PDAP Cheat Sheet:
Where Do I Submit My PDAP Requests?

If I am submitting:	Then I submit the PDAP Request via:
Required MC books and fees and MC Non-Credit Courses (WDCE) (required books and fees are applicable to eligible credit and non-credit courses) **Non-MC Credit Courses: Undergraduate and Graduate** **Conferences/Seminars/Webinars/Workshops** **Professional Association Memberships** (majority of the membership year should be in the applicable FY – make sure the dates align with the applicable fiscal year) **License/Certification Fees** (certification or recertification date should be in the applicable FY) **Travel** **Wellness**	**Workday** – Reimbursement only

DON'T FORGET!

Processing PDAP requires **TWO (2) steps in Workday**:

1. **Create a Spend Authorization** – Holds the funds and collects the substantiation for the request
(estimates or receipts for the eligible expenses)

2. **Create an Expense Report** – Processes the employee's reimbursement (requires final receipts for the eligible expenses)

Your request is NOT COMPLETE and your request WILL NOT BE PAID until BOTH STEPS have been completed and fully approved.