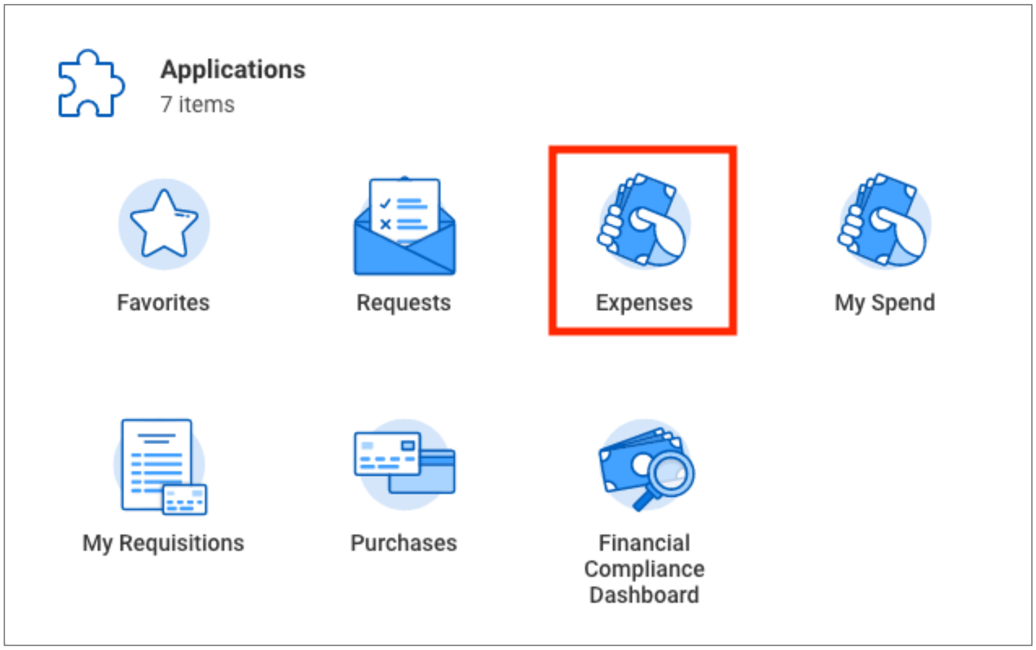
**Reimbursement**

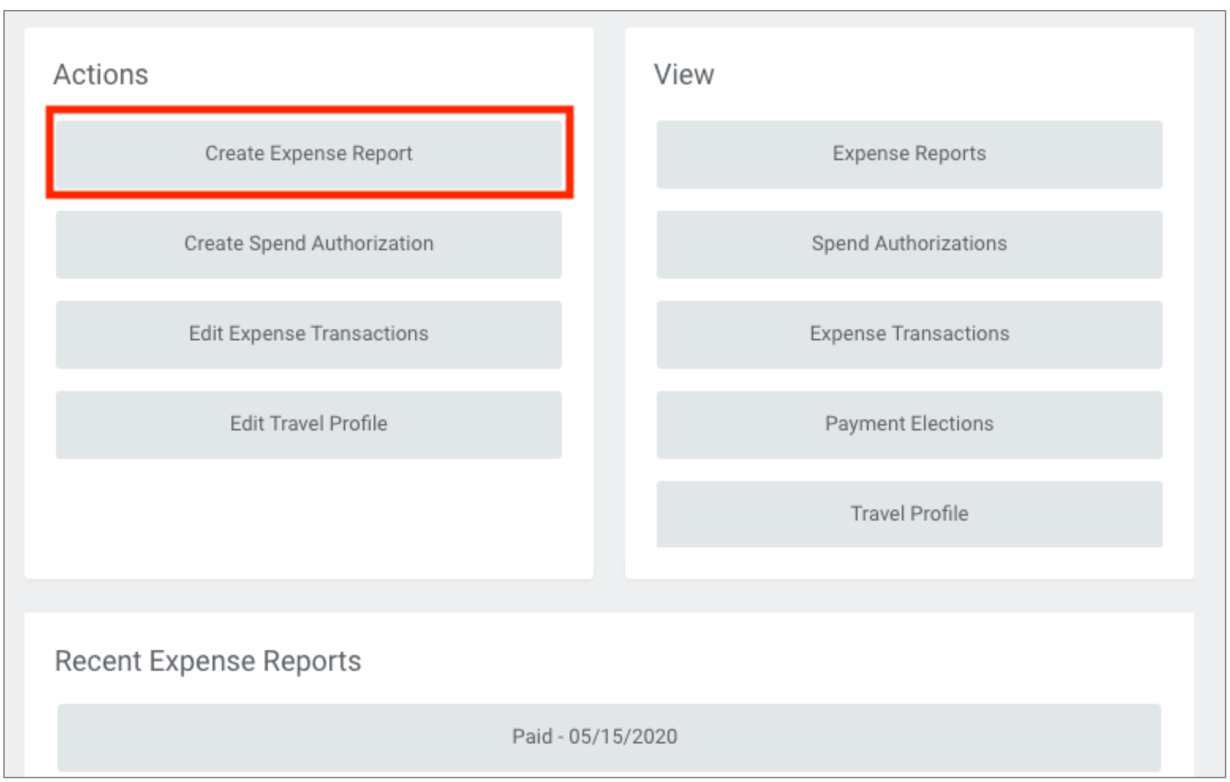
The example shows how to get reimbursement on what you already spent. It is helpful to know which funds/grants you will be using.

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)

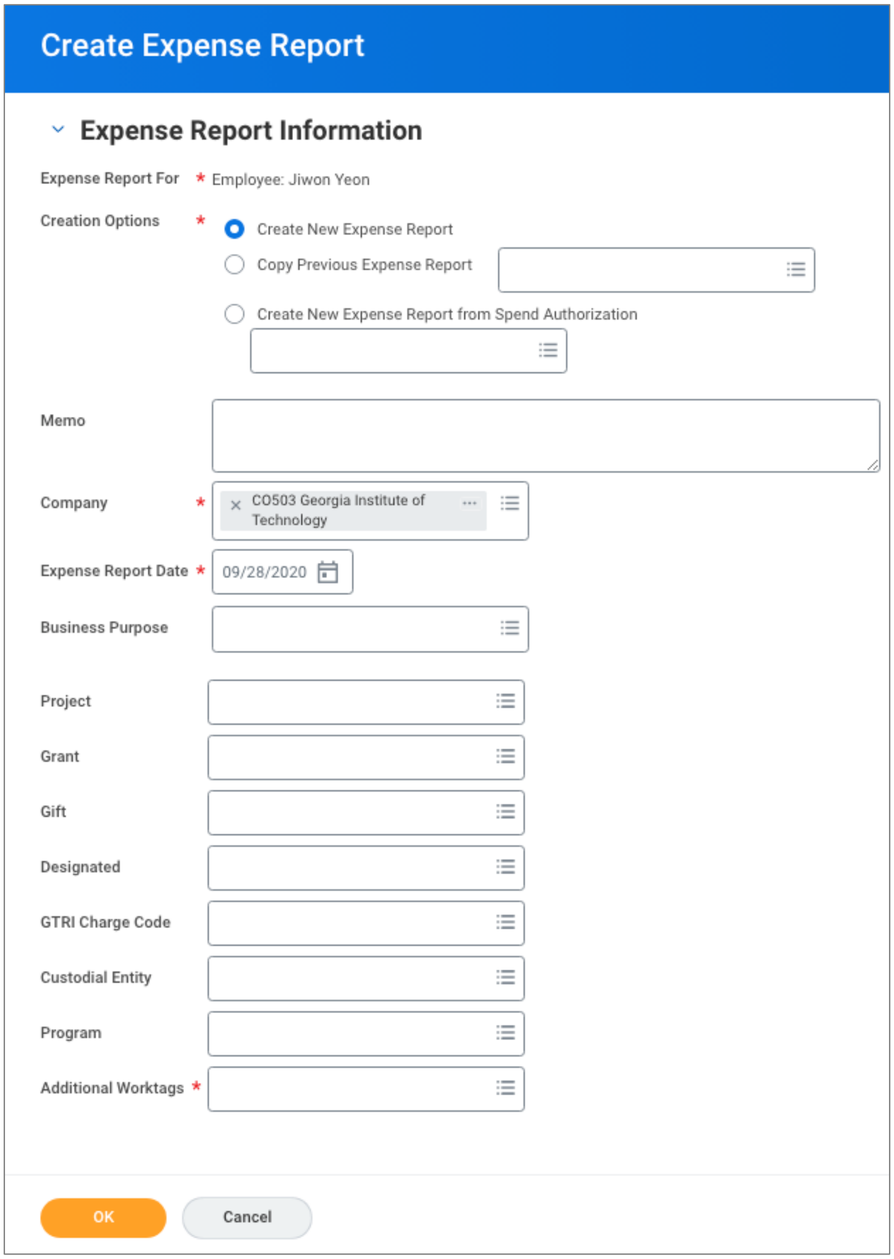
2) When you log-in to GT-Workday page, you will see Applications panel on your right side. Click "Expenses."




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

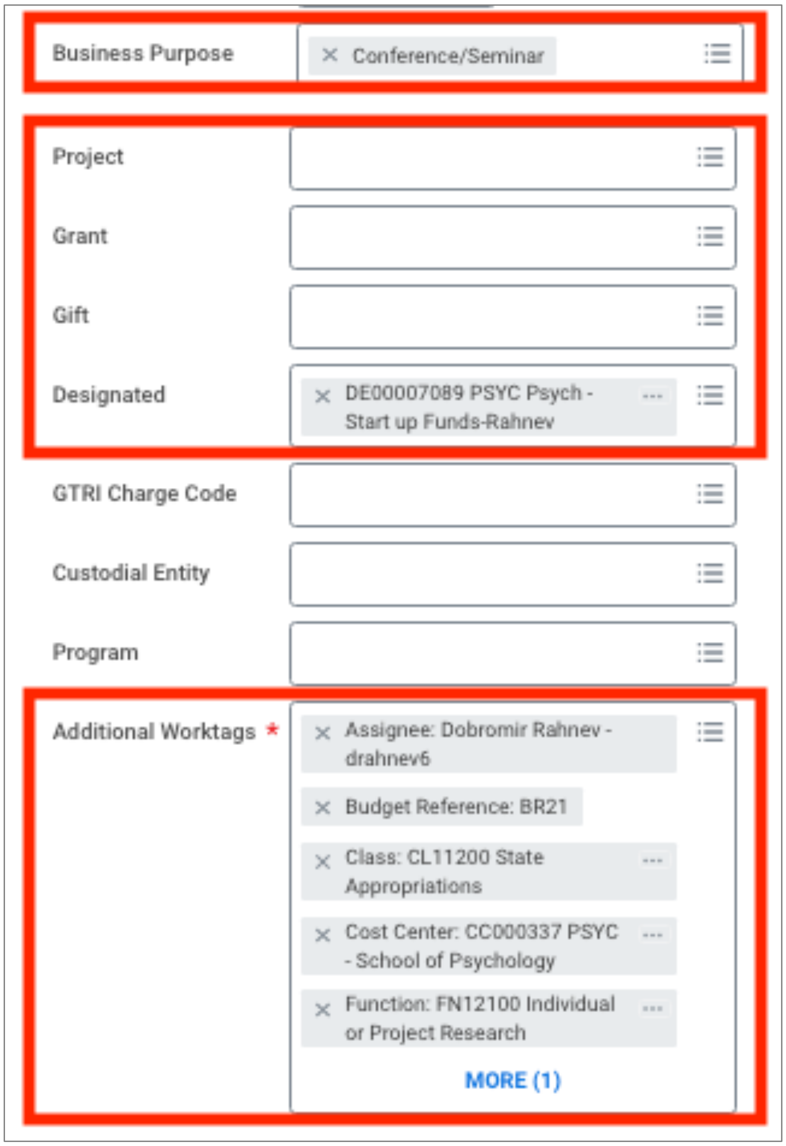
Custodial Entity

Program

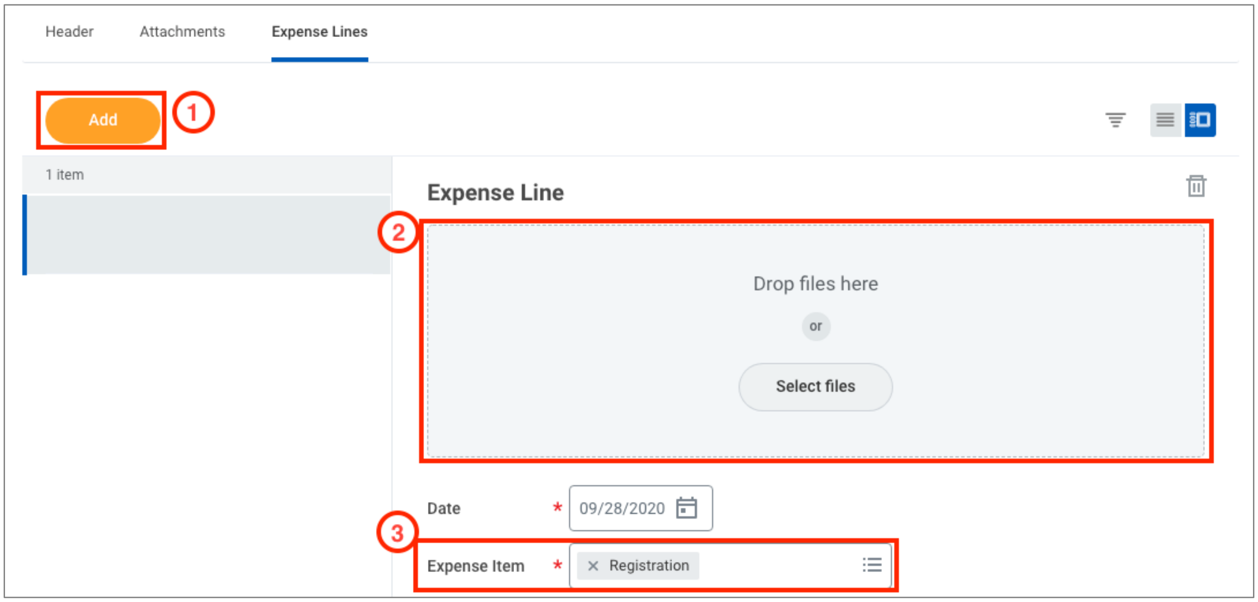
Additional Worktags *

OK Cancel

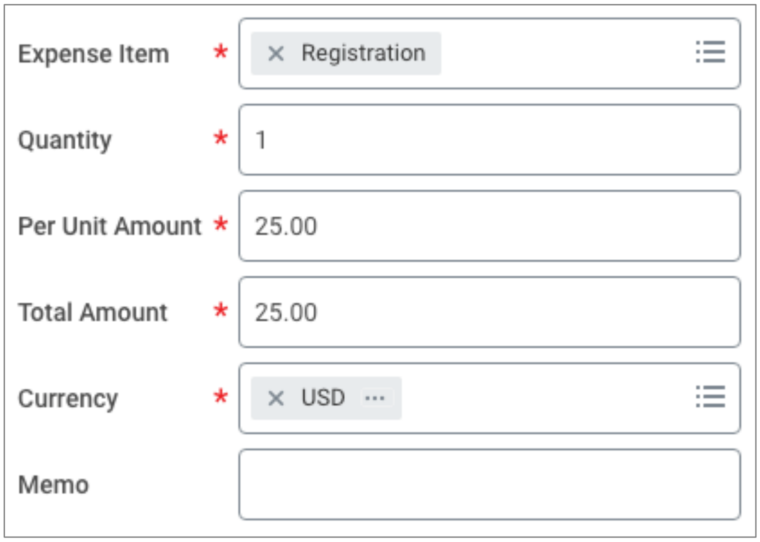
5) Fill in Business Purpose. When you activate the blank, it will show a drop-down list. Find and fill in from which project/grant/designated you will be reimbursed. You can type in “Rahnev” in each of the blank to search the fund that you want to use. You can find Doby’s start-up fund in Designated 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.



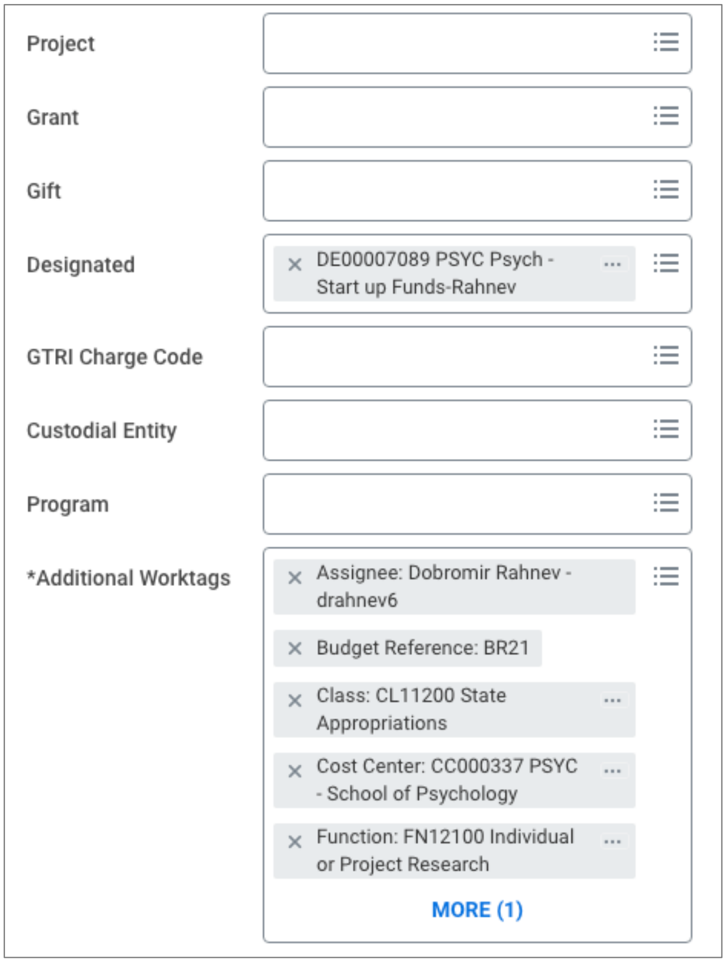
6) The next page will show “Expense Lines.” Once the page is loaded, (1) click “Add” button. Then you will show a format on the right panel of the screen. (2) Attach receipts for an item. (3) Select the category of the item. When you activate the blank, it will show a drop-down menu. You can also search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



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.



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.



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.