workday | VUMC BUSINESS EDUCATION

Find Expense Reports: Expense Initiators

Expense Initiators can utilize the Find Expense Reports report to quickly check statuses of expense reports they have created. Filters can be applied on the report to filter by the employee being reimbursed (Pay To Employee) or by who created the expense report (Created by Worker). Follow the steps below to run this report.

From the Workday Home Page:

1. Type **My Expense Reports** in the Search Bar and select the **My Expense Reports Report**.

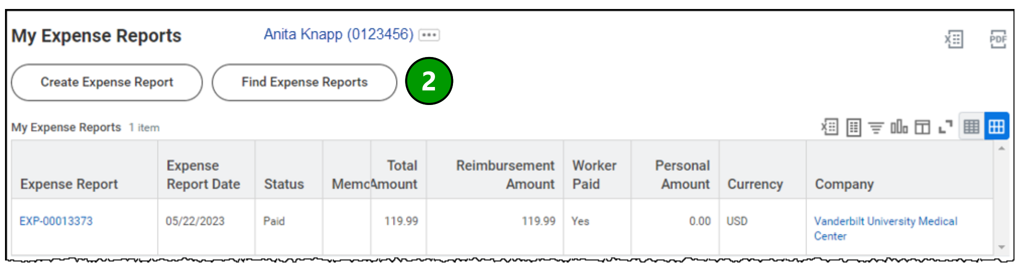
2. Select **Find Expense Reports.**

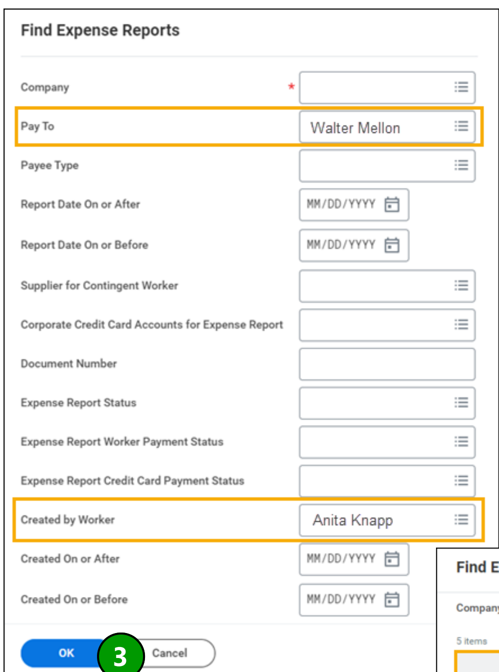
3. Fill in the **appropriate fields**. **Company** is required. It is recommended to filter by the employee being reimbursed (Pay To Employee) or by your own name (Created by Worker). Select **OK.**

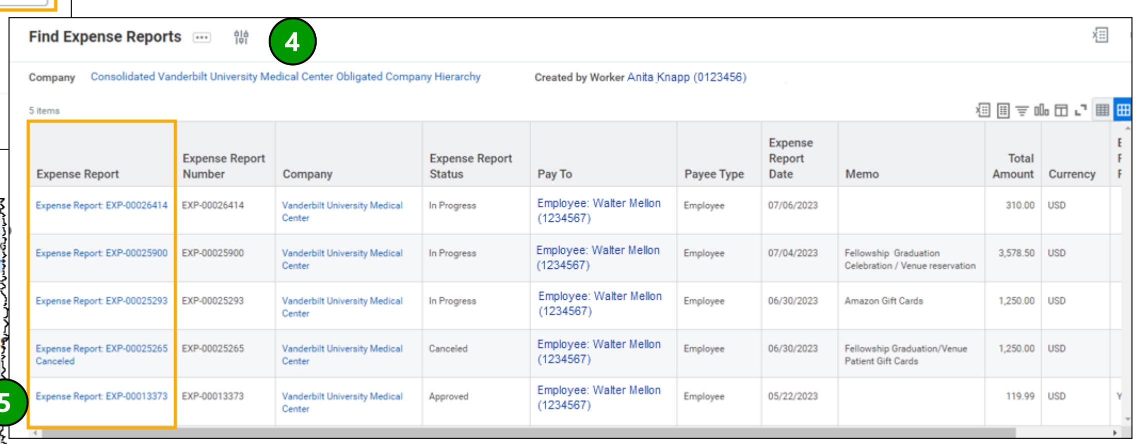
4. A report will appear with a list of Expense Reports including status and who the Expense Report was paid to. Clicking the **Expense Report link** in the first column will allow you to view the expense line details.

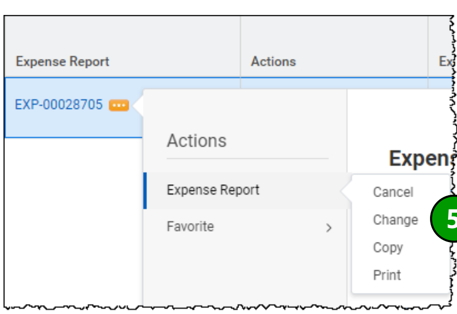
5. Use the Related Actions button to change the expense report.

Note: if a report is sent back to you, it can be found in your **Workday Inbox**.









QUESTIONS?

Please email businesseducation@vumc.org

VANDERBILT UNIVERSITY MEDICAL CENTER

07-20-2023