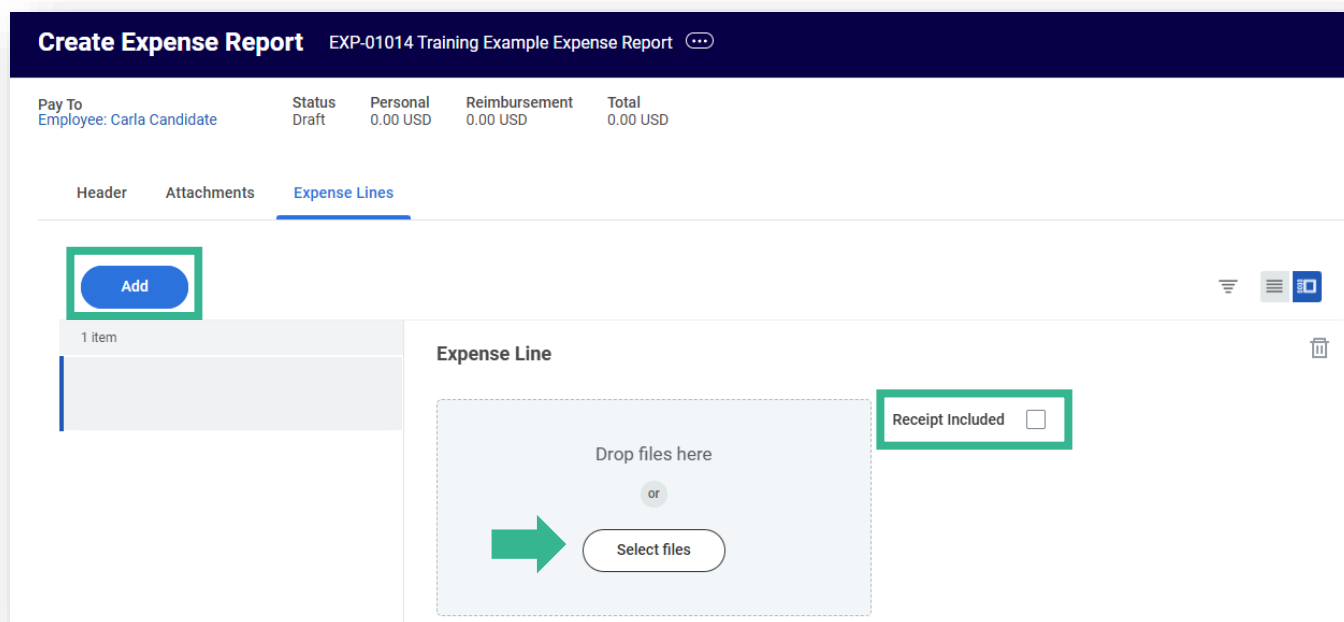
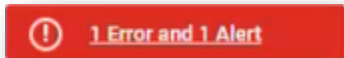
Additional Worktags

Enable Tax

OK

Step 5: On the **Expense Line** Page:

- Select **Add** to add an expense to your report.
- Click **Select Files** to upload your receipt for the expense line or simply drag and drop from a local file. Files must be in **PDF or JPEG** format.
 - Candidates who have entered expenses and already obtained approval in the **client VMS** will need to attach a PDF copy of that approval on the first expense line item.
 - Error Alerts will appear unless a document is uploaded.
- Check the **Receipt Included** checkbox to avoid reimbursement delays.



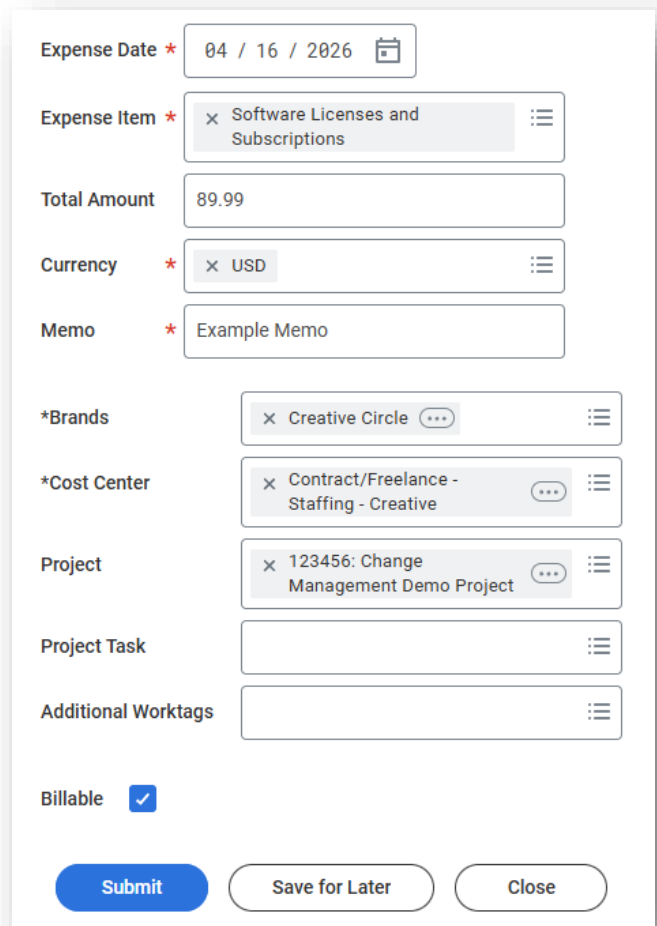
Step 6: Fill out the **Expense Line Details**

- **Expense Date:** Date of the expense
- **Expense Item:** Choose the item aligned to the expense. Remaining fields may change based on type of expense item.
 - If the item submitted for reimbursement does not correspond to a listed expense, please reach out to

expensereports@creativecircle.com

for confirmation regarding its eligibility or further assistance.

- **Total Amount:** Enter the reimbursement amount
- **Currency:** Auto-defaults to USD
- **Memo:** Refer to the Expense Items Chart at the end of this document for details on populating this field
- **Brands:** Auto-defaults to your company
- **Cost Center:** Auto-defaults to your Cost Center code
 - *NOTE:* Do not edit this field
- **Project:** Select the six-digit Project ID aligned to your assignment
 - *NOTE:* Only one project may be assigned per expense report
- **Project Task:** Leave field blank
- **Billable:** Ensure this checkbox is marked



The screenshot shows the 'Expense Line Details' form in Workday. The fields are as follows:

- Expense Date ***: 04 / 16 / 2026 (with a calendar icon)
- Expense Item ***: Software Licenses and Subscriptions (with a dropdown menu icon)
- Total Amount**: 89.99
- Currency ***: USD (with a dropdown menu icon)
- Memo ***: Example Memo
- *Brands**: Creative Circle (with a dropdown menu icon)
- *Cost Center**: Contract/Freelance - Staffing - Creative (with a dropdown menu icon)
- Project**: 123456: Change Management Demo Project (with a dropdown menu icon)
- Project Task**: (with a dropdown menu icon)
- Additional Worktags**: (with a dropdown menu icon)
- Billable**:

At the bottom, there are three buttons: **Submit** (blue), **Save for Later** (white), and **Close** (white).

Repeat **Steps 5** and **6** if you have more than one item to expense.

Step 7: Click **Submit** to send the expense to the approver

Approval Process

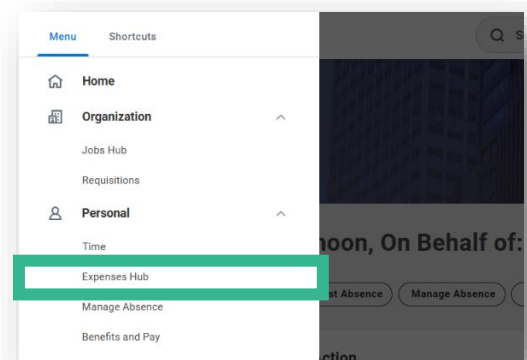
After the Expense Report is submitted, the assigned Approver reviews its details. The Approver can Approve, Send Back, or Deny the expense.

- **Approve:** No action required; the expense will be reimbursed in the following pay cycle after approval.
- **Send Back:** Additional information or corrections are required before approval.
 - Instructions for approval are in the comment section.
- **Deny:** The expense report is denied, cancelled, and cannot be modified. If the Expense Report is denied in error, a new expense report must be initiated. The expense report initiator receives a notification.

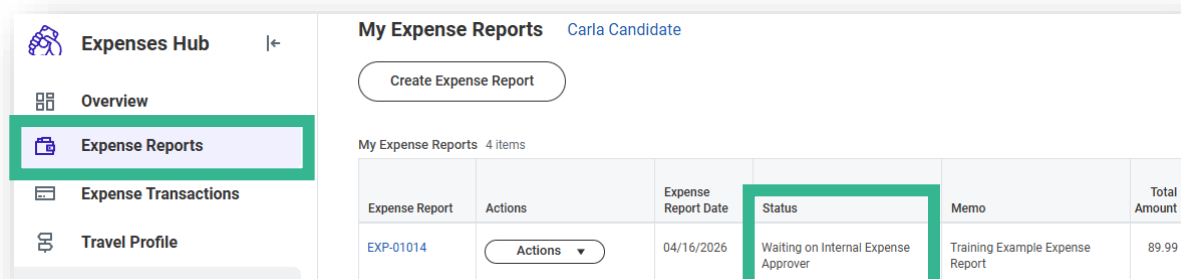
Status Tracking

Candidates must track their expenses for timely reimbursements. For further assistance, contact expensereports@creativecircle.com. Once an expense report is approved, reimbursements will be issued in the following pay cycle. Expenses will only be reimbursed once approved.

Step 1: Access the Workday Menu, then select **Expenses Hub** under the Personal drop-down



Step 2: Select **Expense Reports** and review the **Status** under My Expense Reports



Expense Items Chart

Expense Items	Memo Details	Additional Fields to Populate	Back-up Required/Notes
Airfare	Indicate the origin and destination cities	1. Airline 2. Departure and Arrival Dates 3. Class of Service	Actual paid airline receipt
Car Rental	Reason for car rental	Car Rental Agency	Actual paid car rental receipt
Hotel	Indicate reason for hotel stay	Hotel Name	Itemized Hotel Folio/Invoice with final charges. Meals and parking need to be broken out and entered as a separate expense line, under correct category.
Mileage	Reason for the mileage	1. Origin Address 2. Destination Address	When origin and destination addresses are entered, the system will calculate the mileage, and therefore no back-up documentation required. In lieu of this option, map PDF attachment required.
Office Supplies and Equipment	Vendor and Items purchased	n/a	Itemized receipt
Parking	Reason for parking expense	n/a	Itemized receipt
Rideshare/Taxi/Train/Bus	Type of travel and to/from	n/a	Receipt of actual cost, including tip. Cash tip for taxi may be handwritten on receipt.
Software Licenses and Subscriptions	Description of item(s) purchased	n/a	Itemized receipt
Travel Meals	Whether for breakfast, lunch or dinner	n/a	Itemized receipt. Alcohol is not reimbursable.
Travel Other	Description of item(s)	n/a	Itemized receipt. This category should only be used for expenses not captured by other expense items.