Tuition Reimbursement Expense Report Instructions

The following describes the process of submitting a Tuition waiver/reimbursement expense report for reimbursement through Workday.

If you have any questions about tuition waiver/reimbursement eligibility or the application process/policy, contact employeetuition@montclair.edu.

If you encounter any errors during this process, contact Workday Customer Care (973-655-5000 option three or WCCSupport@montclair.edu).

Expense Report Workflow in Workday

1) Employee creates the expense report in Workday.
2) Employee Benefits within the Division of Human Resources reviews the expense report.
3) Human Resources Vice President reviews and makes a final decision.
4) The expense report is forwarded to Finance for the process.

The employee can check the status of their expense report at any time in Workday.

1) Log into Workday.

2) Type in the search bar Create Expense Report.

3) Read the instructions at the top of the page.

4) Click on Create New Expense Report.

5) The Business Purpose is Employee Tuition reimbursement.

6) The Spend Category is Non-Travel.

7) The cost center type in CC10307 hit enter the division, and additional Worktags will automatically generate.

Create Expense Report

⌄ Expense Report Information

Expense Report For	*	Employee: Troy Lopez
Creation Options	*	● Create New Expense Report
		○ Copy Previous Expense Report ☰
		○ Create New Expense Report from Spend Authorization ☰

Memo

Company * ✕ Montclair State University ⋯ ☰

Expense Report Date * 02/09/2021 📅

Business Purpose ✕ Employee Tuition reimbursement ☰

Spend Classification * ✕ Non-Travel ⋯ ☰

Cost Center * ✕ CC10307 Benefits Department ⋯ ☰

Division * ✕ D60 Human Resources ⋯ ☰

Additional Worktags * ✕ Fund: F10 Unrestricted Operating Fund ☰
✕ Program: N15 Institutional Support

OK   **Cancel**

8)You must add a line for each course you are seeking reimbursement. Please make sure in the drop Files here to add proof of payment receipt, the courses taken, and GPA for each course.

Add the Per unit amount (AFT $175, Managers, CWA, PBA, IFPTE-AFSCME $150)

To view the process of the expense report :

9)click on the Expenses Icon

Expenses

10) From the Recent Expense Reports, click on waiting on Cost center manager and select Business process.