



Quick Reference Guide

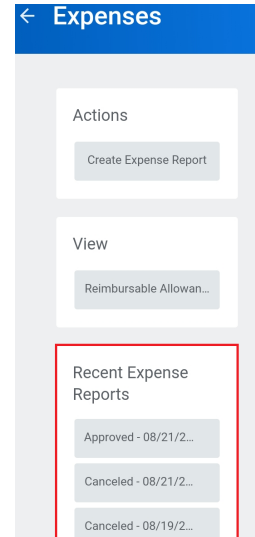
WellBeing Allowance: Change / Cancel Expense Report via Mobile For Eligible VMware Employees

To change or cancel an Expense Report using the Workday mobile app, complete the following steps:

1. Login to Workday mobile app.
2. Click on the **Expenses** icon.
3. Go to the **Recent Expense Reports**.
4. Select the Expense Report you are wanting to **Change** or **Cancel**.

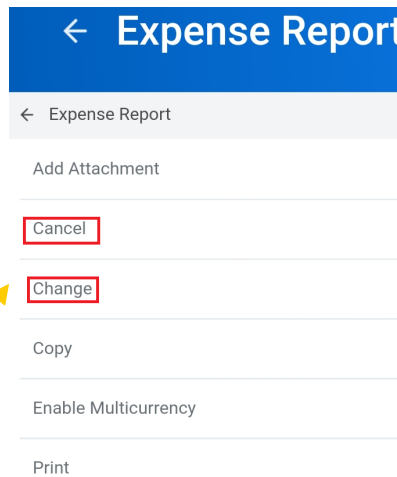
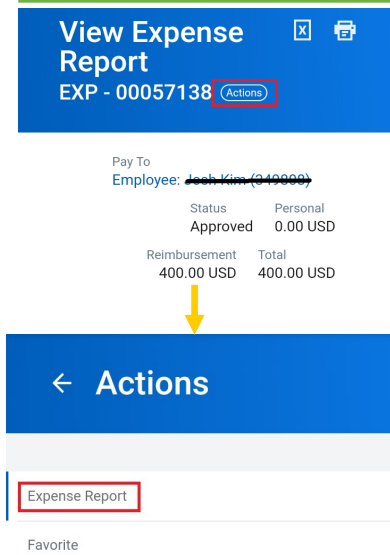


Expenses



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.

5. Click on the **Actions** box.
6. Select **Expense Report**.
7. Click on **Cancel** or **Change**



8. Click **Ok** for **Cancel** or **Change** your **Expense Report**.
9. For change the expense select **Expenses Lines**, you may change the amount you are submitting or add/change your documentation.
10. Click **Done** and return to **Submit**.

