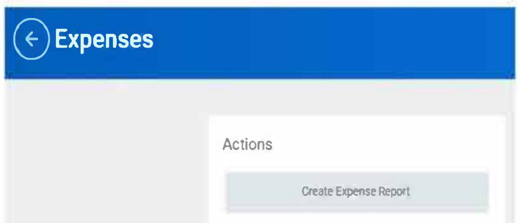
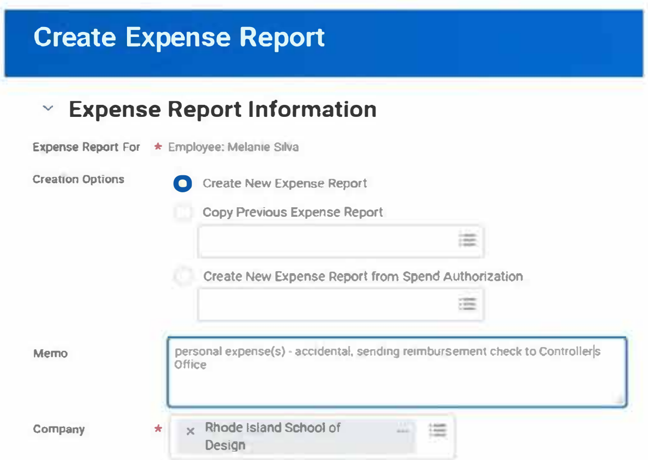
STEPS IN WORKDAY

Create an Expense Report

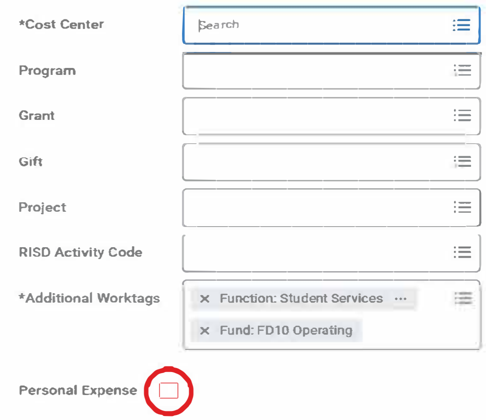
1. Log in to your Workday account.
2. Click the Expenses app on the Home page in the top right corner and select the action **Create Expense Report** at the top of the menu of available options.



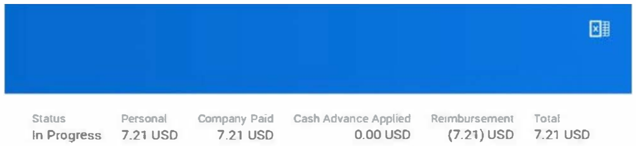
3. Select the **Create New Expense Report** option.
4. Type the following in the **Memo** field (title of the Expense Report): “personal expenses – (reason why) sending reimbursement check to the Controller’s Office.”



5. Select the transactions that are personal and enter them as you would typically – the only (and most important) difference being that you check the **Personal** box in each Expense Line.



6. You can double check your work by reviewing the header at the top right side of the page. The personal expense total that is owed back to RISD should appear under the **Personal** header and a negative balance of the same amount should appear under the **Reimbursement** header.



7. Click Submit.
8. Mail (2 College Street, Providence, RI 02903) or drop off a check to the Controller’s Office made out to RISD with “**personal expense**” and the **p-card transaction number** (PC-XXXXXX) or **expense report number** (EXP-XXXXXXX) written in the memo field.
9. Email Procurement (epro@risd.edu) with notification (cardholder name, expense number, check amount) when the check is on its way.