Expense Reports for Non-Workers

**Topic/Function:** How to Reimburse Candidates, Students, and Other Non-Workers in Workday

**Audience:** Finance Administrative Assistants

**Description:**
There are times when departments need to reimburse students, external candidates, or other non-workers for expenses incurred. In order to do so, the non-worker needs to exist in Workday. The Finance Administrative Assistant should complete these processes.

*Note*- If the student is also employed by the university as a student worker, you must process the spend authorization and expense report on behalf of the student worker the same way you do for all employees.

**Create External Committee Member**

1. Determine if the student or non-worker already exists in Workday by running the View Committee Member List
2. If the non-worker is not on the list, you will need to go through the Create Committee Member process
3. For the Committee field, use External Expense Reimbursement
4. For Committee Member Service, always use Non-Worker Reimbursement
5. Choose the Membership Type that applies to the person
6. Enter the non-workers name and contact information
   a. For an interview candidate, choose Applicant
   b. If the membership type is Student, include
      i. Other ID Type – NSHE ID
      ii. Organization – UNR
      iii. Identification Number – student’s NSHE ID

**Create Expense Report for Non-Worker**

Once you have ensured the candidate, student, or other non-worker is in the Committee member list, follow to process below:

1. Type the non-workers name
2. The Committee UNR- External Expense Reimbursement should auto-populate
3. Select Create New Expense Report
4. Enter the appropriate Account Numbers
5. Click Ok
6. Choose appropriate the Business Purpose

*If you have any questions, submit a [Workday Help Desk Ticket](#) or contact the Workday Help Desk at 775-784-6086.*
7. In the **Memo** field include
   a. For Candidates – the position number and Job Requisition numbers
   b. For Students – the details and purpose of the reimbursement
8. Complete all **Expense Report Lines** and attach receipts

**Travel Authorizations for Non-Workers**

At this time, Workday does not allow you to create Spend Authorizations for non-workers. If you have a student or other non-worker who needs a Travel Authorization for international travel or insurance purposes, please complete the [Student Non-Worker Travel Request/Spend Authorization](#) form and send it to the Travel Office.

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