Expensing a g-Card Transaction

1. In the Workday search bar (top left), search and select Create Expense Report.

2. On the 1st screen of the Expense Report (middle section), enter the following criteria:
   - Business Purpose: Pcard PURCHASE: NON-TRAVEL
   - Expense Treatment: Purchase – Other (including Equipment under $5,000)
   - SmartTag: Defaults to your assigned SmartTag. Change only as needed.

3. On the 1st screen of the Expense Report (bottom section), check the box to include the g-Card transaction in your Expense Report.

OR

If you forgot to include the g-Card transaction on the 1st screen, you’re able to pull this in on the 2nd screen of the Expense Report.
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4 On the 2nd screen of the Expense Report, you will see the “Credit Card Transaction”. If you forgot to add the gCard transaction on the 1st screen, use ADD to pull it in now.

Expense Item: Gasoline (Non Travel).

5 Add an attachment (gas receipt) and Submit (bottom left).

Card Details:
- $100 per transaction limit / $300 monthly limit (refreshed on the 5th of each month).
- Card is assigned to you – should stay with you and not the vehicle.
- For FAU vehicles, only.
- May be used at any gas station that accepts VISA.

Expense Report Details:
- Keep your receipts! Receipts are required for expense reports.
- You may process more than one gCard transaction on an expense report.
- gCard transactions should be settled by an expense report within 30 days.

Check Your Work – Avoiding Accidental Reimbursements
pCard/gCard transactions are COMPANY PAID and loaded into Workday directly from the bank. You will NEVER enter an amount for these transactions when completing an expense report. Review the top-right field on the expense report to ensure that this shows as Company Paid.