

## EAP Cheat Sheet: *Where Do I Submit EAP Requests?*

If I am submitting:	Then I submit the EAP Request via:
<p><b>Required books and fees and MC Non-Credit Courses (WDCE)</b> (required books and fees are applicable to all eligible credit and non-credit courses)</p>	<p>Email to <a href="#">EAP Requests</a> for Direct Pay (any refunds processed through Student account)</p>
<p><b>Non-MC Credit Courses: Undergraduate and Graduate</b></p> <p><b>Conferences/Seminars/Webinars/Workshops</b></p> <p><b>Professional Association Memberships</b> (majority of the membership year should be in the applicable FY – make sure the dates align with the applicable fiscal year)</p> <p><b>Professional Publication/Magazine Subscriptions</b> (majority of the subscription year should be in the applicable FY – make sure the dates align with the applicable fiscal year)</p> <p><b>License/Certification Fees</b> (certification or recertification date should be in the applicable FY)</p>	<p style="text-align: center;"><a href="#">Workday</a> –</p> <p style="text-align: center;">Direct Pay or Reimbursement</p>
<p><b>Travel</b> (EAP Travel Spend Authorization must be submitted <b>PRIOR</b> to travel)</p> <p><b>Wellness</b></p>	<p style="text-align: center;"><a href="#">Workday</a> –</p> <p style="text-align: center;">Reimbursement only</p>

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### DON'T FORGET!

Both EAP processing options require **TWO (2) steps in [Workday](#)**:

<p><b>Direct Pay:</b></p> <p><b>I need MC to pay the Supplier</b></p>	<ol style="list-style-type: none"> <li>1. <a href="#">Create a Requisition</a> – Holds the funds and collects the substantiation for the request (invoice for the eligible expenses)</li> <li>2. <a href="#">Create a Receipt</a> – Processes the payment to be mailed to the Supplier (requires the same invoice for the eligible expenses)</li> </ol>
<p><b>Reimbursement:</b></p> <p><b>I need MC to reimburse me</b></p>	<ol style="list-style-type: none"> <li>1. <a href="#">Create a Spend Authorization</a> – Holds the funds and collects the substantiation for the request (estimates or receipts for the eligible expenses)</li> <li>2. <a href="#">Create an Expense Report</a> – Processes the employee's reimbursement (requires final receipts for the eligible expenses)</li> </ol>

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