

Staff Parking & Transit Expense Submissions for Reimbursement

Instructions:

Staff scheduled to work at least 20 hours per week are eligible for reimbursement up to \$84.50 towards eligible parking and transit expenses when commuting to campus. (Note: you may not submit for reimbursement for any month that you have an active transit order with WageWorks or have Emerson subsidized monthly parking).

Submissions for reimbursement are made on a monthly basis on Workday. The monthly submission must be made by the end of the following month (i.e. the request for January parking/transit expenses must be submitted by the end of February.) Each submission is for one month only (i.e. January and February parking/transit cannot be combined into one submission).

You will need copies of transit/parking receipts and/or credit card statements with parking/transit charges that include dates. If you are sending credit card statement pages, make sure the parking/transit charge lines are clearly indicated (also please send only those pages with applicable charges). You can create and attach one receipt document for the full month if you wish.

Below are the directions for submission on Workday.

1. On Workday, select the "Expenses" App
2. Under "Actions" select "Create Expense Report"
3. In the Memo Box – enter the month and year of the parking/transit –
Example: February 2022
4. Note the "Company" and "Expense Report Date" are auto-filled; do not change these.
5. For "Business Purpose" enter "Staff Transit & Parking Reimbursement"
6. Leave other pre-entered boxes as is, and click "OK" at the bottom of the page.
7. On the next page, click "Add"
8. Click "Select Files" and then select the receipt document.

Note that you will be "adding" a new entry for each date during the month that you parked or took transit (that you are requesting reimbursement for). However, you may attach the same (full month) receipt file for each date.

9. For date, enter the date of parking/transit.
10. For "Expense Item" enter "Staff Transit and Parking Reimbursement".
11. For "Quantity" leave the default "1."
12. For "Per Unit Amount" enter the amount of the cost for that day (note that for parking, entered amount per day may not be more than \$18).
13. If you have an additional day of parking or transit for that month, click "Add" (top left section of page), and follow steps 9-12.

Make sure total does not exceed \$84.50. You may need to adjust the amount ("Per Unit Amount") for the last entry to meet the \$84.50 limit.

14. When done, click submit.

For additional information, including how to use a shortcut for future month submissions, you are encouraged to watch the video instructions provided here:

<https://emerson.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=12263eff-515b-4f5a-a2a9-ad6300e505ef>

Note that there is information at the end of the video regarding a shortcut for future month submissions.

To check on status of a submitted reimbursement request:

1. On Workday, select the “Expenses” App
2. Under “Recent Expenses Reports” see a list of recently submitted expense reports