

# Expense Report

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How to get  
reimbursed on  
Workday as a Sport  
Club athlete

\*Before beginning please make sure that you have a pdf of your receipt and a pdf containing proof of your sport club treasurer approving your reimbursement request

## Procedure

1.	From the apps menu on <a href="#">Workday</a> (top left) click <b>expense</b>
2.	Select <b>Create Expense Report</b>
3.	Go to <b>Program</b> and type in your club name
4.	Click <b>okay</b>
5.	Select <b>expense lines</b>
6.	Upload a <u>pdf of your receipt</u> AND a pdf sent to you by your team <u>treasurer approving the expense</u> reimbursement
7.	Enter your <b>expense item</b> - click on By Expense Item Group and find the category that best describes your expense
8.	Fill out the <b>quantity</b> and <b>per unit amount</b> (more details below)
9.	Under <b>memo</b> explain what the expense is for  *include the why, where, and when in as much detail as possible
10.	Select <b>Submit!</b>



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# If Uploading Multiple Expenses

Firstly go through steps 1-9 above

1.	Fill in <b>memo</b> type in what this specific expense is for
2.	Select <b>add</b>
3.	Fill out the same information as the first expense making sure to upload the receipt and proof of treasurer approval
4.	When finished adding all of your expenses select <b>Submit!</b>

## Additional Information

### Memo

Please include the where, when, and why of the expense reimbursement

Example: plane ticket for frisbee tournament in San Diego, CA Feb. 11 - 13

Example: registration fee for Nordic Ski race at Vasaloppet race on Feb 4 in Mora, MN

### Quantity/Per Unit Amount/Total Amount

<u>Example:</u>	Plane Ticket	<u>Example:</u>	Mileage reimbursement for personal vehicle use
	Quantity = 1		Quantity = 70 (number of miles traveled)
	Per unit amount = 108.98		Per unit amount = 0.14

Please note that the total amount will be calculated automatically based upon the values you fill in