

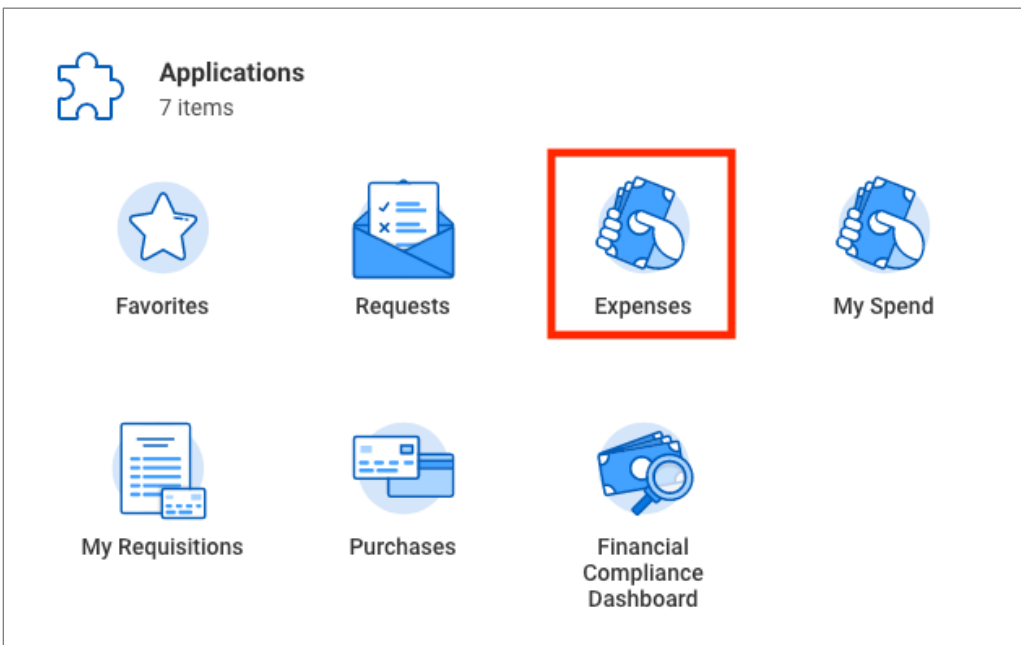
Reimbursement

The example shows how to get reimbursement on what you already spent. It is helpful to know which funds/grants you will be using.

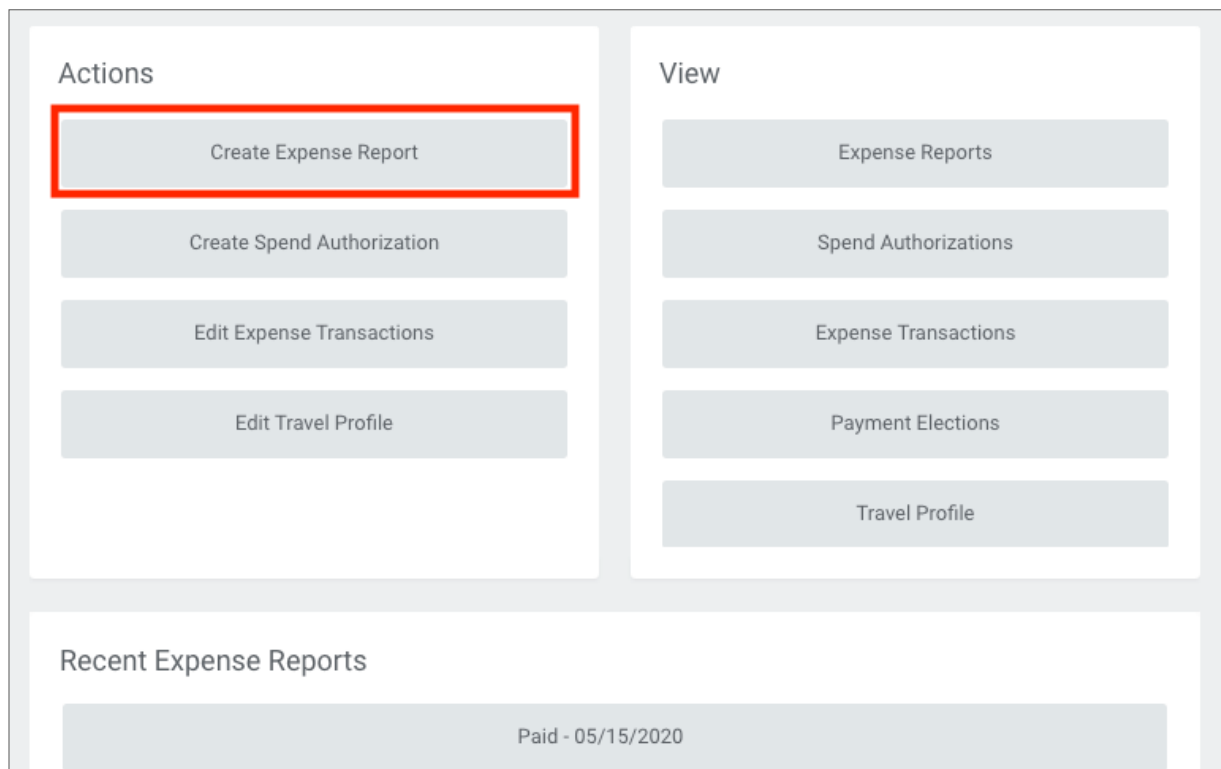
- 1) Log-in to Techworks page (techworks.gatech.edu) and click (1)“My Work” on the top menu bar.
- (2) Then click “Workday Financials” button under Applications and Resources. (Or, you can directly go to GT-workday page ([Link](#)))

The screenshot displays the Georgia Tech Techworks portal interface. At the top, a navigation bar includes 'My Home', 'My Work' (highlighted with a red box), 'Map', 'Directory', 'Offices', and a 'Help' dropdown. Below this is a 'Main Menu' bar with a 'Sign Out' link. The main content area is divided into several sections. On the left, there's a 'News and Announcements' section with a checkmark icon, followed by a 'Quick Links' section with buttons for 'Policy Library', 'GT ID#', 'GT Reports', 'EthicsPoint', and 'Administrative Calendar'. The central part of the page features a large banner for 'OneUSG Connect is Live' with the URL 'transformation.gatech.edu' and a 'LEARN MORE' link. Below this is a section for 'Your 2019 W-2 is Now Available' with instructions to click the 'Legacy Pay & W-2' tile and then 'View and Print W-2 Form', and a link to 'services.gatech.edu' for assistance. Another banner below that says 'Are You Ready? Register Now for OneUSG Connect Training' with the URL 'transformation.gatech.edu/oneusg-connect-training' and a 'LEARN MORE' link. At the bottom, there's an 'Applications and Resources' section with four icons: 'OneUSG Connect', 'Workday Financials' (highlighted with a red box), 'LITE', and 'Services & Support'.

2) When you log-in to GT-Workday page, you will see Applications panel on your right side. Click “Expenses.”



3) Click “Create Expense Report” under Actions menu



4) The following image is the form that you will see when you create a new expense report. If you are not copying an existing expense report, keep creation option as “Create New Expense Report.” You will notice Company is automatically filled. Items with red asterisks must be filled.

Create Expense Report

Expense Report Information

Expense Report For * Employee: Jiwon Yeon

Creation Options *

Create New Expense Report

Copy Previous Expense Report

Create New Expense Report from Spend Authorization

Memo

Company *

CO503 Georgia Institute of Technology

Expense Report Date *

09/28/2020

Business Purpose

Project

Grant

Gift

Designated

GTRI Charge Code

Custodial Entity

Program

Additional Worktags *

OK

Cancel

5) Fill in Business Purpose. When you activate the blank, it will show a drop-down list. Find and fill in from which project/grant/designated you will be reimbursed. You can type in “Rahnev” in each of the blank to search the fund that you want to use. You can find Doby’s start-up fund in Designated section, not Grant or Project. Once you select the funding source, Additional Worktags will be generated automatically. Click “Ok” button in the bottom when you filled all these sections.

Business Purpose	<div>× Conference/Seminar</div>
Project	<div></div>
Grant	<div></div>
Gift	<div></div>
Designated	<div>× DE00007089 PSYC Psych - Start up Funds-Rahnev</div>
GTRI Charge Code	<div></div>
Custodial Entity	<div></div>
Program	<div></div>
Additional Worktags *	<div><div>× Assignee: Dobromir Rahnev - drahnev6</div><div>× Budget Reference: BR21</div><div>× Class: CL11200 State Appropriations</div><div>× Cost Center: CC000337 PSYC - School of Psychology</div><div>× Function: FN12100 Individual or Project Research</div><div>MORE (1)</div></div>

6) The next page will show “Expense Lines.” Once the page is loaded, (1) click “Add” button. Then you will show a format on the right panel of the screen. (2) Attach receipts for an item. (3) Select the category of the item. When you activate the blank, it will show a drop-down menu. You can also search it by typing the category name you are looking for.

The screenshot displays the 'Expense Lines' form interface. At the top, there are three tabs: 'Header', 'Attachments', and 'Expense Lines', with the latter being the active tab. On the left side, there is a list of items, currently showing '1 item'. In the top-left corner of the main content area, there is an orange 'Add' button, which is circled in red and labeled with a red circle containing the number '1'. To the right of the 'Add' button, there is a large rectangular area for attaching files, labeled 'Expense Line' at the top. This area contains the text 'Drop files here', a small 'or' button, and a 'Select files' button. This entire area is circled in red and labeled with a red circle containing the number '2'. Below the file upload area, there are two input fields. The first is labeled 'Date' and contains the value '09/28/2020' with a calendar icon. The second is labeled 'Expense Item' and contains the value 'Registration' with a dropdown arrow. This second field is circled in red and labeled with a red circle containing the number '3'.

7) Once you select the category for the expense item, the following blanks will appear. Fill in quantity and per unit amount blanks. The total amount blank will be automatically filled in.

Expense Item	*	<div>× Registration</div>	<div>⋮</div>
Quantity	*	<div>1</div>	
Per Unit Amount	*	<div>25.00</div>	
Total Amount	*	<div>25.00</div>	
Currency	*	<div>× USD ...</div>	<div>⋮</div>
Memo		<div></div>	

8) The following section shows funding information that you will be reimbursed from. You don't have to make any changes here but check whether the information is correct.

Project	<input type="text"/>	:≡
Grant	<input type="text"/>	:≡
Gift	<input type="text"/>	:≡
Designated	<div>×</div> DE00007089 PSYC Psych - Start up Funds-Rahnev ...	:≡
GTRI Charge Code	<input type="text"/>	:≡
Custodial Entity	<input type="text"/>	:≡
Program	<input type="text"/>	:≡
*Additional Worktags	<div>×</div> Assignee: Dobromir Rahnev - drahnev6	:≡
	<div>×</div> Budget Reference: BR21	
	<div>×</div> Class: CL11200 State Appropriations ...	
	<div>×</div> Cost Center: CC000337 PSYC - School of Psychology ...	
	<div>×</div> Function: FN12100 Individual or Project Research ...	
	MORE (1)	

9) The last section shows the details of the item. Fill in the business reason section and check receipt included. Itemization is used when you are going to be reimbursed a large amount and have multiple items in that single expense (e.g., Reimburse total \$530 = Hotel \$500 + Registration \$30). Otherwise, you can get reimbursement separately for different items. In this case, go to the top of the page and click orange “Add” button and fill in a new format. Once all done, click “Submit” button at the bottom.

Item Details

Business Reason

Conference registration

Itemization

Remaining Amount to Itemize 25.00/25.00 USD

Add

0 items

Receipt Included

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