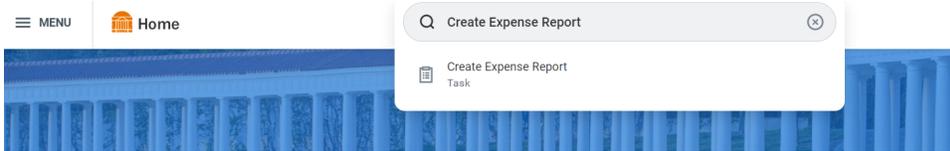


Updated Reimbursement Procedure on Workday

This page will show a step-by-step guide on how to create a reimbursement request on Workday, UVA's new software for this.

1. Log in to Workday: <https://www.myworkday.com/uva/d/home.html>
2. In the search bar on top of the screen, type "Create Expense Report" and select it.



3. Under "Memo" put a description of what the trip was. For instance, "Collaboration meeting at Fermilab"

Creation Options * Create New Expense Report
 Copy Previous Expense Report

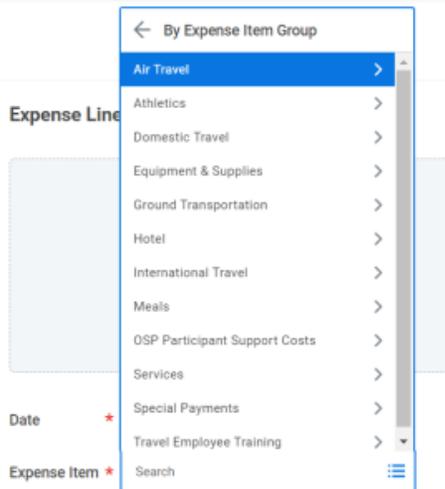
Memo * Spinqwest Collaboration meeting at Fermilab

Company *

Expense Report Date * 10/04/2022

Company on Expense Line *

4. Under "Grant", put in the code for our grant. If you don't know it, reach out to someone in the group. Filling this out will also populate the Fund, Cost Center, and Function fields. Click OK to create the report.
5. For each expense item, add a line to your report.



There are a number of categories of expense lines, but they're all fairly straightforward to fill out.

6. Once all the lines are filled out and you've checked that all required receipts are attached, click "submit".

7. To check the status of your expense report, search "My Expense Reports"

Q My Expense Reports 

 My Expense Reports
Report

Click on the magnifying glass on the left of the page next to your report, and the details will come up. Under the "Business Process" tab, you will see a list of the steps that have happened and still need to happen, as well as who is responsible for them.

The grant code to enter is:

GR017151 GQ10001-111015-101

After you create the expense report you can select the Expense Lines. Common ones are:

Per Diem

Mileage

Expense Item

Lab Equipment, Non-Capital (Less than \$5000)

For Per Diem expenses type "per diem" into Expense Item and hit return to search for it. Select Per Diem Travel Meals (Domestic).

Select the Expense Line

Expense Line

Expense Date * 08/24/2023

Expense Item * [Per Diem Travel Meals, Domestic](#)

Total Amount 2,409.50

Currency * USD

Memo FNAL - May

In the Item Details select dates but it seems to work better if it's only one month at a time.

Type the city in "Chicago" to the Destination.

For driving reimbursement:

Expense Item "mileage"

put int from and to destinations

and use "Standard IRS"

Expense Line

Expense Date * 08/24/2023

Expense Item * Mileage

Quantity * 1

Rates Used 0.655

Total Amount 495.84

Currency * USD

Memo (empty)

Company The Rector & Visitors of the University of Virginia

Gift (empty)

Grant GR017151 GQ10001-111015-101-Electron Interactions with Nuclei

Designated (empty)

Project (empty)

*Fund FD021 Restricted Federal Sponsored Program Fund (State 03010)

*Cost Center CC0091 AS-Physics (PHYS)

*Function FN009 Research Projects & Individual

Program (empty)

Additional Worktags Business Unit: BU02 AS-Arts and Sciences

Instructions

This Distance Calculation for Expenses feature uses Google Maps to calculate an estimated driving route distance between the addresses you submit in the address fields below. By submitting information to these address fields, you understand and agree that the following terms of service and privacy policy apply:

(1) [Google Maps/Google Earth Additional Terms of Service](#)

(2) [Google Privacy Policy](#)

powered by 

Item Details

Origin Address * Fermilab Village, Warrenville, IL, USA

Destination Address * 4616 Loving Rd, North Garden, VA, USA

Unit of Measure for Distance Miles

Estimated Distance of Driving Route * 757

Trip Distance Including Diversions * 757

Vehicle Plan * Standard IRS

Purchase Justification (empty)

Receipt Included No