

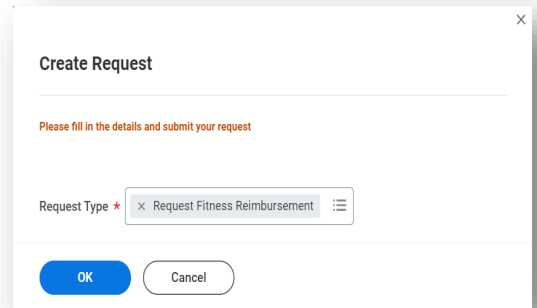
FITNESS REIMBURSEMENT WORKDAY SUBMISSION

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

1. INITIATE THE REQUEST

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

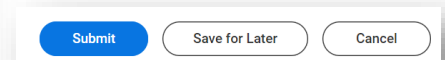
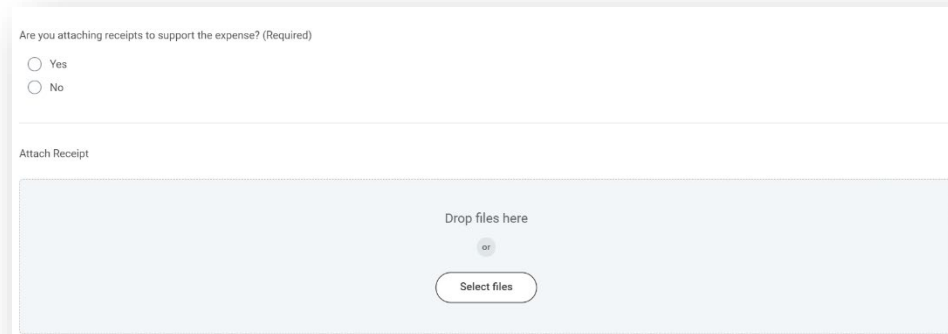
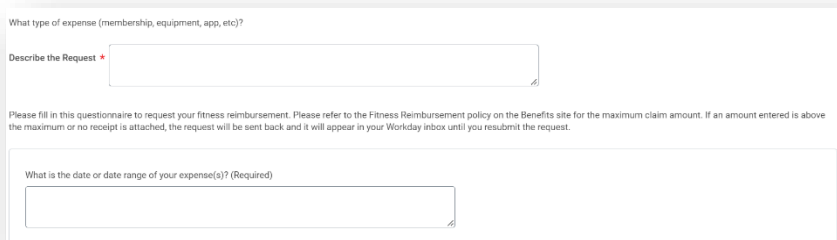
Type in or filter and search for **Request Fitness Reimbursement** on the Request Type drop down menu and click OK at the bottom of the pop-up window:



2. ENTER YOUR REIMBURSEMENT 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.



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.