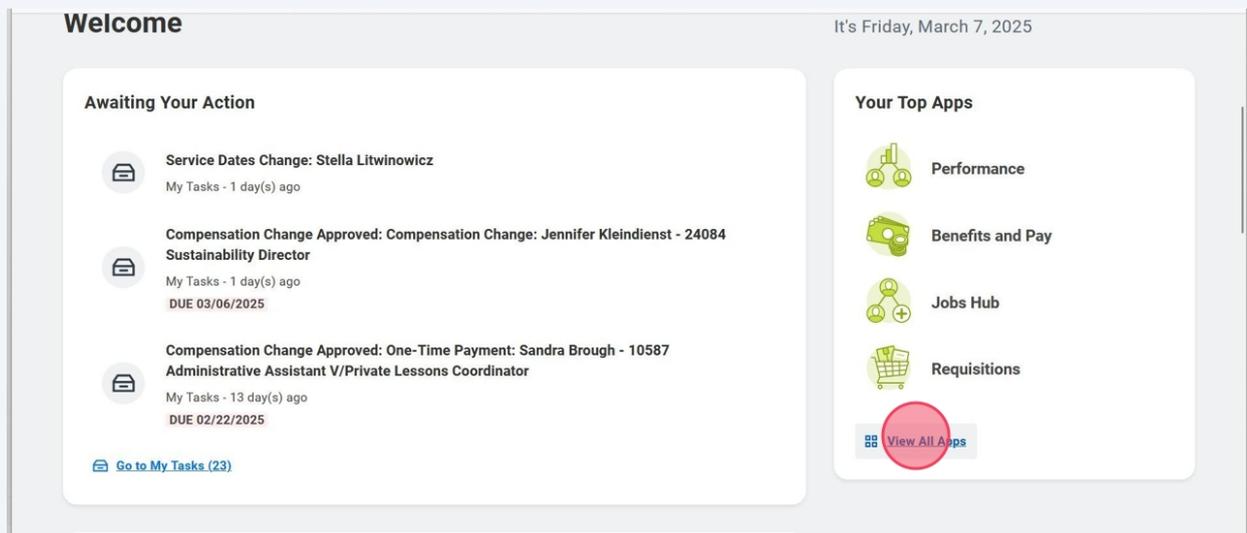


Submitting a Book/Supply Expense Reimbursement under the Dependent Tuition Scholarship Program

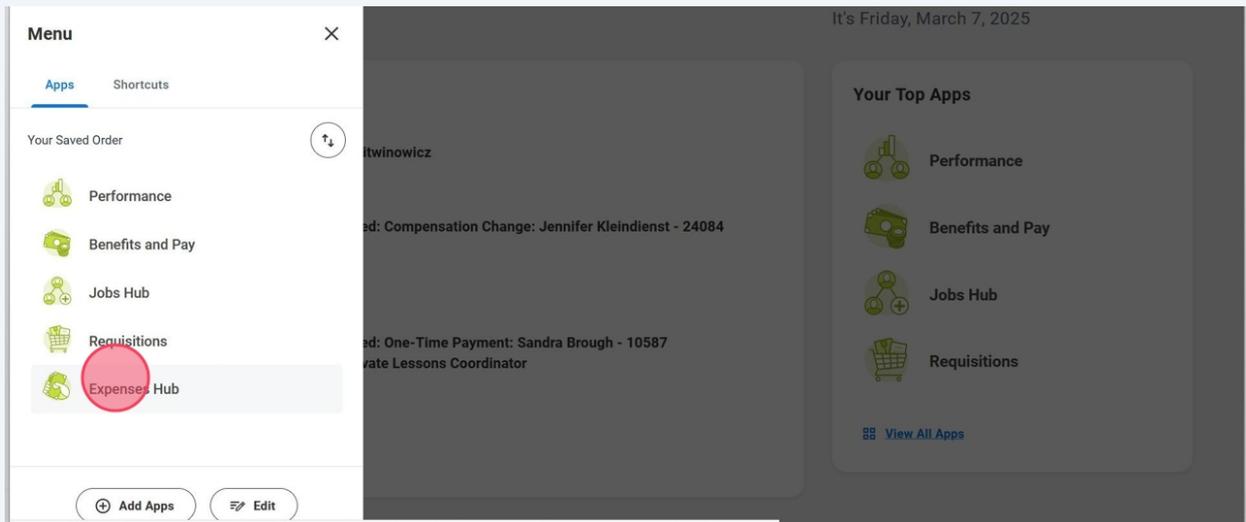
This guide offers instructions for employees to create and submit an expense report to receive reimbursement for books or supplies under Wesleyan's Dependent Tuition Scholarship program. Employees should review the policy at www.wesleyan.edu/hr/other-benefits/dependent-tuition.html to determine if they are eligible for reimbursement before submitting an expense report. Contact benefits@wesleyan.edu with questions.

1

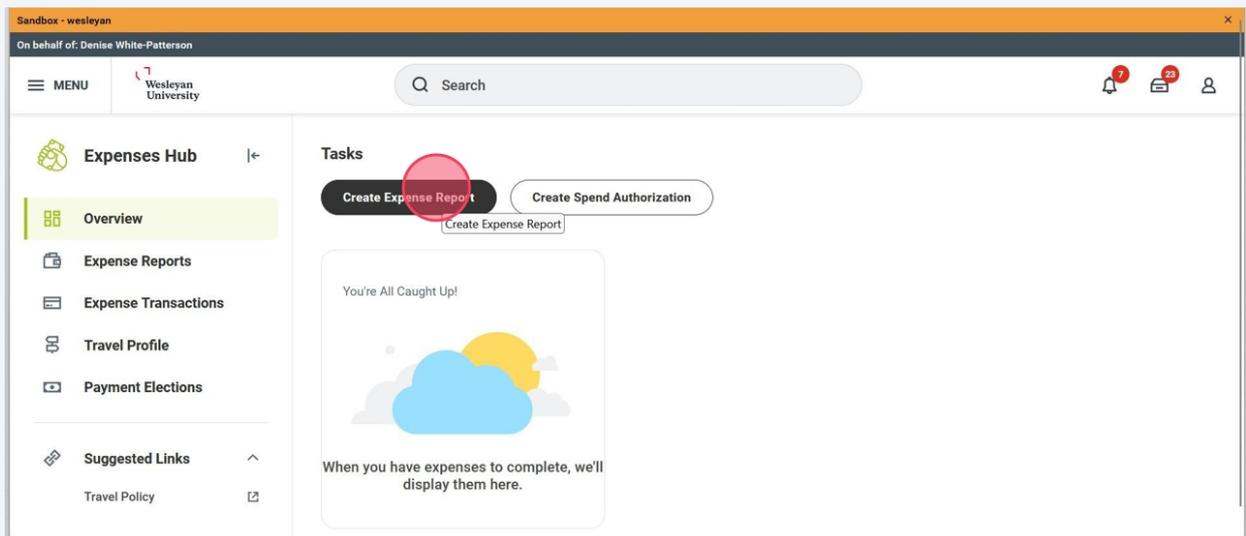
On your Workday landing page, under Your Top Apps on the right hand of the page, click on Expenses Hub. If you do not have the Expenses Hub under your Top Apps, to add it, Click "View All Apps".



2 Click "Expenses Hub" to add to your Top Apps.



3 Upon entering the Expenses Hub, click "Create Expense Report" to create a new expense report.



4

Click "Create New Expense Report". At the end of this job aid, instructions are given to copy a previous expense report to minimize input needed for subsequent book/supply reimbursement requests.

The screenshot shows a web browser window titled "Sandbox - wesleyan" with a "Close" button in the top right. The main content is a form titled "Create Expense Report". The form is divided into two columns: "Expense Report Information" on the left and "Instructions" on the right. In the "Expense Report Information" column, the "Expense Report For" field is set to "Employee: Denise White-Patterson". Under "Creation Options", there are two radio buttons: "Create New Expense Report" (which is selected and highlighted with a red circle) and "Copy Previous Expense Report". Below this is a text input field. The "Memo" field is empty and has a red asterisk next to it. The "Company" field is set to "WU Wesleyan University" and has a red asterisk. The "Expense Report Date" is set to "03/07/2025" and has a red asterisk. The "Business Purpose" field is empty and has a red asterisk. At the bottom left of the form are "OK" and "Cancel" buttons. The "Instructions" column contains "EXPENSE REPORT INSTRUCTIONS" and "Tips for successfully submitting an expense report:" followed by a list of bullet points.

5

Click "Memo". Enter "Send to Donna Brewer for approval" with your dependent's name and "Dependent Tuition Book/Supply Reimbursement".

This screenshot is identical to the one above, but with a red circle highlighting the "Memo" text input field. The "Memo" field is currently empty.

6 Click "Business Purpose" and Select Tuition Reimbursement.

The screenshot shows the 'Create Expense Report' form in a browser window. The form has several fields: Memo, Company, Expense Report Date, Business Purpose, Gift, Grant, Project Task, and Cost Center. The 'Business Purpose' dropdown menu is open, showing a list of options: Professional development, Recruiting - Faculty, Recruiting - Staff, Recruiting - Student, Research, Student Expense, Tuition Reimbursement, and Vendor Meeting. The 'Tuition Reimbursement' option is highlighted with a red circle. The 'Memo' field contains the text: 'Send to Donna Brewer for approval. Symone Patterson dependent tuition book reimbursement'. The 'Company' field is set to 'WU Wesleyan University'. The 'Expense Report Date' is '03/07/2025'. There are 'OK' and 'Cancel' buttons at the bottom. On the right side, there are instructions: 'means are to be listed separately and should include a business purpose. means shared with other travelers require attendees be listed in the **Attendees** field.', 'Reimbursements for **gas** should only be in a rental car. When using a personal vehicle, the mileage rate includes gas.', 'Travel insurance is **not** reimbursable.', and 'Expense report must be completed within **thirty days** from the date of travel return.'

7 Click Cost Center and Select "CC1491 Dependent Tuition Benefit".

The screenshot shows the 'Create Expense Report' form in a browser window. The form has several fields: Memo, Company, Expense Report Date, Business Purpose, Gift, Grant, Project Task, and Cost Center. The 'Business Purpose' field is now set to 'Tuition Reimbursement'. The 'Cost Center' dropdown menu is open, showing a list of options: CC1491 Dependent Tuition Benefit. The 'CC1491 Dependent Tuition Benefit' option is highlighted with a red circle. The 'Memo' field contains the text: 'Send to Donna Brewer for approval. Symone Patterson dependent tuition book reimbursement'. The 'Company' field is set to 'WU Wesleyan University'. The 'Expense Report Date' is '03/07/2025'. There are 'OK' and 'Cancel' buttons at the bottom. On the right side, there are instructions: 'means are to be listed separately and should include a business purpose. means shared with other travelers require attendees be listed in the **Attendees** field.', 'Reimbursements for **gas** should only be in a rental car. When using a personal vehicle, the mileage rate includes gas.', 'Travel insurance is **not** reimbursable.', and 'Expense report must be completed within **thirty days** from the date of travel return.'

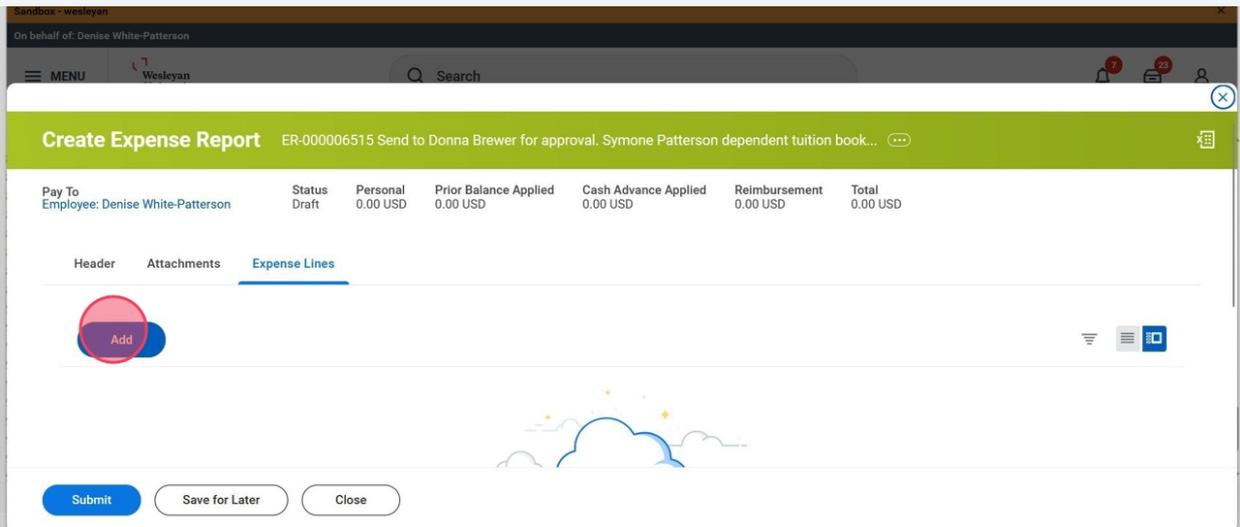
8 Click "Travel Classification (CWT-01)" and Select "TR0004 Non-Travel".

The screenshot shows the 'Create Expense Report' dialog box. The 'Travel Classification (CWT-01)' dropdown menu is open, displaying a search bar and a list of options: 'TR0001 Travel Domestic', 'TR0002 Travel Foreign', and 'TR0004 Non-Travel'. The 'TR0004 Non-Travel' option is highlighted with a red circle. Other fields include Grant, Project Task, Cost Center (CC1491 Dependent Tuition Benefit), Designation, Designee, Transaction Detail (CWT-05), and Additional Worktags. Buttons for 'OK' and 'Cancel' are at the bottom.

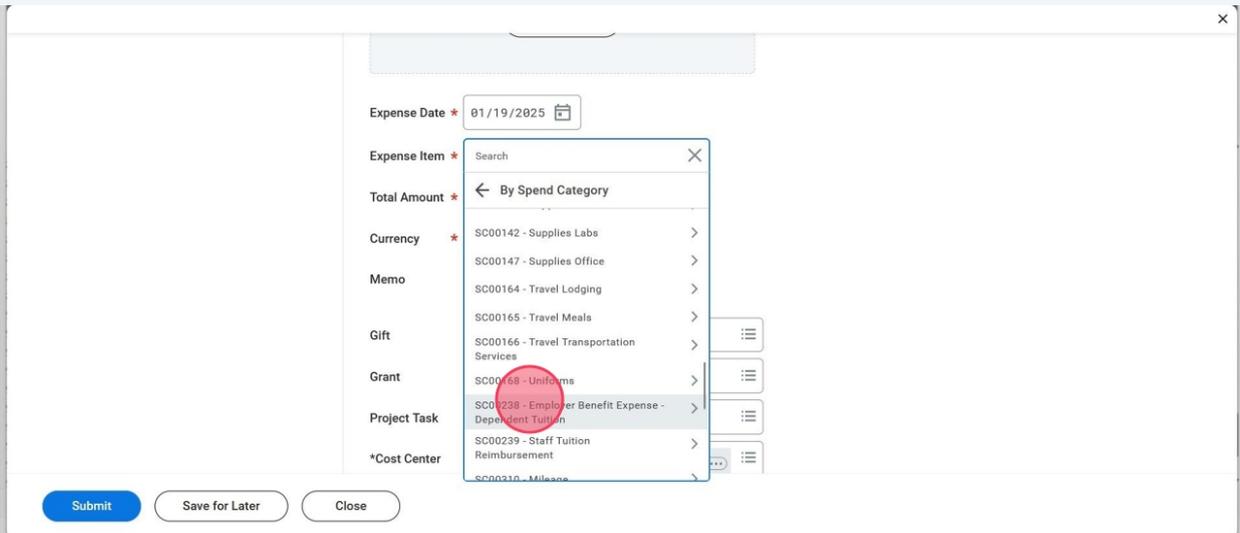
9 Click "OK".

The screenshot shows the 'Create Expense Report' dialog box. The 'Travel Classification (CWT-01)' dropdown menu is closed, and the 'TR0004 Non-Travel' option is selected. The 'Additional Worktags' section shows 'Fund: FD100 Unrestricted Operating' and 'Program: PG500 Institutional Support'. The 'Enable Tax' checkbox is unchecked. The 'OK' button is highlighted with a red circle.

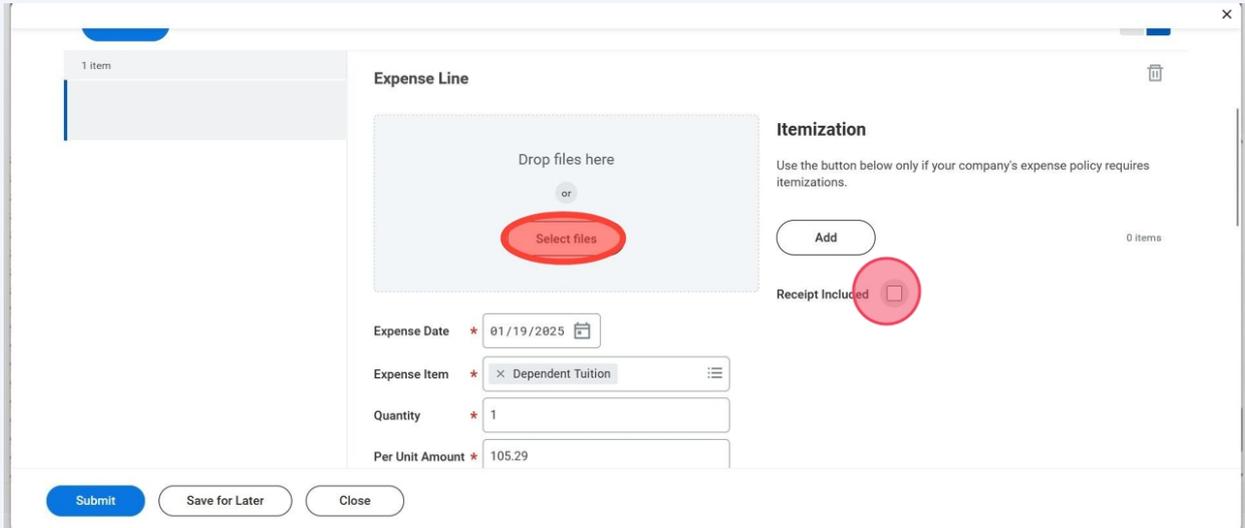
10 Click "Add" to add an Expense Line.



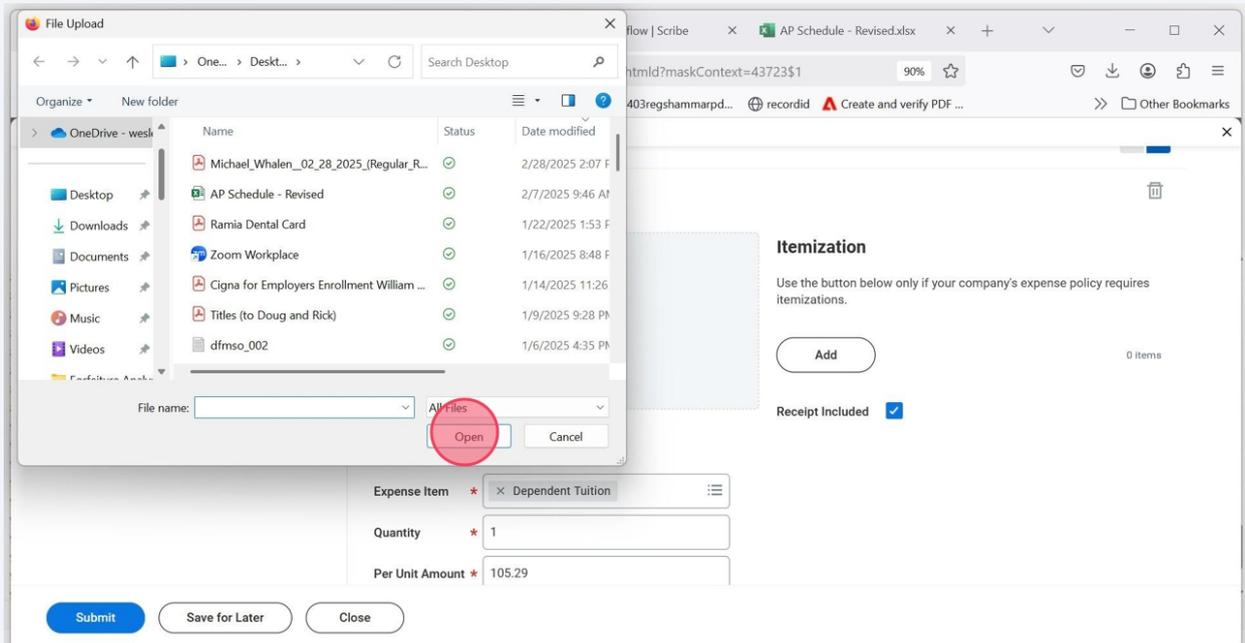
11 Click Expense Item and Select "SC00238 Employer Benefit Expense Dependent Tuition".



12 Click Receipt Included Checkbox. Then Click "Select Files" to attach receipt.



13 Locate file and Select "Open".



14

Click Expense Date and enter date of receipt. Quantity should equal 1. Enter Amount of Receipt (or amount reimbursable on receipt, if not total amount of receipt) under Per Unit Amount.

The screenshot shows the 'Expense Line' form. At the top left, it says '1 Item'. The main section is titled 'Expense Line' and contains a document icon labeled 'Backup With HR.docx' with a 'Successfully Uploaded!' message. Below this is a 'Comment' text box. To the right, under 'Itemization', there is an 'Add' button and a 'Receipt Included' checkbox which is checked. The form fields are: 'Expense Date' with a date picker set to 6/19/2025; 'Expense Item' with a dropdown menu showing 'Dependent Tuition'; 'Quantity' with a text input set to 1; and 'Per Unit Amount' with a text input set to 105.29. At the bottom, there are three buttons: 'Submit', 'Save for Later', and 'Close'. Red circles highlight the 'Expense Date', 'Quantity', and 'Per Unit Amount' fields.

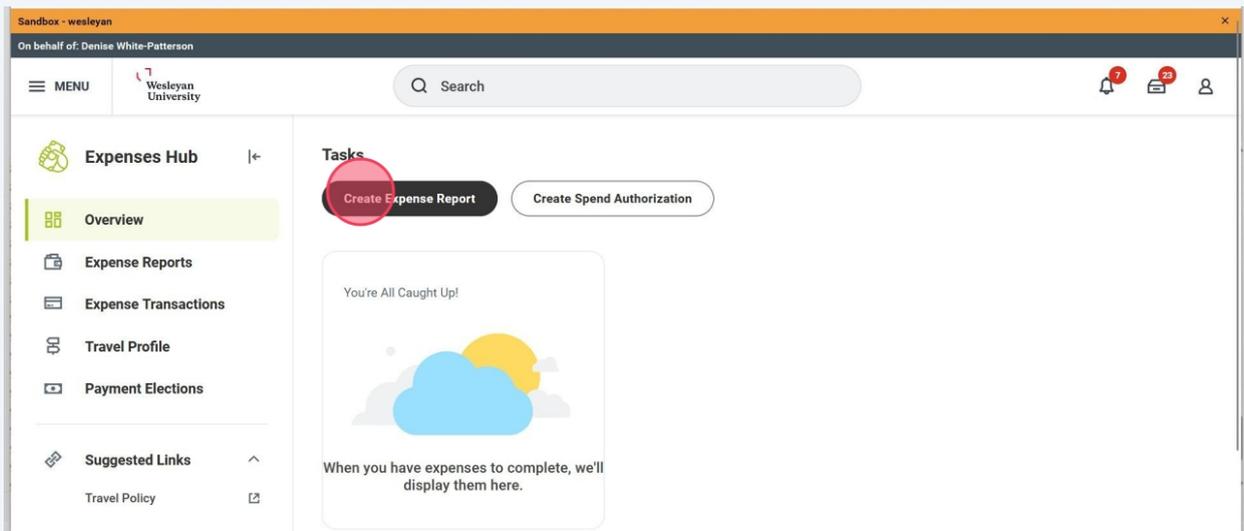
15

Click "Submit"

The screenshot shows the bottom portion of the 'Expense Line' form. It includes a 'Designee' dropdown menu, a '*Travel Classification (CWT-01)' dropdown menu set to 'TR0004 Non-Travel', a 'Transaction Detail (CWT-05)' dropdown menu, and '*Additional Worktags' with two selected items: 'Fund: FD100 Unrestricted Operating' and 'Program: PG500 Institutional Support'. Below these is a text box labeled 'enter your comment'. At the bottom, there are three buttons: 'Submit', 'Save for Later', and 'Close'. A red circle highlights the 'Submit' button.

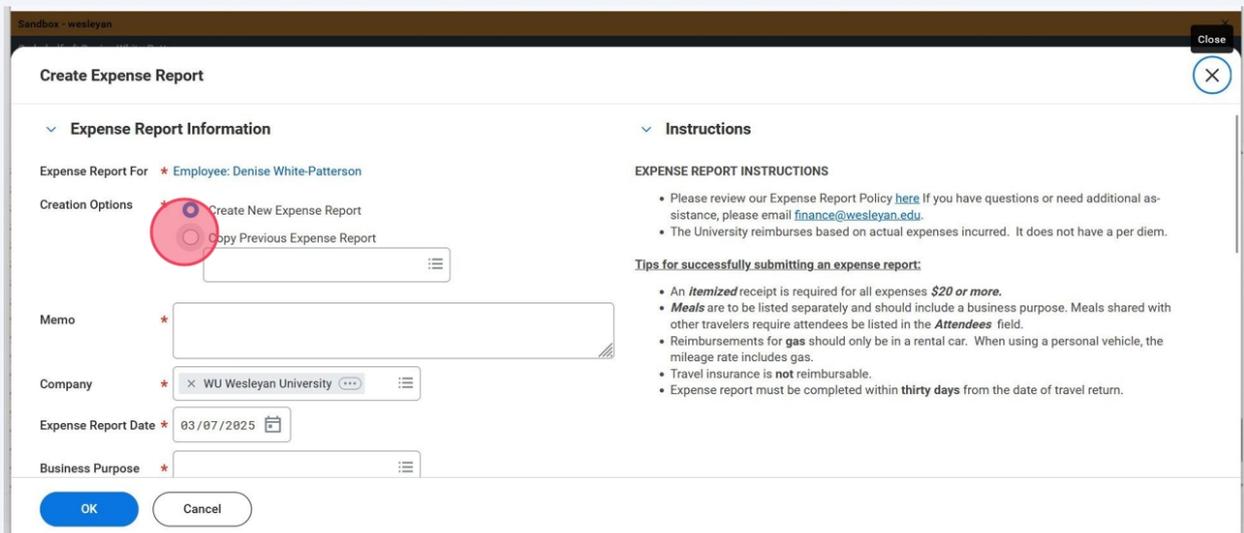
16

To copy already submitted book/supply expense reimbursement, Select "Create Expense Report".



17

Click "Copy Previous Expense Report"



18

Locate last submitted book/supply reimbursement request and select by clicking circle next to it.

Create Expense Report

Expense Report Information

Expense Report For * Employee: Denise White-Patterson

Creation Options * Create New Expense Report Copy Previous Expense Report

Memo *
 R-000006515 (Date: 03/07/2025 Amount: 105.29
 Payee: Denise White-Patterson
 Memo: Send to Donna Brewer for approval. Symone Patterson dependent tuition book reimbursement)

Company *
 Expense Report Date * 03/07/2025

Business Purpose *

Instructions

EXPENSE REPORT INSTRUCTIONS

- Please review our Expense Report Policy [here](#). If you have questions or need additional assistance, please email finance@wesleyan.edu.
- The University reimburses based on actual expenses incurred. It does not have a per diem.

Tips for successfully submitting an expense report:

- An **itemized** receipt is required for all expenses **\$20 or more**.
- **Meals** are to be listed separately and should include a business purpose. Meals shared with other travelers require attendees be listed in the **Attendees** field.
- Reimbursements for **gas** should only be in a rental car. When using a personal vehicle, the mileage rate includes gas.
- Travel insurance is **not** reimbursable.
- Expense report must be completed within **thirty days** from the date of travel return.

OK Cancel

19

The cost center will have to be changed to "CC1491".

Create Expense Report

Grant

Project Task

Cost Center * CC1186 Benefits Office

Designation

Designee

Travel Classification (CWT-01) *

Transaction Detail (CWT-05)

Additional Worktags *
 Fund: FD100 Unrestricted Operating
 Program: PG500 Institutional Support

OK Cancel

20 Click "OK"

The screenshot shows a web application window titled "Sandbox - wesleyan" with a "Create Expense Report" dialog box. The dialog has a close button (X) in the top right corner. The form contains several fields: "Grant", "Project Task", "Cost Center" (with the value "cc1491"), "Designation", "Designee", "Travel Classification (CWT-01)", "Transaction Detail (CWT-05)", and "Additional Worktags" (with two tags: "Fund: FD100 Unrestricted Operating" and "Program: PG500 Institutional Support"). At the bottom left, the "OK" button is circled in red, and a "Cancel" button is to its right.

21 Click "Travel Classification (CWT-01) and Select "TR0004 Non-Travel".

The screenshot shows the same "Create Expense Report" dialog box, but with an error message at the top: "Errors: 1" with a red warning icon and a "View All" link. The "Travel Classification (CWT-01)" field is highlighted with a red box, and a dropdown menu is open over it. The dropdown menu has a search bar and three options: "TR0001 Travel Domestic" (selected), "TR0002 Travel Foreign", and "TR0004 Non-Travel" (circled in red). Below the dropdown, an error message reads: "Error: The field Travel Classification (CWT-01) is required and must have a value." The "OK" button at the bottom left is now blue, and the "Cancel" button is to its right.

22 Click OK.

Sandbox - wesleyan

Create Expense Report

Grant

Project Task

Cost Center * CC1491 Dependent Tuition Benefit

Designation

Designee

Travel Classification (CWT-01) * TR0004 Non-Travel

Transaction Detail (CWT-05)

Additional Worktags * Fund: FD100 Unrestricted Operating
Program: PG500

OK Cancel

23 Using the instructions above, update the expense date, per unit amount and check off the receipt included box. You will then need to upload the receipt as per above.

Drop files here
or
Select files

Use the button below only if your company's expense policy requires itemizations.
Add
0 Items

Receipt Included **1 Error and 1 Alert**

Expense Date * 01/25/2025

Expense Item * Dependent Tuition

Quantity * 1

Per Unit Amount * 105.29

Total Amount * 105.29

Currency * USD

Submit Save for Later Close

24

Click "Submit"

The screenshot shows a web form with the following elements:

- Designee:** An empty text input field.
- *Travel Classification (CWT-01):** A dropdown menu with the selected option "TR0004 Non-Travel".
- Transaction Detail (CWT-05):** An empty text input field.
- *Additional Worktags:** A list of two items: "Fund: FD100 Unrestricted Operating" and "Program: PG500 Institutional Support".
- Alert:** A red banner on the right side of the form containing a warning icon and the text "1 Error and 1 Alert".
- Comment:** A text input field with the placeholder "enter your comment".
- Buttons:** Three buttons at the bottom: "Submit" (highlighted with a red circle), "Save for Later", and "Close".