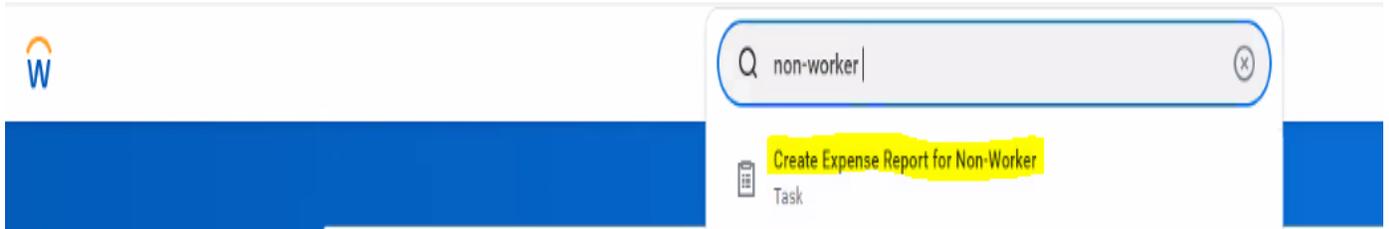


- 1.) Type in WD search bar “Non worker expense”  
Select “Create expense report for Non-Worker”



This is what it will look like:

### Create Expense Report for Non-Worker

Payee Type \*

Creation Options \*  Create New Expense Report  
 Copy Previous Expense Report

Memo

Company \*

Expense Report Date \* 03/21/2022

Business Purpose

Cost Center \*

Gift

Grant

Additional Worktags \*

**Credit Card Transactions**

Select All

- 2.) Select Payee type: Student

### Create Expense Report for Non-Worker

Payee Type \*

Creation Options \*  Candidate  
 External Committee Member  
 Student

3.) Pay to: select student name or by Bentley ID

### Create Expense Report for Non-Worker

Payee Type \* Search   
x Student

Pay To \* 

Creation Options \*  Create New Expense Report  
 Copy Previous Expense Report 

4.) Under creation options: Create New Expense Report (this is pre-selected)

Under Memo: Required to fill in what this reimbursement is for

Memo 

Company \* x Bentley University ... 

5.) Company: Prefills as Bentley University

6.) Business Purpose: Must find business purpose- usually student activities

Company \* x Bentley University ... 

Expense Report Date \* 03/21/2022 

Business Purpose x Student Activities ... 

7.) Select Cost Center:

Cost Center \* x [REDACTED] ... 

8.) Under Additional Worktags- they need to go to Organizations and Activities. This is where they select the Organization number (begins with OR). Click on three lines beside Additional Worktags to open Selection option

Memo

Company \* x Bentley University ...

Expense Report Date \* 03/21/2022

Business Purpose

Cost Center \* \*

Gift

Grant

Additional Worktags \* Search

- My Worktag
- \*Division
- \*Fund
- \*Program
- Faculty Research Accounts
- International Programs
- Organizations & Activities

- x Division: Division of Student Affairs
- x Fund: 1100 Operating Fund - E&G
- x Program: 400 Student Services

Credit Card Transactions

Select All

0 items

OK Cancel

**-Example of the ORG selected :**

Company \* x Bentley University ...

Expense Report Date \* 03/21/2022

Business Purpose x Student Activities ...

Cost Center \* x 6504 Student Organizations ...

Gift

Grant

Additional Worktags \* \*

- x Division: Division of Student Affairs
- x Fund: 1100 Operating Fund - E&G
- x Organizations & Activities: OR76010 Bentley Streetwear Society
- x Program: 400 Student Services

Credit Card Transactions

Select All

0 items

Include?	Transaction	Date	Expense Item	Mercha
----------	-------------	------	--------------	--------

OK Cancel

Scroll through ORG Worktags and select the one this expense report should be booked to:

The screenshot shows a mobile application interface for creating a new expense report. The form includes fields for Memo, Company, Expense Report Date, Business Purpose, Cost Center, Gift, Grant, and Additional Worktags. A dropdown menu titled "Organizations & Activities" is open, displaying a list of organizational options with checkboxes. Below the list is a search bar and a list of selected worktags: "Division: Division of Student Affairs", "Fund: 1100 Operating Fund - E&G", and "Program: 400 Student Services". At the bottom of the form, there is a "Credit Card Transactions" section with a "Select All" checkbox and a list of 0 items. The form concludes with "OK" and "Cancel" buttons.

MEMO NEW EXPENSE REPORT  
Create New Expense Report

← Organizations & Activities

- Organizations & Activities: OR70392 NCAA Distributions
- Organizations & Activities: OR72908 Bentley Business Bowl
- Organizations & Activities: OR72911 Creative Writing Forum
- Organizations & Activities: OR76001 College Republicans
- Organizations & Activities: OR76002 Bentley Trading Society
- Organizations & Activities: OR76003 Bentley Real Estate
- Organizations & Activities: OR76004 Philanthropy
- Organizations & Activities: OR76006 Habitat for Humanity

Additional Worktags \*

Search

- × Division: Division of Student Affairs
- × Fund: 1100 Operating Fund - E&G
- × Program: 400 Student Services

Credit Card Transactions

Select All

0 items

OK Cancel

9.) **CLICK OK**

10.) On the next screen, click Add

ADD an expense line item for each receipt you have one at a time.

## Create Expense Report for Non-Worker EX15077

Pay To Student: Hayleigh O'Connor    Status Draft    Personal 0.00 USD    Reimbursement 0.00 USD    Total 0.00 USD

Header    Attachments    Expense Lines



There's nothing here

 enter your comment

Select Expense Item: Under spend category - use "Misc Supplies" and in the Memo add a description on the expense

11.)

### Expense Line

Drop files here

or

Date \* 03/21/2022 

Expense Item \*  

Quantity \*  >

Per Unit Amount \*  >

Per Unit Amount \*  >

Total Amount \*

Currency \* USD

Memo

**Expense Line**

Drop files here

or

Select files

**Itemization**

Remaining Amount to Itemize 0.00/0.00 USD

Add

Receipt Included

Date \* 03/21/2022

Expense Item \* Misc Supplies

Quantity \* 1

Per Unit Amount \* 0.00

Total Amount \* 0.00

Currency \* USD

Memo

\*Cost Center 6504 Student Organizations

Gift

Grant

\*Additional Worktags Division: Division of Student

Close

12.) Then go to select file and attach Receipt and be sure the check request form is selected with any one of your entries. PDF's preferred for receipt backup. If you get a red exclamation point, on your expense report-this means you still have to select the receipt.

Drop files here

or

Select files

13.) Under Total Amount: Enter the amount of the expense reimbursement for each receipt

Total Amount \* 0.00

And add a short Memo to say what you did, like Starbucks or T Shirts for Athletics

Memo

14.) USE THE ADD BUTTON TO ADD YOUR SECOND RECEIPT, until all your receipts are in. Every line item needs it's own receipt.

## Examples:

Header   Attachments   **Expense Lines**

**Add**

3 items   Sort By: ▾

**Thu, Apr 7**

Misc Supplies tips	10.00 USD
Misc Supplies Bought shirts for event 50 of them	100.00 USD <span>!</span>
Misc Supplies meal w/ fred Applebees	50.00 USD <span>!</span>

### Expense Line

Drop files here  
or  
**Select files**

Date \* 04/07/2022

Expense Item \*

Quantity \*

Per Unit Amount \*

Total Amount \*

Currency \* USD

Memo

\*Cost Center

Gift

**Add**

2 items   Sort By: ▾

**Thu, Apr 7**

Misc Supplies meal w/ fred Applebees	50.00 USD <span>!</span>
---	--------------------------

### Expense Line

Drop files here  
or  
**Select files**

Date \* 04/07/2022

Expense Item \*

Quantity \*

Per Unit Amount \*

Total Amount \*

Currency \* USD

Memo

\*Cost Center

Gift

Grant

\*Additional Worktags

**NOTE: Everything else, pre-fills from the prior page**

If receipt is lost, submit the lost receipt form. **A backup attachment is required.**

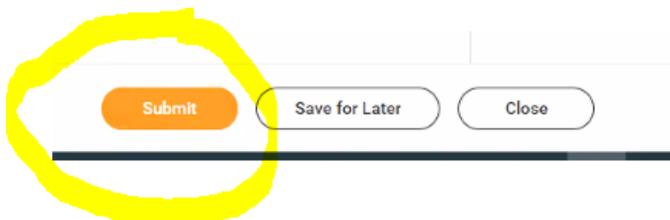
If a **RED !** appears, that means you have an **ERROR** and your Report will not Submit until you address the error.



Click here to see the error

**15.) Write down your expense report number before you click Submit. You can search in Workday by expense number: example - EX15322**

**16.) Click Submit**



After this the expense report goes to the cost center manager for approval.