


The college would prefer that all purchasing be done either via Vassar College Procurement Card and/or the requisition process. However, we understand that there are situations where employees spend money and require reimbursement. In valid instances, reimbursement can be requested using the create expense report functionality in Workday.

**To request reimbursement**

1. Type "Create Expense Report" in the task search.
2. Expense Report Date will default to current date.
3. Complete the budget-related fields: Function, Cost Center, Fund. Optional: complete Additional Worktags field if trip supported by grant, project, gift, or endowment.
4. Click OK.
5. In the Business Purpose field, make a selection from the drop down menu.
6. Under Reimbursement Payment Type select Check or Direct Deposit.
7. For memo enter a brief description of the reimbursement.
8. Enter the date when the actual spending occurred. In the Expense Item field, select an item from the "By Expense Item Group" drop down menu, or type the category if you know it.
9. In the Quantity field, enter a number for the expense. Enter Per Unit Amount, then Total Amount will auto-fill.
10. Under the Item Details, you may be prompted to complete other fields depending on the type of expense. In the example shown, the choice of meeting would prompt to enter the attendees.

Expense Report Line 

Date	*	06 / 15 / 2017 
Expense Item	*	<div style="border: 1px solid #ccc; padding: 2px;"> <span style="color: #ccc; font-size: 0.8em;">✕</span> Meals for Special Events or Celebration Gathering <span style="float: right; font-size: 0.8em;">⋮</span> </div>
Quantity	*	1
Per Unit Amount	*	30.00
Total Amount	*	30.00

11. **Attachments:** There are two options for attaching receipts:
  - Attach individual receipts to each Expense Report Line. Image B.
  - Attach a bundle of receipts to the Attachment Tab. Then click the 'Receipt Attached' box for each Expense Report Line. Image C.
12. Click submit.