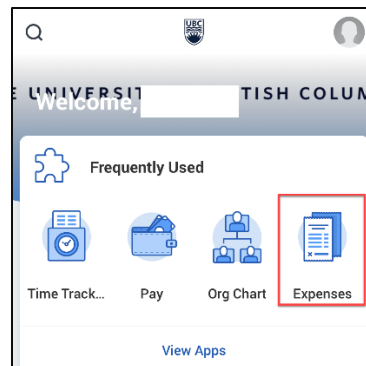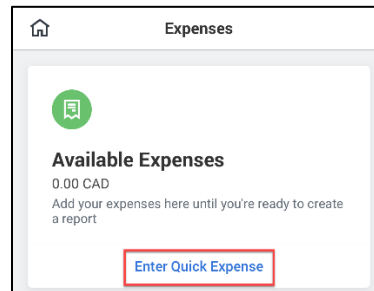| HOW DO I .. Submit an Expense by Mobile	ABOUT THIS TASK: Describes how to submit expenses via Workday Mobile App
AUDIENCE: All UBC Staff and Faculty	DETAILED JOB AID: Expense Reporting: Workday Mobile – Enter Expense (Quick Expense)

Note: All values in screenshots are examples only and may not refer to actual data in Workday.

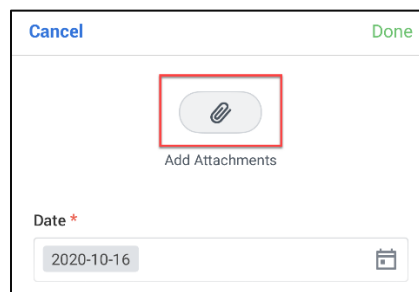1. On Workday's home page, *click* **Expenses.**

2. To submit the expense, c*lick* **Enter Quick Expenses**.

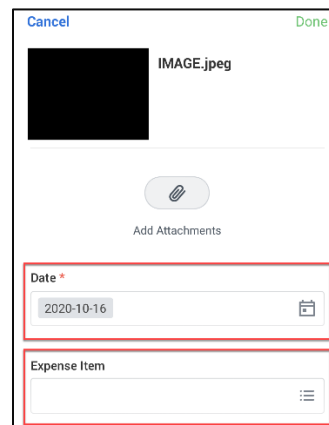3. To attach the receipt, *click*

Note: The interface may look different for Android on an Android phone.

4. *Enter* the **Date** and **Expense Item**.

5. *Click* **Expense Item**.

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6. On the **Expense Item** page, choose the relevant **expense item** from or use the Search bar to search for the item (e.g., Air Travel or Parking).

7.   In the **Merchant, Amount** and **Memo** fields, e*nter* the relevant information.

8. *Submit* the expense.

iPhone Users:
Click **Done** to submit the expense (as shown).

Android Users:
Click the **check mark symbol** to submit the expense (not shown).