



Quick Reference Guide

WellBeing Allowance: Change / Cancel Expense Report For Eligible VMware Employees

To change or cancel an Expense Report in Workday, complete the following steps:

1. Login to Workday.
2. Click on the **Expenses** icon.
3. Under **Recent Expense Reports** click on the **Expense Date** you are wanting to Change or Cancel.



Expenses

Recent Expense Reports

Approved - 08/21/2019
Canceled - 08/21/2019

IMPORTANT: You can only Change or Cancel an Expense Report the same day you have submitted it. If one (1) day has lapsed you will need to contact HR Source.

View Expense Report

EXP - 00057141

Actions

Actions

Expense Report

Favorite

Expense Report

Add Attachment

Cancel

Change

Copy

Enable Multicurrency

Print

4. Click on **Actions** next to the Expense Report number.
5. Under **Expense Report** you may select to either **Change** or **Cancel** your Expense Report.

4. If you select **Change** you must click **OK** and go to **Expense Lines** to change the amount you are submitting for, add documentation, etc. and then **Submit** your Expense Report, again.
5. If you select **Cancel** your Expense Report will be canceled and not submitted for reimbursement. You will have to submit a new Expense Report prior to year end in order to be reimbursed for the current calendar year.
6. Click **OK** to Cancel.

Change Expense Report

EXP - 00057141

Actions

Header

Attachments

Expense Lines

Add

1 Item

Wed, Aug 21

Fitness Reimbursement
gym

400.00 USD

Expense L

Date *

Expense Item *

Total Amount *

Submit

Save for Later

Close