FITNESS REIMBURSMENT WORKDAY SUBMISSION

Follow the process below to request a fitness reimbursement through Workday.

1. INTITIATE THE REQUEST

In the Workday search bar, search and select Create Request.

Type in or filter and search for **Request Fitness Reimbursement** on the Request Type drop down menu and click OK at the bottom of the pop-up window:

Please fill in the de	ails and submit your request		
Request Type ★	× Request Fitness Reimbursement	:=	

2. ENTER YOUR REIMBURSMENT DETAILS AND ATTACH A RECEIPT

Enter the details of your reimbursement in the required text boxes including the **Describe the Request** box, the **date (or date range) of your expense(s)** box, and the **How much are you claiming** box.

Additionally, it is required to select **Yes** for attaching a receipt and drop your receipt files or click select files under **Attach Receipt** for fitness reimbursement submissions. **Submit** at the bottom of the page to finish or select **Save for Later** to leave your request to be submitted in the future.

What type of expense (membership, equipment, app, etc)? Describe the Request * Please fill in this questionnaire to request your fitness reimbursement. Please refer to the Fitness Reimbursement policy on the Benefits alle for the maximum claim amount. If an amount entered is above the maximum on creacies is attached, the request will be sent back and it will appear in your Workday inbox until you resubmit the request.	How much are you claiming for reimbursement? (Required)
What is the date or date range of your expense(s)? (Required)	
Are you attaching receipts to support the expense? (Required) O Yes No	
Attach Receipt Drop files here	Submit Save for Later Cancel
Select files	

3. RECEIVE APPROVAL CONFIRMATION

Once your reimbursement has been submitted, it is sent to the HR team to be approved and set up for payment. You will receive a notification in your Workday inbox stating approval or requesting adjustments and/or more information. Your payment will be processed by payroll for your next available pay date.



