

September 9, 2021

Dear Colleagues,

The Humanities Division has a **set** budget line to reimburse individual faculty up to \$250 for purchases of books or materials related to their teaching and/or scholarship.

All requests for reimbursement from this fund must be entered into the Workday system.

The window of opportunity opens at **8:00 am, Monday, September 13, and will close as soon as the fund has been expended.**

Submissions will be reimbursed in the order in which they are received through Workday Expense Reports until the fund has been expended.

**Submissions that do not follow the following guidelines will not be considered.**

1. **Use the cover sheet (below, p. 2):** include your name, department, date, and a list of your book purchases with the total amount to be refunded. *Note:* foreign currency exchange rates should be calculated the day you are submitting your receipts. In order to receive the most current exchange rate use the following link: <http://www.exchangerate.com/>

Please submit your cover sheet to Amy Murphy at amy.murphy@colby.edu in order to help her track the totals for the budget line.

2. **Please follow the step-by-step tutorial (below, p. 3) to complete your expense report in Workday. If you have questions or need help with Workday,** please contact Amy Murphy at amy.murphy@colby.edu.

Important: all book receipts should be separate files **in order to attach them to your Workday expense report.**

Important: submit pertinent receipts in Workday **in the order in which they are listed on your cover sheet** (below on page 2).

Please note that Accounts Payable through Workday will process your reimbursements via direct deposit.

Adrianna M. Paliyenko, Humanities Division Chair

### HUMANITIES DIVISION BOOK REFUND 2021-2022

**DATE:**

**NAME:**

**DEPARTMENT:**

**BOOK TITLE**

**PRICE**

BOOK TITLE	PRICE

(To list more books: press tab to enter more rows as needed)

**TOTAL REIMBURSEMENT REQUESTED:      \$**

## Humanities Division Book Refund Expense Reports Workday 2020

1) Sign in to Workday via myColby



Favorites



Personal  
Information



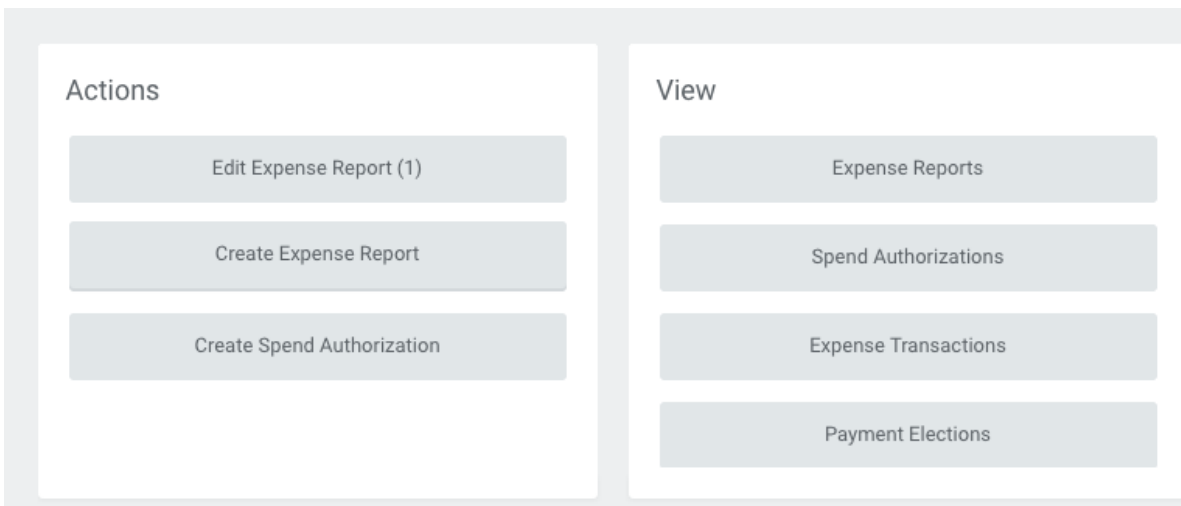
Benefits



Expenses

2) Click on the **Expenses** icon

3) Under Actions: click on **Create Expense Report**



### (PLEASE FOLLOW SCREENSHOTS BELOW FOR #4 – 15)

- 4) Under **Creation Options**: the radio button at the top (Create New Expense Report) should be circled in blue. That's the one you want. No need to click on it.
- 5) Proceed down to the **Memo** tag. It would help if you typed in your name, Humanities Division book purchases, and the total dollar amount of your reimbursement.
- 6) Please do not change the date on the expense report. That will help me prioritize budget numbers and refund approvals.
- 7) In the **Cost Center** tag: type in **Humanities**. Click on **CC12100-Humanities**. The additional work tags at the bottom will automatically change. No need to fill out anything else on this page. Click **OK**. See page below.

## Create Expense Report

### Expense Report Information

Expense Report For \* Employee: Vivian Wood

Creation Options \*  Create New Expense Report

Copy Previous Expense Report

Create New Expense Report from Spend Authorization

Memo

(NAME) Humanities Book Fund Reimbursement \$32.50

Company \*

x Colby College ...

Expense Report Date \*

09 / 04 / 2020

Business Purpose

x Research

Cost Center \*

x CC12100 Humanities ...

Gift

Grant

Project

Activity

Assignee

Additional Worktags \*

x Executive Level: EX110  
Provost and Dean of Faculty

- 8) Click **ADD**. This will bring you to the Line Item page where you will list book titles, costs, and attach receipts all on the same page. You will click the ADD button again for **each receipt** you are submitting.
- 9) Under **Expense Item**: type in Non Library Books
- 10) Under **Quantity**: it stays the same. One (1)
- 11) Under **Memo**: type in your book title(s)
- 12) Attach or drop receipts in the **Drop Files Here** box
- 13) **Submit**
- 14) Click the orange **Add** button to attach another receipt, repeat this task with each receipt
- 15) When you're done, click **Submit**, then click **Done**
- 16) If there's an error in your report, I will send it back to you via Workday, and I'll also send you an e-mail with an explanation.
- 17) Your reimbursement will be direct deposited into your account.

Add

1 item

### Expense Line

Date \* 09 / 04 / 2020

Expense Item \* × Non Library Books

Quantity \* 1

Per Unit Amount \* 5.80

Total Amount \* 5.80

Currency \* USD

Memo

\*Cost Center × CC12100 Humanities

Gift

Grant

Project

Activity

Assignee

### Itemization

Remaining Amount to Itemize 5.80/5.80 USD

Add

### Attachments from File

Drop files here

or

Select files

Receipt Included