

Everyone has access to the Expenses worklet, even if it does not display on your Workday home screen.

Access the Expense worklet:



What you can do from the Expenses worklet:

1. Create, Edit, or View Spend Authorizations
2. Create, Edit, or View Expense Reports
3. View your Payment Elections

Note: For additional information on how to complete any of the tasks available from the Expenses worklet, please refer to the applicable work instruction job aid, which is posted to the Training repository.