

PDAP Wellness Reimbursement: Create Expense Report

Workday Job Aid for Employees

Overview

This job aid explains how to submit requests for reimbursement from Montgomery College for the Professional Development Assistance Program (PDAP) for the purpose of wellness-related activities:

- PDAP Wellness Expense Report for a reimbursement using the PDAP budget and how to view your Expense Report to make changes in Workday.

All PDAP expenses must be in accordance with [College Policy 35001, Compensation Programs \(XIX, A & B\)](#), and requires corresponding documentation to be attached. PDAP requests will be processed upon final approval by the manager/supervisor of the requestor, the EAP Partner (HRSTM), and Accounts Payable (OBS).

If you have any questions related to the PDAP Wellness process, please contact Megan.Cooperman@montgomerycollege.edu.

If you have any questions related to the status of payment, please contact Accounts Payable at AccountsPayable@montgomerycollege.edu.

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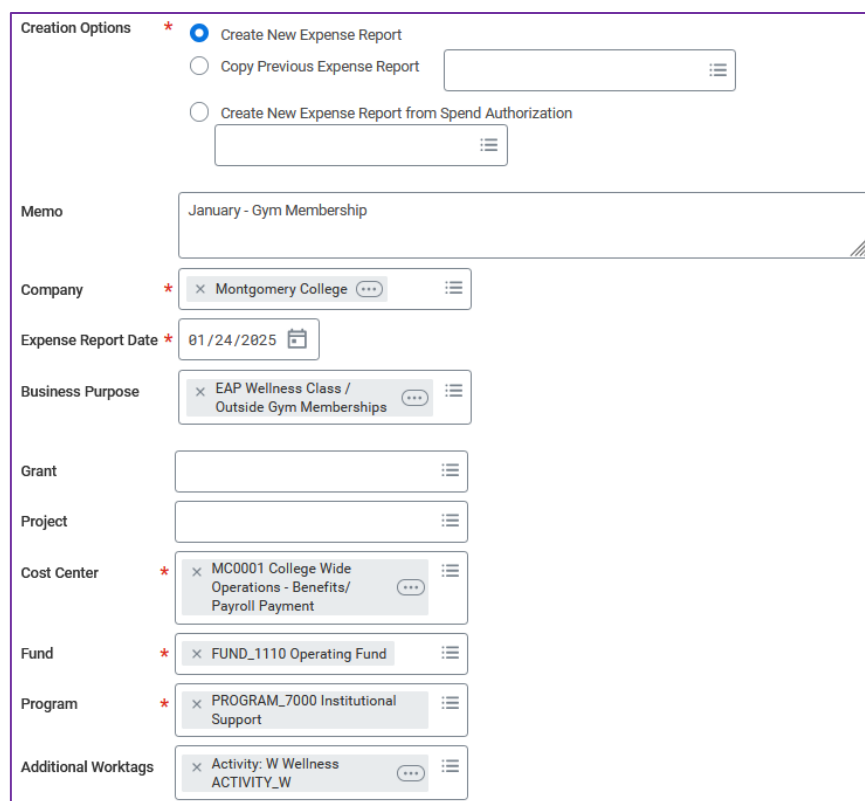
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Create a PDAP Wellness Expense Report

Important: In order to be reimbursed for wellness-related activities, you are **required** to register for the **Wellness Program** every **academic year (AY)**. To join the Wellness Program, you must complete the [Wellness Enrollment Form](#).

1. From the Workday search bar, enter and select **Create Expense Report**.



2. At the top of the page, select the **Create New Expense Report** option.
3. Enter the description in the **Memo**.
4. Skip to the **Business Purpose** and click the **dropdown selection button** field to search for and select **EAP Wellness Class / Outside Gym Memberships**.

Note: The **Business Purpose** does not have a separate option for PDAP and EAP must be selected.

5. Go to the **Cost Center** field and enter **MC0001** College Wide Operations – Benefits/Payroll Payment.
6. Go to the **Fund** field and enter **1110** Operating Fund.
7. Go to the **Program** field and enter **7000** Institutional Support.
8. In the **Additional Worktags** field, enter the PDAP Activity Code: **Activity W Wellness ACTIVITY_W**. No other activity should be selected.
 - i. Please remove disciplines, if any appear in the Additional Worktags field.
9. Click the **Expense Lines** tab.
10. Click **Add** to insert a line.
11. Click **Select files** and upload your itemized and paid receipt(s) of your wellness activity.

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- i. If you are submitting a gym membership reimbursement, **documentation of your fitness center check-in history is required.**

Important: The provided documentation must show the **name of the company**. If you are unable to show the name of the company on the attachment, please provide the name of the company in the Comment field on the attachment.

Note: If you are submitting an PDAP Wellness request for multiple months, you are **required** to provide **documentation for ALL of the attended months listed.**

12. Click the **Receipt Included** checkbox.

Expense Item *	× PDAP - Part Time Faculty Prof Development
Quantity *	1
Per Unit Amount *	50.00
Total Amount *	50.00
Currency *	USD
Memo	January - Gym Membership

13. Go to the **Expense Item** field and click the **dropdown selection button** to search for and select **PDAP – Part Time Faculty Prof Development**.

14. Enter the amount of the receipt in the **Per Unit Amount** and **Total Amount** fields.

Note: If you are submitting a PDAP Wellness request for multiple months, please enter the **Quantity** as the **# of months** you are submitting, and the **Per Unit Amount** as the total for each month. The system will automatically calculate the **Total Amount**.

15. Go to the **Memo** field and enter the item description.

Note: If you are submitting a PDAP Wellness request for multiple months, you are **required** to **list out the months** that have been included on this request.

16. The **Cost Center**, **Fund**, and **Program** will be the same as the previously entered fields. Ensure they reflect **MC0001**, **1110**, and **7000**.

17. Click **Submit** when completed.

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View the Status of an Expense Report

1. From the Workday search bar, enter and select **My Expense Reports**.
2. Look for the **Status** column to view your requests' current standing.
 - a. This will show as either **Draft, Waiting on Manager, Waiting on EAP Partner, Waiting on Accounts Payable Data Entry Specialist, Approved, Paid, or Canceled**.
3. For a detailed view of an **In Progress** status, click the blue link of your Expense Report.
4. Click the **Business Process** tab.
5. Scroll to the bottom of the **Business Process** tab to view the person(s) your request is awaiting action from.

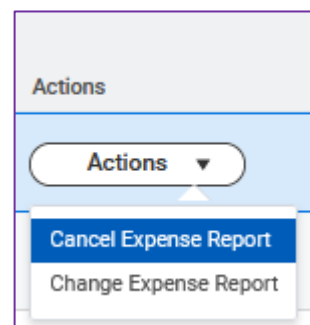
Important: If the request is awaiting action from either an EAP Partner (HRSTM) or an Accounts Payable Specialist (OBS), we ask that you await their action in Workday before reaching out.

If you must contact either team for a status update on your request, please reach out to Megan.Cooperman@montgomerycollege.edu OR AccountsPayable@montgomerycollege.edu and do not contact the individual person(s) listed on the request. Not all person(s) listed for the event review PDAP requests.

Edit/Cancel an Expense Report

1. From the Workday search bar, enter and select **My Expense Reports**.
2. Click the **Actions** button to view the related actions for a request.
 - a. This will show as either **Change Expense Report, Cancel Expense Report, or Close Expense Report**.

Note: If an Expense Report has been fully approved and not yet reimbursed, you will see **Close Expense Report**, otherwise this will appear as **Cancel Expense Report**.



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