




VUMC  
BUSINESS  
EDUCATION



WORKDAY  
WORKSHOP:  
EXPENSE REPORTS &  
PAYMENT CARDS

DURATION: 30 MINUTES



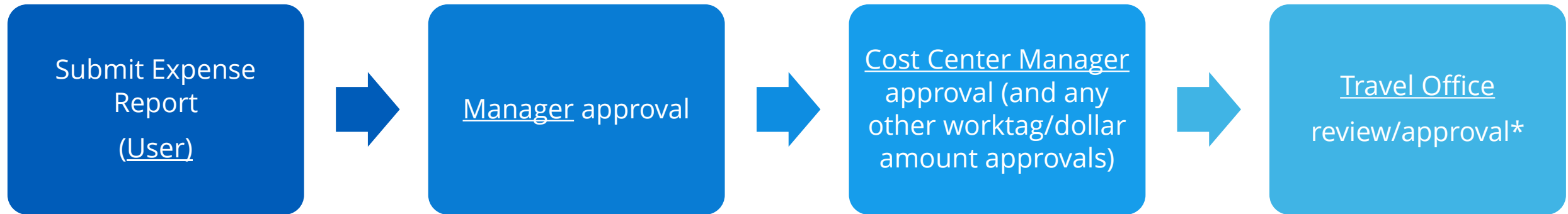
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## Topics for today's workshop include

- Create Expense Report
  - Add Payment Card Charges
  - Allocations
  - Itemizations
  - Personal Expenses
  - Billable check box
  - ITQ Attachment
- My Expense Report
- My Team's Expense Reports
- Payment Elections

# WORKSHOP TOPICS

# Summarized Workday Approval Workflow



\*if required



# TIPS ON EXPENSE REPORTS

Expense Reports

# Expense Reports

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Company	Purchasing entity for cost centers – one Company per expense report
Personal Expenses	Not reimbursed
Itemization	Required for Hotels only
International Travel Questionnaire approval	Must be attached for foreign travel
Billable Checkbox	For sponsored projects
Multiple card charges on a single expense report	YES
Disputed charges	Call U.S. Bank



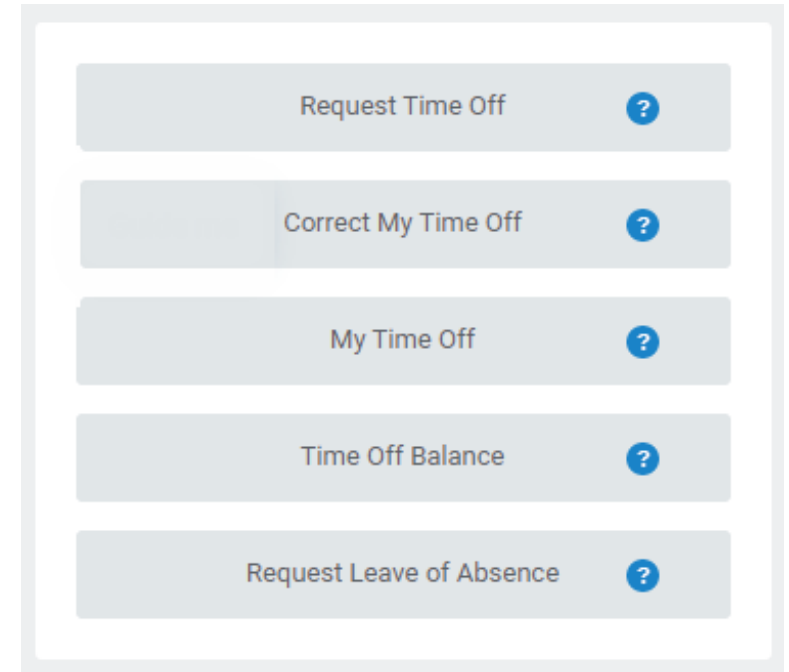
# TRAINING RESOURCES

TIPS & INFO

# Training: WalkMe Update

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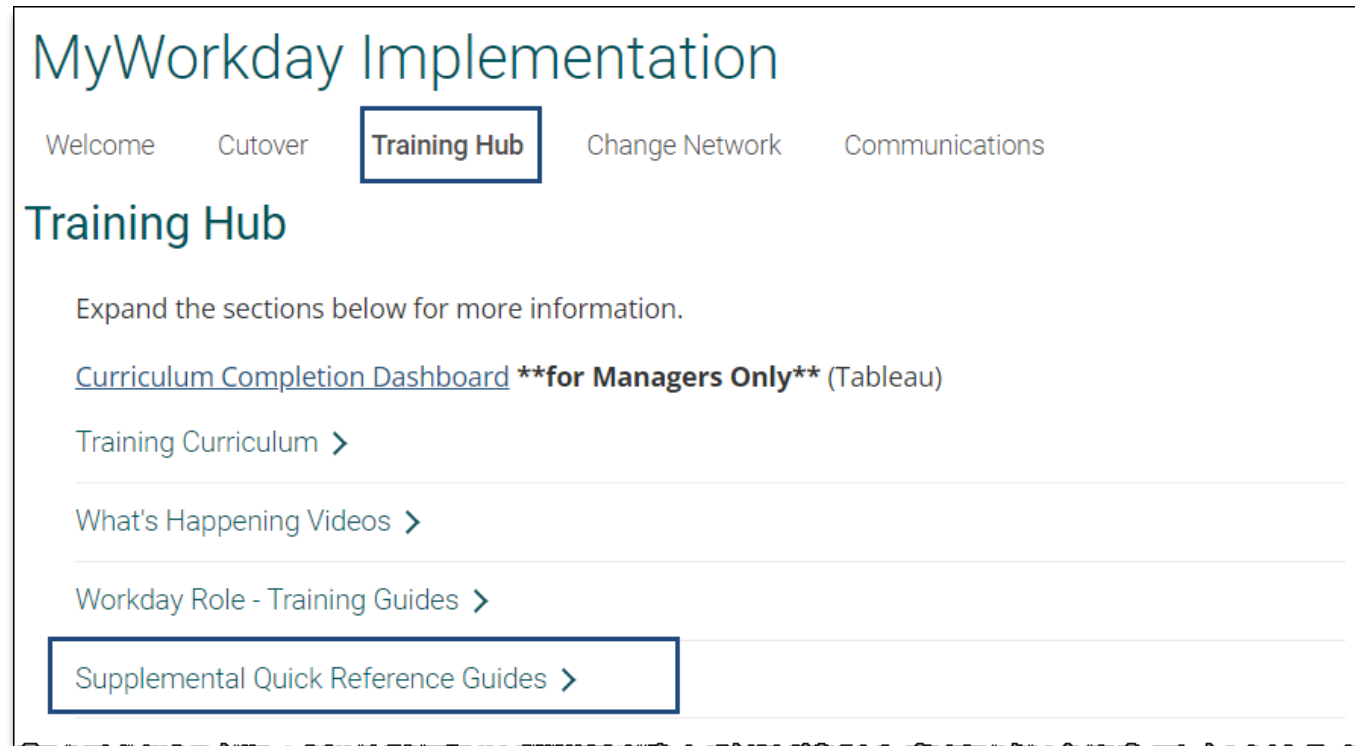
- WalkMe 'Guide Me' assistance is available for key workflows
  - Updating Personal Information
  - Expense Reports
  - Delegation
  - Payroll Costing Allocations
  - PTO
  - Leave of Absence
  - Disciplinary Action
  - Certificates



- [Install Link HERE](#)
- [WalkMe Add-in Manual Installation Guide for Macs](#)

# Training Update

- Leaders should check the MyWorkday dashboard to ensure their teams have completed required training
  - [Workbook: MyWorkday Curriculum Dashboard](#)
- Quick Reference Guides can be found on the [MyWorkday Training Hub](#)



The screenshot shows the 'MyWorkday Implementation' page with a navigation menu. The 'Training Hub' tab is selected and highlighted with a blue box. Below the navigation, the 'Training Hub' section is titled, followed by the instruction 'Expand the sections below for more information.' A list of links is provided: 'Curriculum Completion Dashboard **\*\*for Managers Only\*\*** (Tableau)', 'Training Curriculum >', 'What's Happening Videos >', 'Workday Role - Training Guides >', and 'Supplemental Quick Reference Guides >', which is also highlighted with a blue box.





Questions?

**Thank you!**