Note:
This process is used to reimburse travel expenses for non-employee individuals.
Step 1:
To begin, search for the task “Create External Committee Member” in the Workday search bar.

Step 2:
Complete the following fields and click OK.
• Effective Date: Today’s Date
• Committee: Non-Worker Committee
  Hint: Type “Non” and press ENTER
### External Committee Member: Header, Legal Name Information and Contact Information

**Step 3:**

**Complete the “Header” information and “Legal Name Information” sections.**

- **Effective Date:** 04/01/2019
- **Committee:** Non-Worker Committee
- **Reason:** Select the Reason (only one option available)

**Proposed Membership Information**

- **Membership Type:** Non-Worker
- **Membership Type Start Date:** 04/01/2019
- **Term End Date:** MM/DD/YYYY

**Legal Name Information**

- **Country:** United States of America
- **Prefix:**
- **First Name:** Bruce
- **Middle Name:**
- **Last Name:** Smith

**Contact Information**

- **Address:** Add
- **Email:** Add

**Personal Information**

**Step 4:**

**Complete the “Contact Information” section and click Submit.**

**IMPORTANT:**
- ADDRESS MUST BE PROVIDED
- Phone or Email MUST BE PROVIDED

**Note:** After this date, committee member is INACTIVATED.
Create Spend Authorization:
To begin, search for the task “Create Spend Authorization for Non-Worker” in the Workday search bar.

Create Expense Report:
To begin, search for the task “Create Expense Report for Non-Worker” in the Workday search bar.