Workday Reimbursement Instructions – Student Workers

Basic Instructions:

1. Log onto Workday using your Furman ID (Workday is located on your MyFurman home page)

2. 

3. Click on “Expenses”

4. Click “Create Expense Report”

5. Fill out the information like indicated below:

6. Click “OK”
7. Fill out the \* categories and attach the corresponding receipt. (For mileage you can attach a picture of Google Maps or something that shows the total mileage)

The “Expense Item” can be found under “Travel” as shown below:

8. Click “Submit”

If you are having an error:

1. Most likely you haven’t set up your payment elections to include expense reports. To check this go “Expenses”
2. Click “Payment Elections” under the “View” Column
3. Make sure your payment elections list both as follows:

*For more questions regarding errors please call financial services: 864-294-2026