MILK STORK WORKDAY SUBMISSION

Follow the process below to request a Milk Stork reimbursement through Workday.

1. INTITIATE THE REQUEST

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

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

Please fill in the	letails and submit your request	
Request Type *	× Request Milk Stork ∷	
OK		

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 of your request** 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 Milk Stork 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.

Milk Stork Reimbursement Request	
Describe the Request *	
Please fill in this questionnaire to request Milk Stork Reimbursement	How much are you claiming for reimbursement? (Required)
Please enter the date of your request (Required)	
MM/DD/YYYY 🛱	
Attach Receipt (Required)	
Drop files he	re
e.	
Select files	
	Submit Save for Later Cancel

3. <u>RECEIVE APPROVAL CONFIRMATION</u>

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.



