



WellBeing Allowance Create Expense Report For Eligible VMware Employees

Quick Reference Guide

To create an Expense Report in Workday, complete the following steps:

1. Login to Workday.
2. Click on the **Expenses** icon.
3. Click **Create Expense Report** under **Actions**.



Expenses

Actions

Create Expense Report

Creation Options

Create New Expense Report

Copy Previous Expense Report

Memo

Company

US10 VMware, Inc.

Expense Report Date

08 / 21 / 2019

Worktags

Cost Center: Commercial Central Accounts

Region: AMER

OK Cancel

4. Workday will default to your current information.
5. You should always **Create New Expense Report**.
6. The **Expense Report Date** must be today's date.
7. Click **OK**.

8. Confirm that the information shown in the Header tab is correct. If not, click Edit to change.

Header Attachments Expense Lines

Save the expense report to review any errors before you submit.

Expense Report Number EXP - 00057137

Memo (empty)

Company US10 VMware, Inc.

Expense Report Date 08/21/2019

Reimbursement Payment Type VMware

Header Attachments Expense Lines

Add

9. Click on the **Expense Lines** tab to continue with your expense report.
10. Click **Add** to create your expense line.

Complete all the required boxes.

11. **Date** must be today's date.
12. **Expense Item** is **WellBeing Allowance Reimbursement**.
13. **Total Amount** is the amount in your local currency you are claiming for the current calendar year.
14. **Currency** will default in your local currency.
15. Do not change the **Worktags**, they will default to your current cost center and region.
16. **Merchant** is your fitness provider. If you have more than one, pick one to list here.
17. Do **not** add Itemization. If you had done so in error, Edit Itemization and click the Remove icon to delete.

Expense Line

Drop files here

Select files

Date

10/08/2020

Expense Item

WellBeing Allowance Reimbursement

Total Amount

0.00

Currency

USD

Memo

Worktags

Cost Center: US0911010 Fringe Benefit

Region: AMER

Instructions

Complete all the required boxes:

1. **Date** must be today's date.
2. **Expense Item** is WellBeing Allowance Reimbursement.
3. **Total Amount** is the amount in your local currency you are claiming for the current calendar year.
4. **Currency** will default in your local currency.
5. Do not change the **Worktags**, they will default to your current cost center and region.
6. **Merchant** is your product/service provider. If you have more than one, pick one to list here.
7. Do not Add Itemization. If you had done so in error, Edit Itemization and click the Remove icon to delete.
8. Click **Select Files** to upload your documentation. You may submit multiple documents, if necessary, to justify your full expense.
9. Click **Submit**

You will receive an email notification from Workday confirming your submission. Your WellBeing Allowance Reimbursement will appear on your paycheck in 1 to 2 pay cycles.

Item Details

Merchant

Itemization

Remaining Amount to Itemize 0.00/0.00 USD

Add

Receipt Included