

EXPENSE REPORTING – SPROUTSCON ONLY

This document has been sent to all stores and store managers. Once your team members who attended SproutsCon 2023 return, please make this document available to them to guide them through the expense report process. Expense reports for this event must be submitted through Workday within two weeks from the event, **no later than 8/27/23.**

What do I need to create an expense report?

You will need to have a copy of each of your itemized receipts that qualify for reimbursement. In order to upload these in your expense report, you will need to either scan or take a clear picture of each receipt in advance.

Where do I create my expense report?

You can do this at your store by logging into The Vine and going to “MyHR/MyFinance (Workday).”

What can I include on my expense report?

See “Approved Expenses” below. Further details on these items can be found in your “SproutsCon 2023 Team Member Guidelines.”

APPROVED EXPENSES



Expenses from travel dates only, 8/20 and 8/22

DRIVERS ONLY



Travel Meals

Mileage



Local/personal car drivers only. If you drive to the event, you can claim mileage to and from the Hilton Anatole Dallas that exceeds your normal daily commute to your store. Please attach MapQuest screenshot.



Rental Car Fuel

Distance/Rental Car drivers only.

FLYERS ONLY



Travel Meals



Baggage

Non-Southwest flyers only. Only one checked bag each way.



Airport Parking / Uber / Lyft

Economy parking only.



Mileage

You can claim mileage to and from the airport that exceeds your normal daily commute to your store. Please attach MapQuest screenshot.

NOT APPROVED EXPENSES



Expenses from 8/21

Expenses unrelated to SproutsCon 2023



Alcohol

If you have a receipt with alcohol on it, you must exclude this line-item on the expense report. Alcohol will not be reimbursed.

DRIVERS ONLY



Hotel Parking

Local/personal car drivers only. Hotel self-parking will not be reimbursed after the event. Valet parking will not be covered.



Hotel

Sprouts will not cover incidentals charged to your room.



Rental Cars

FLYERS ONLY



Airfare

No reimbursements for elective flight upgrades or changes.



Shuttle

Rental cars will not be reimbursed since shuttle transportation is provided for you.



Hotel

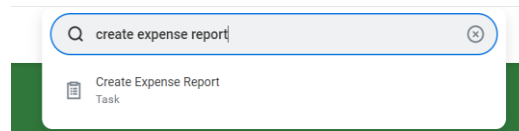
Sprouts will not cover incidentals charged to your room.

HOW TO CREATE AN EXPENSE REPORT

Step 1: Log into The Vine

Step 2: Log into MyHR/MyFinance (Workday)

Step 3: Using the top search bar, type “create expense report” and select the “create expense report task”



Step 4: This will bring you to the expense report overview. Most information will auto-populate from your Sprouts account. You will only need to enter:

1. Memo line: “SproutsCon 2023 expenses”

2. Expense Report Date: Change this to the date of your first travel expense. For most people this will be Sunday 8/20/22.

3. Business Purpose: select “SproutsCon”

When complete, select “OK”

Create Expense Report

▼ Expense Report Information

Expense Report For * Team Member:

Creation Options * Create New Expense Report Copy Previous Expense Report

1 Memo

Company * Sprouts Farmers Market (SFN)

2 Expense Report Date * 06/01/2022

3 Business Purpose * SproutsCon

Step 5: This will bring you to the itemized section of the expense report. For each receipt you will need to select the orange “add” button. This button will stay in the top left of the screen

Create Expense Report EXPRPT2022-00006325

Pay To	Status	Personal	Prior Balance Applied	Reimbursement	Total
Team Member:	Draft	0.00 USD	0.00 USD	0.00 USD	0.00 USD

Header Attachments Expense Lines

Add

Step 6: Enter your itemized receipt information

1. Click **“Select Files”** button to upload an image of the receipt you would like to enter
2. Adjust the **“Date”** to reflect the date on your receipt
3. Under **“Expense Item”** select **“By Expense Item Group”** then select **“Business Travel.”** Your approved categories include **“Meals—Travel,” “mileage,” “Parking/Tolls,”** and **“Travel Other”** (*Please refer to page 1 for approved expenses*)
4. Enter the **Total Amount** of the approved items
5. On the **Memo** line, describe the approved item (example: if you were a distance driver uploading a gas receipt, you could select the **“Travel Other”** category and enter on the memo line **“car fuel”**)
6. You don’t need to adjust any information below **“Memo”**

Create Expense Report EXPRPT2022-00005771

Pay To Team Member:	Status Draft	Personal 0.00 USD	Prior Balance Applied 0.00 USD	Reimbursement 5.60 USD	Total 5.60 USD
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Header | Attachments | **Expense Lines**

7 Add

2 items | Sort By: ▾

Wed, Jun 1	Meals-Travel	5.60 USD
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Expense Line

Drop files here
or
1 Select files

Itemization
Remaining Amount to Itemize 0.00/0.00 USD
Add
Receipt Included

2 Date * 06/01/2022

3 Expense Item *

4 Total Amount * 0.00

Currency * USD

5 Memo

8 Submit | Save for Later | Close

Step 7: Once you are done with your first receipt, select the orange **“add”** button in the top left and repeat step 6 until you’ve entered all of your qualifying expenses.

Step 8: Once you’ve entered all receipts, select the orange **“Submit”** button in the bottom left. This will send the report to your manager for approval. **All done!**