



WellBeing Allowance: Create Expense Report via Mobile For Eligible VMware Employees

Quick Reference Guide



Expenses

Create Expense Report

To create an Expense Report using the Workday mobile app, complete the following steps:

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

4. Workday will default to your current information.
5. The **Expense Report Date** must be today's date.
6. Click **OK** to create a New Expense.
7. Click **Expense Lines**, to add an expense line.

8. Click **Add** to create a new expense line.
9. Complete all the require boxes.
10. **Date** must be today's date.
11. **Expense Item** is **WellBeing Allowance Reimbursement**.
12. **Total Amount** will default to your current local currency.
13. Do not change the **Worktags**, they will default to your current cost center and region.
14. **Merchant** is your fitness provider. If you have more than one, pick one to list here.
15. Do **not** Add Itemization. If you had done so in error, Edit Itemization and click the Remove icon to delete.
16. Click **Select Files** under **Attachments** from **File** to upload your documentation. You may submit multiple documents, if necessary, to justify your full expense.
17. Click **Done**.

18. Click **Expense Lines**.
19. Click **Submit**.
20. Click **Done**.