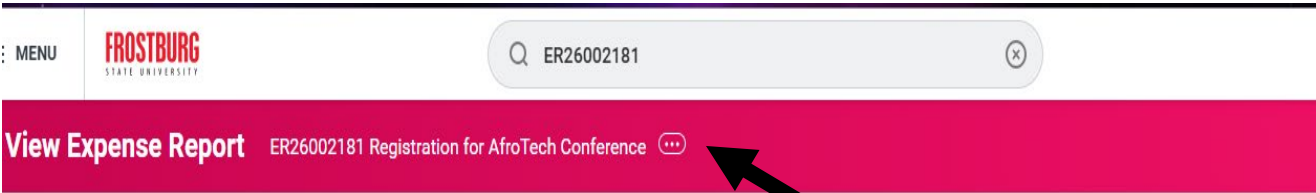


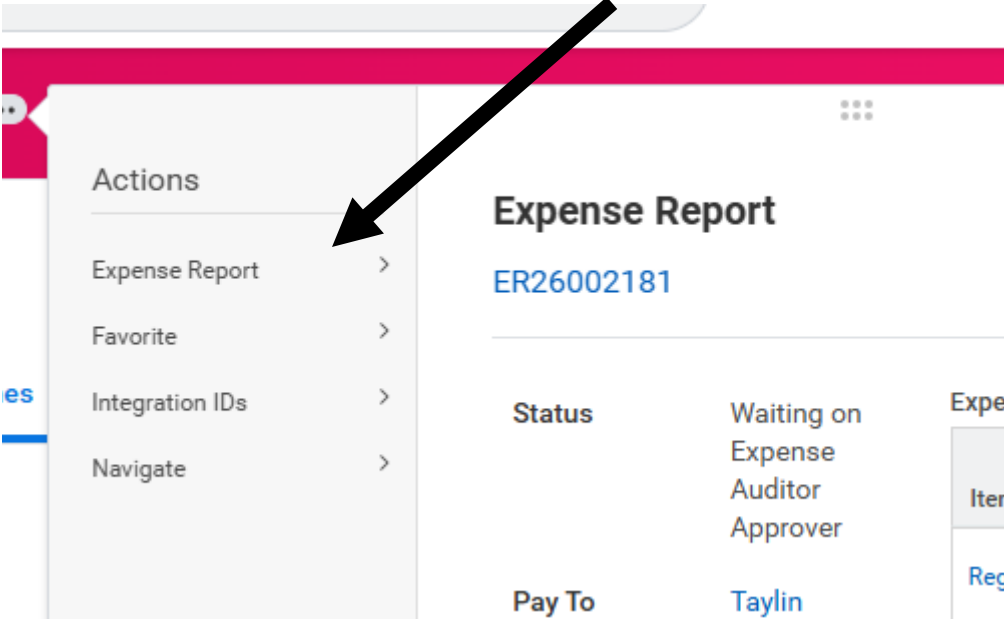
How to Print Expense Reports in Workday

Enter the expense report number in the search bar and click enter:

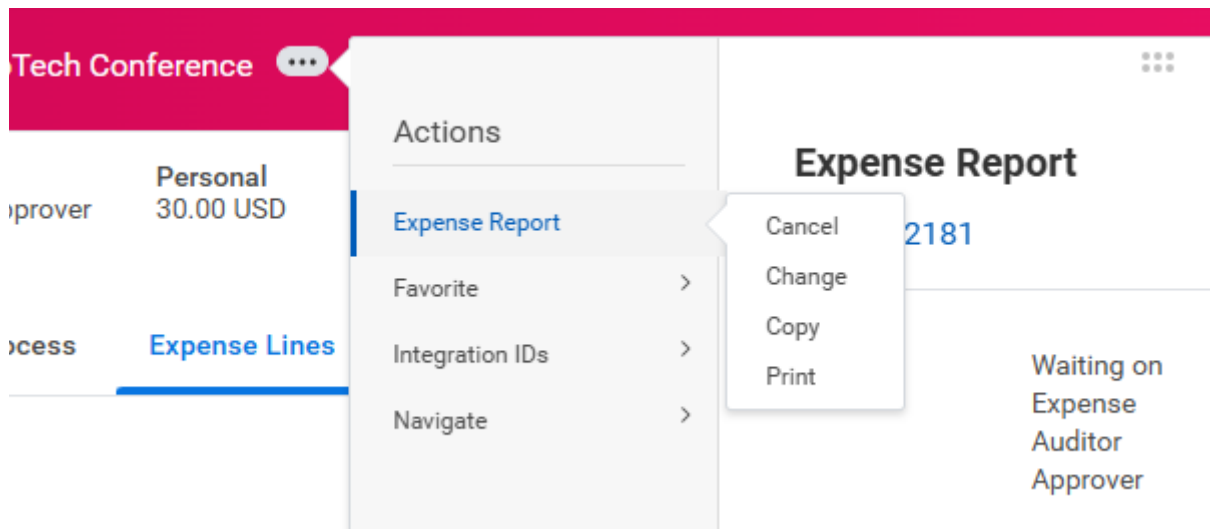


Click on the “three dots” known as Related Actions

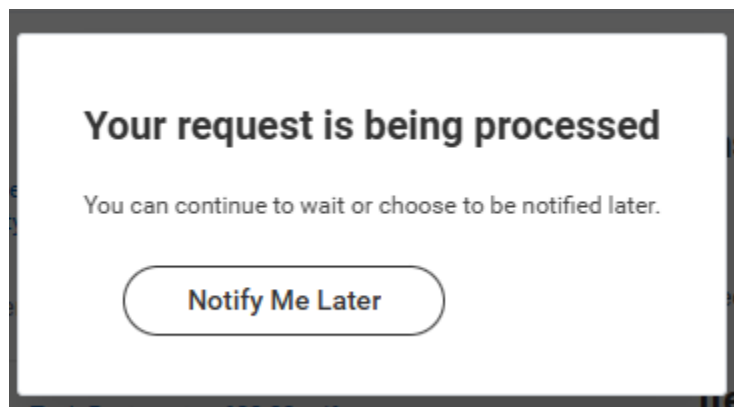
Next, hover your curser over Expense Report:



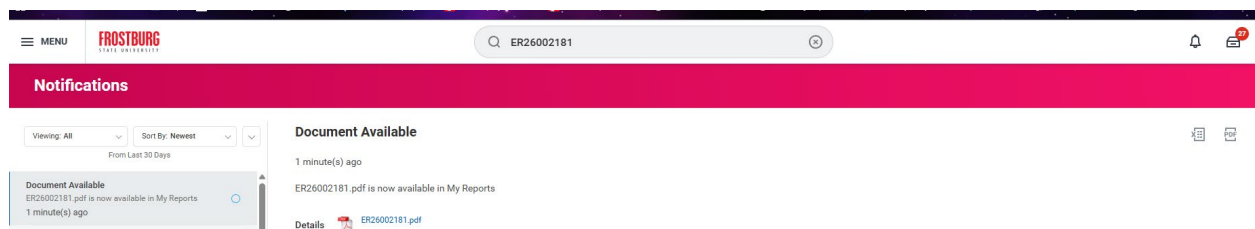
Click on Expense Report and then click Print:



A notification will appear:



You will receive a notification in Workday and your email letting you know it's ready to download and print.



Click on the Expense Report PDF link to download and print as you would any document.

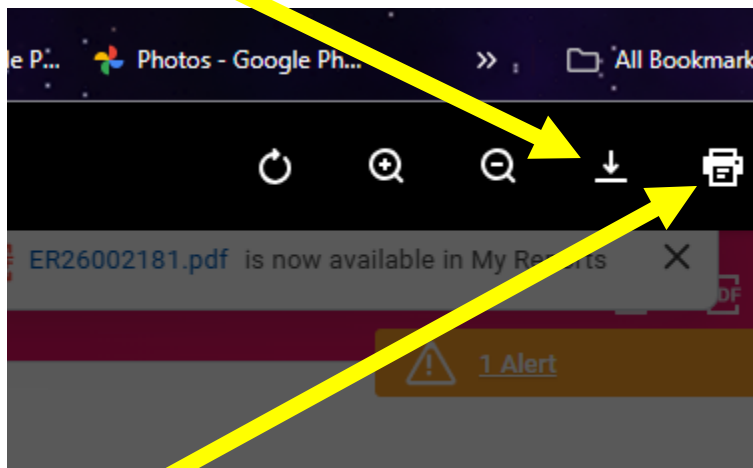
Details



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