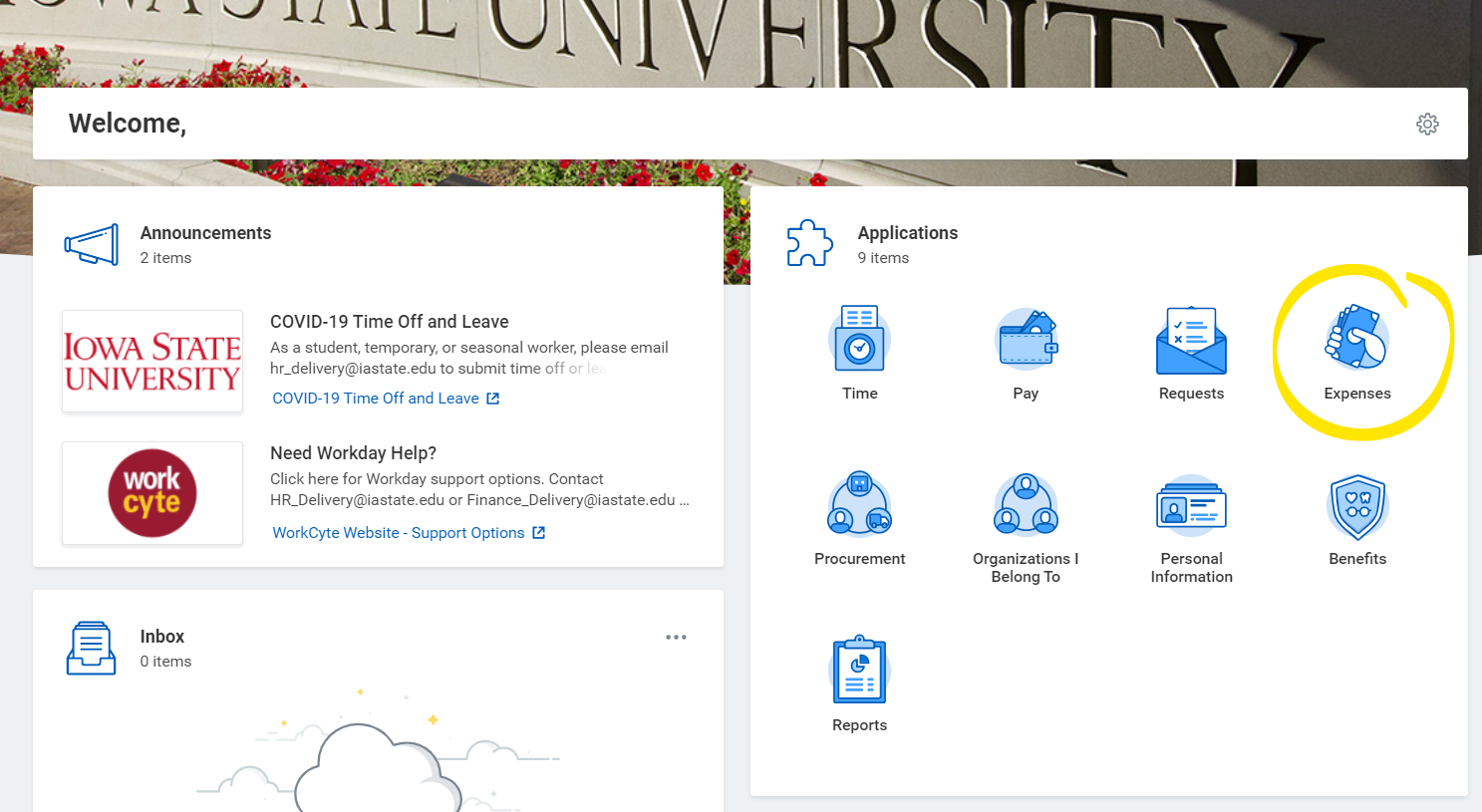
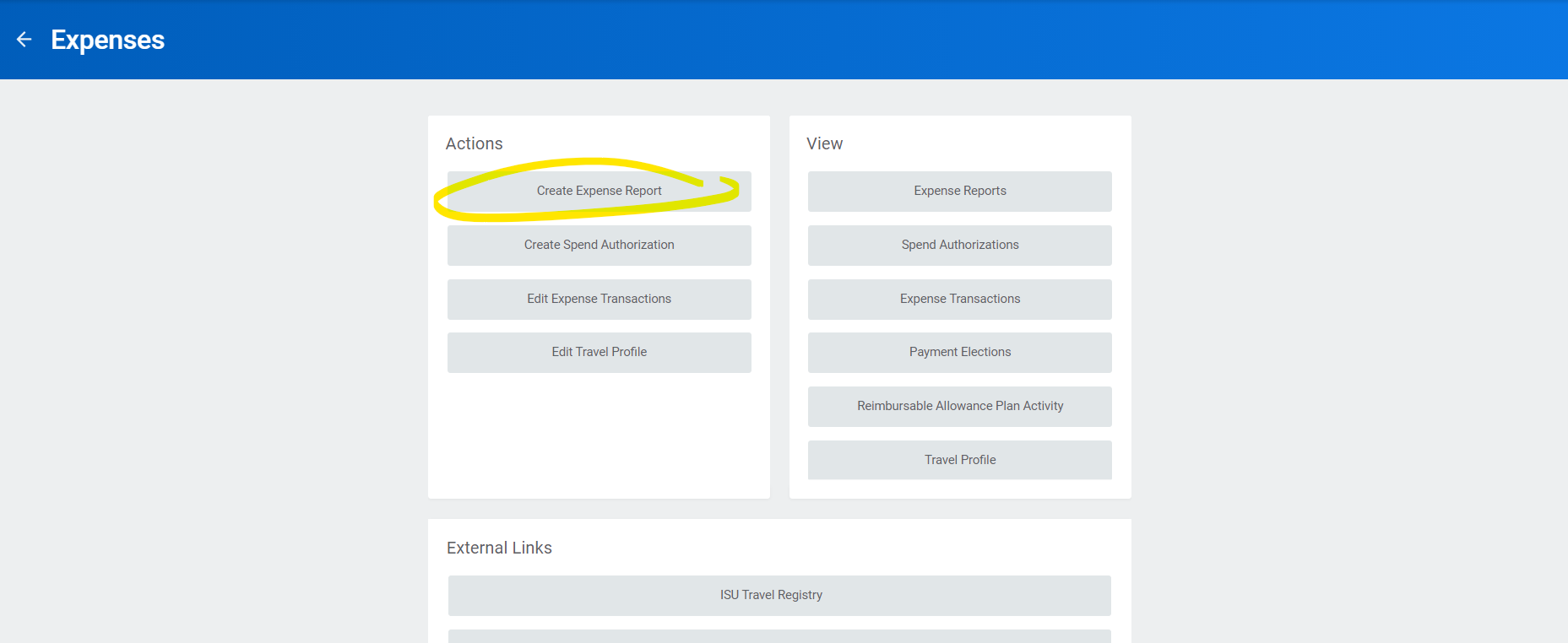
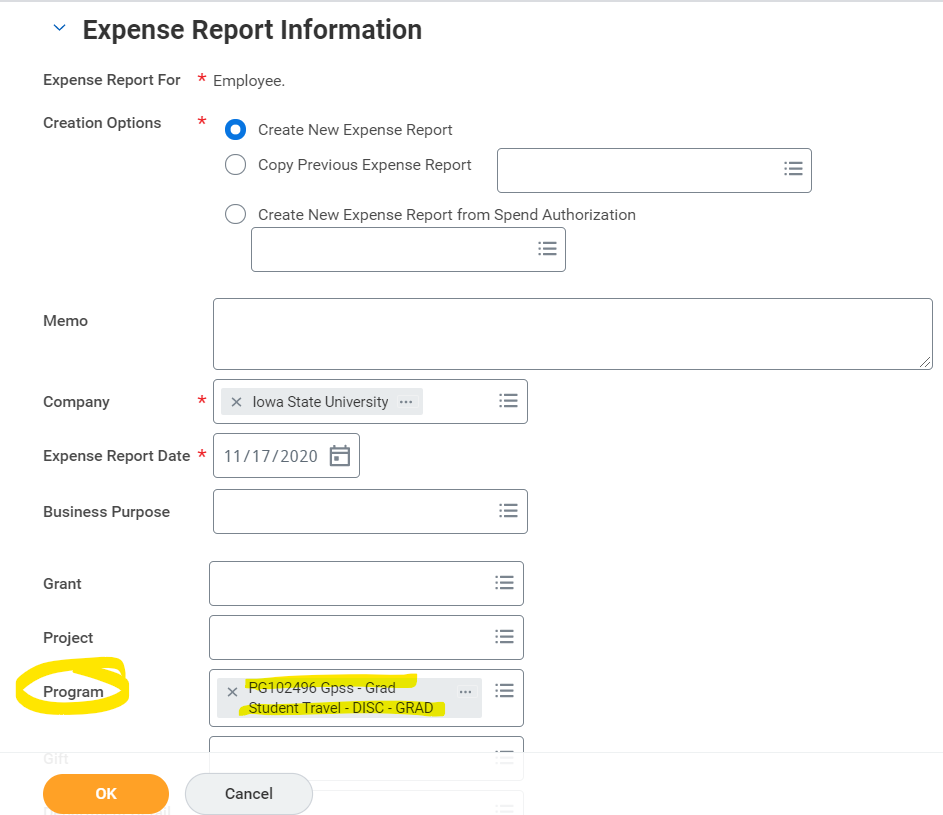
1. Log into MyWorkDay
2. Click on Expenses (highlighted below)
3. Click “Create Expense Report”
4. Once you are in that form, make sure to add “PG102496” to the Program portion of the Expense report and continue filling out the form!