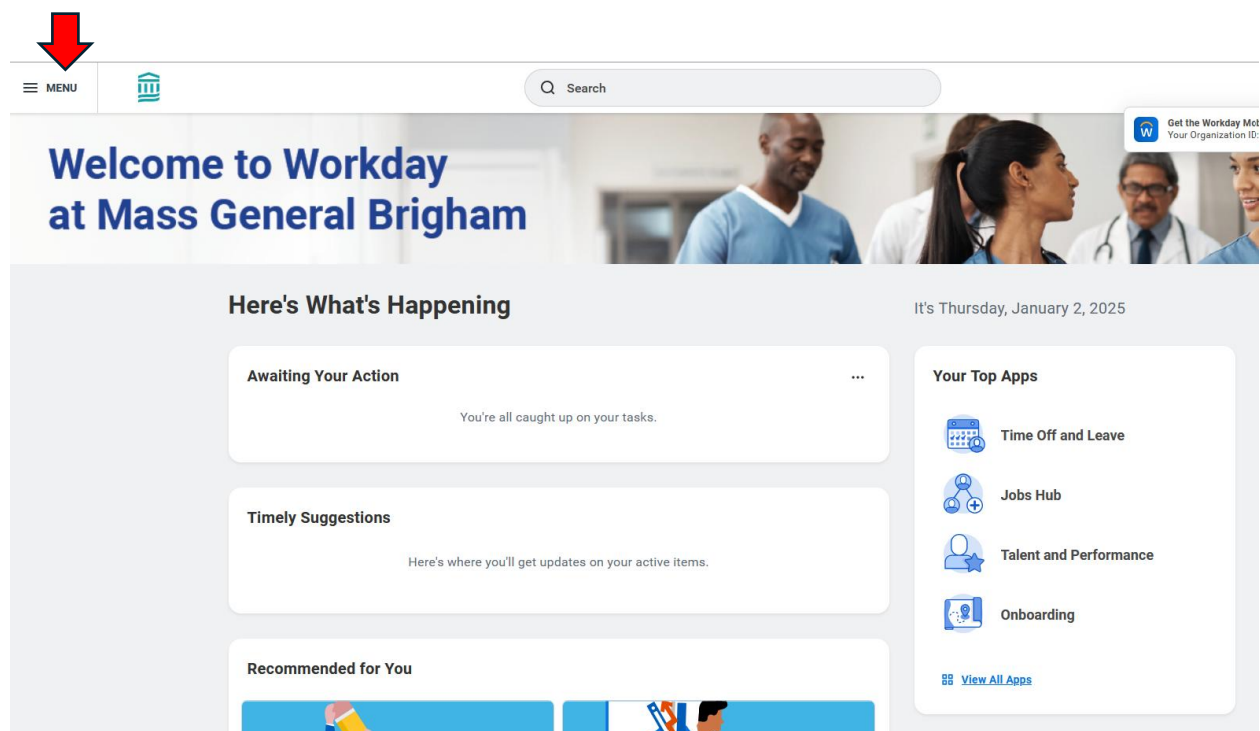


Submitting Rideshare/Taxi Expenses in Workday

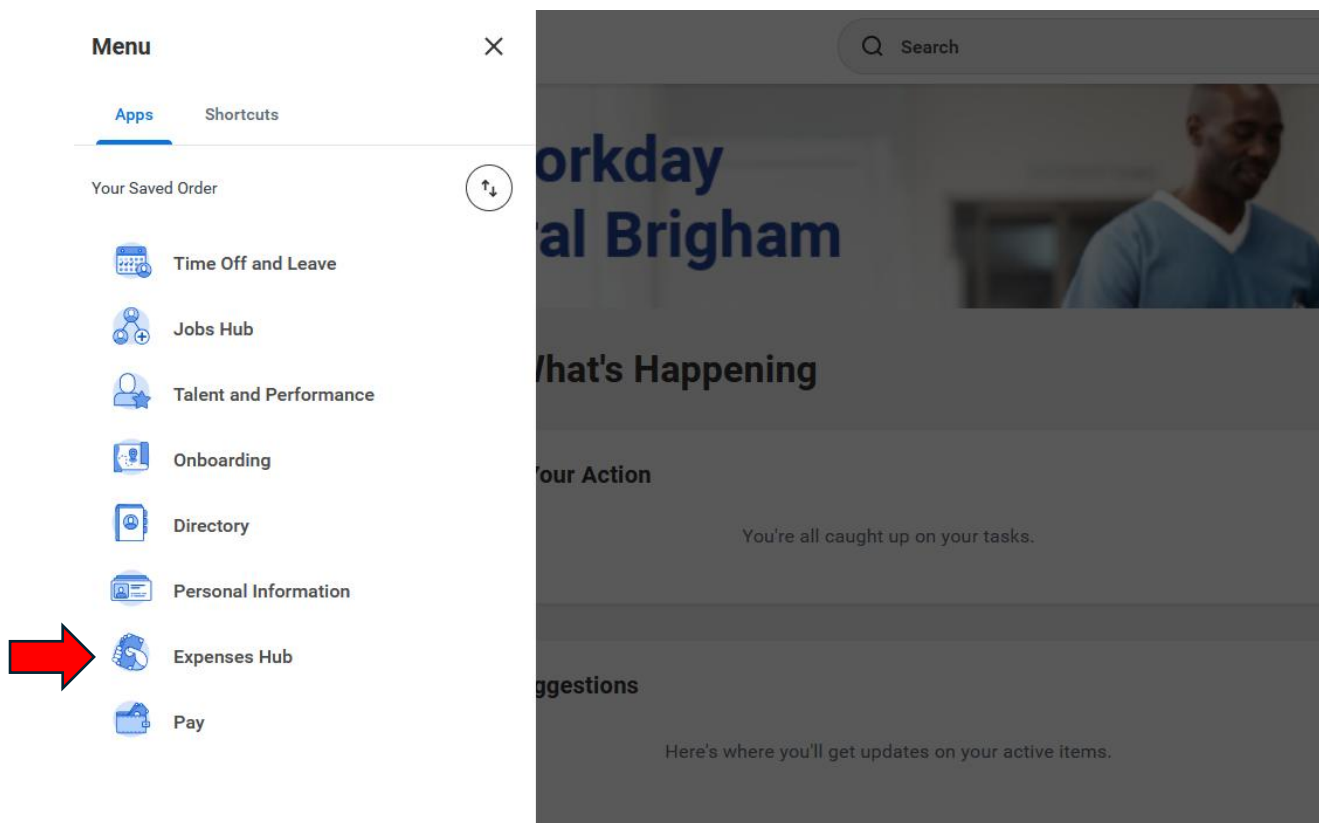
Workday link:

<https://www.myworkday.com/massgeneralbrigham/d/home.html>

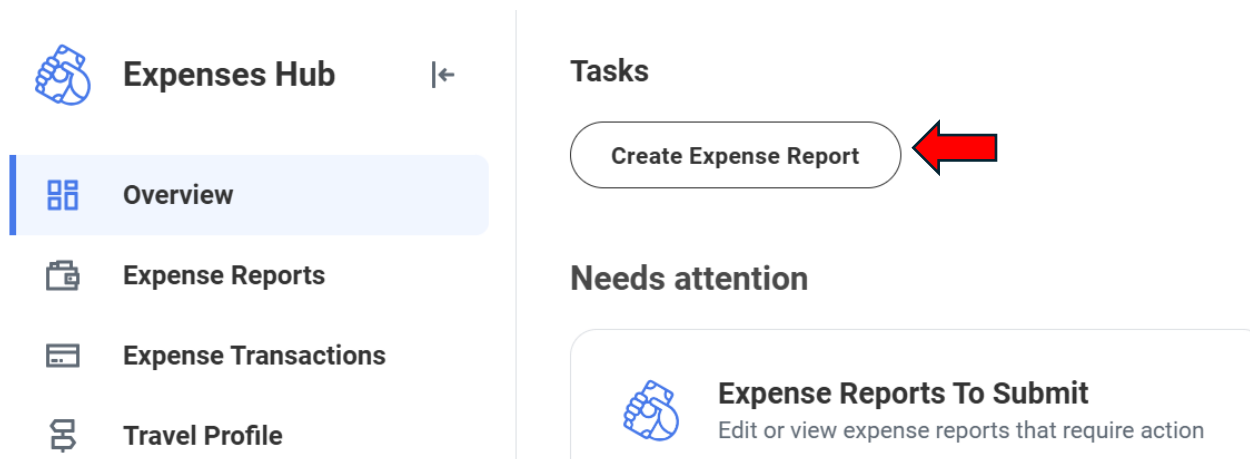
1. Click on MENU



2. Click on Expense Hub



3. Click on Create Expense Report



4. Enter the following:

- a. Memo: For cabs, enter site abbreviation, **Cab**, first initial, first few letters of your last name
Site abbreviations include NWH, BCH, MGWest, WRVA, MGH
- b. Company: Change to **1300 Massachusetts General Physicians Organization, Inc.**
- c. Business Purpose: Select **General Expense**
- d. Company on Expense Line: Change to **1300 Massachusetts General Physicians Organization, Inc.**
- e. Cost Center: Change to **MGB091 (Anes Education)**

Click on the **OK** button.

Create Expense Report

Expense Report Information

Expense Report For	* Employee: [REDACTED]
Creation Options	* <input checked="" type="radio"/> Create New Expense Report <input type="radio"/> Copy Previous Expense Report [dropdown] <input type="radio"/> Create New Expense Report from Spend Authorization [dropdown]
Memo	* MGWest Cab J Smith
Company	* x 1300 Massachusetts General Physicians Organization, Inc. [dropdown]
Expense Report Date	* 01/08/2025 [calendar]
Business Purpose	x General Expense [dropdown]
Company on Expense Line	* x 1300 Massachusetts General Physicians Organization, Inc. [dropdown]
Cost Center	* x MGB091 Anes - Education [dropdown]
Grant	[dropdown]
Additional Worktags	* x Fund: FC010 Unrestricted Operating [dropdown] x Provider: PV100612965 [dropdown]

OK

Cancel

5. Click on the **Add** button to add a line to your expense report.

Create Expense ReportER00003845 BCH Cab D Friedman

Pay ToEmployee

StatusDraft

Personal0.00 USD

Prior Balance Applied0.00 USD

Reimbursement0.00 USD

Total0.00 USD

Header

Attachments

Expense Lines

Add

There's nothing here

enter your comment

Submit

Save for Later

Close

6. Add Expense lines. **NOTE:** Each line item needs a receipt and details.

- Either drag and drop or upload a receipt
- Expense date: Enter the date of your trip.
- Expense item: Enter **Transportation** and hit Enter on your keyboard (Transportation – Miscellaneous will appear)
- Total Amount: Enter the amount on your receipt.

After adding the necessary information for one trip, your options are:

- Click on **Add** to add another expense line, or at the bottom of the screen either
- Click on **Save for Later** (if you want to come back to add more lines). **TIP:** Save for Later as you go (after at least every 2-3 entries)
- Click on **Submit** when you have provided info for all your expenses (and to proceed with the submission process.)

Add

2 itemsSort By: ▾

Fri, Dec 6

Transportation - Miscellaneous27.17 USD

Expense Line

Dec 9 To.PNG

✓ Successfully Uploaded!

Comment

Upload

Expense Date

★ 12/09/2024

Expense Item

★ × Transportation - Miscellaneous

Quantity

★ 1

Per Unit Amount

★ 21.32

Total Amount

★ 21.32

Currency

★ × USD

Memo

Company

× 1300 Massachusetts General Physicians Organization, Inc.

*Cost Center

× MGB091 Anes - Education

Grant

*Additional Worktags

× Fund: FC010 Unrestricted Operating

× Provider: PV100612965

Submit

Save for Later

Close

7. Complete the attestation process.

a. Click on View Details.

My Expense Reports

Create Expense Report

My Expense Reports 2 items

Expense Report	Actions	Report Date	Status	Memo	Amount	Reimbursement Amount	Worker Paid	Personal Amount	Currency	Company
ER00004716	Actions	01/10/2025	In Progress		48.58	48.58		0.00	USD	1300 Massachusetts Ger Physicians Organization, Inc.

You have submitted

Up Next: [redacted] Attestation required

[View Details](#)

To Do

b. Click on To Do.

Up Next

Michael Zimmerman

Attestation required

To Do

Details and Process

For

Expense Report: ER00004716

Overall Process

Expense Report: ER00004716, Michael Zimmerman on 01/10/2025 for \$48.58

Overall Status

In Progress

Due Date

01/23/2025

Details

Process

Expense Report Number

ER00004716

Company

1300 Massachusetts General Physicians Organization, Inc.

Reimbursement

48.58

Personal

0.00

Done

48.58

c. Read the Instructions and click on Submit to complete attestation.

Complete To Do

Attestation required

For

Expense Report: ER00004716

Overall Process

Expense Report: ER00004716, on 01/10/2025 for \$48.58

Overall Status

In Progress

Due Date

01/23/2025

Instructions

By clicking Submit, I certify that this report accurately describes the actual and necessary business expenses incurred in compliance with MGB policies unless specifically noted. I have not received reimbursement for these expenses from any other MGB entity or outside source.

If airfare expense has been charged to a federally funded grant, I further certify that best efforts were made to obtain the lowest reasonable commercial airfare for such travel. I further certify that no alcoholic beverages were included in any expenses charged to a federal grant.

Please see MGB Policy and Procedure for Employee Business Expense for more information regarding approvers and circumstances requiring Special Approval.

enter your comment

Submit

Save for Later

Close