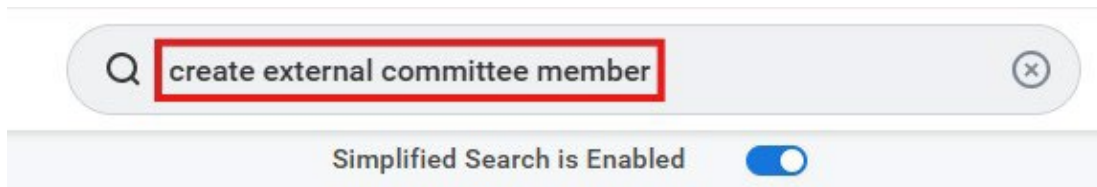


External Committee Member

Access to create External Committee Member can be requested by placing an OIT ticket.

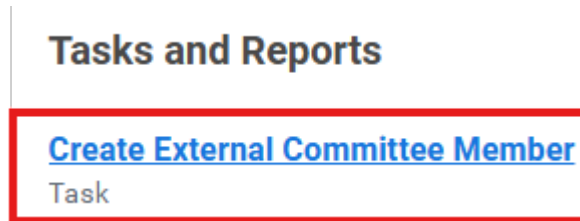
Please note ECMs are paid via check only.

1. If access is granted, on the Workday search bar, type in **“Create External Committee Member”**



A screenshot of the Workday search bar. The search bar is a light gray rounded rectangle with a magnifying glass icon on the left and a close icon (X) on the right. Inside the bar, the text 'create external committee member' is entered. Below the search bar, there is a toggle switch labeled 'Simplified Search is Enabled' which is currently turned on (blue).

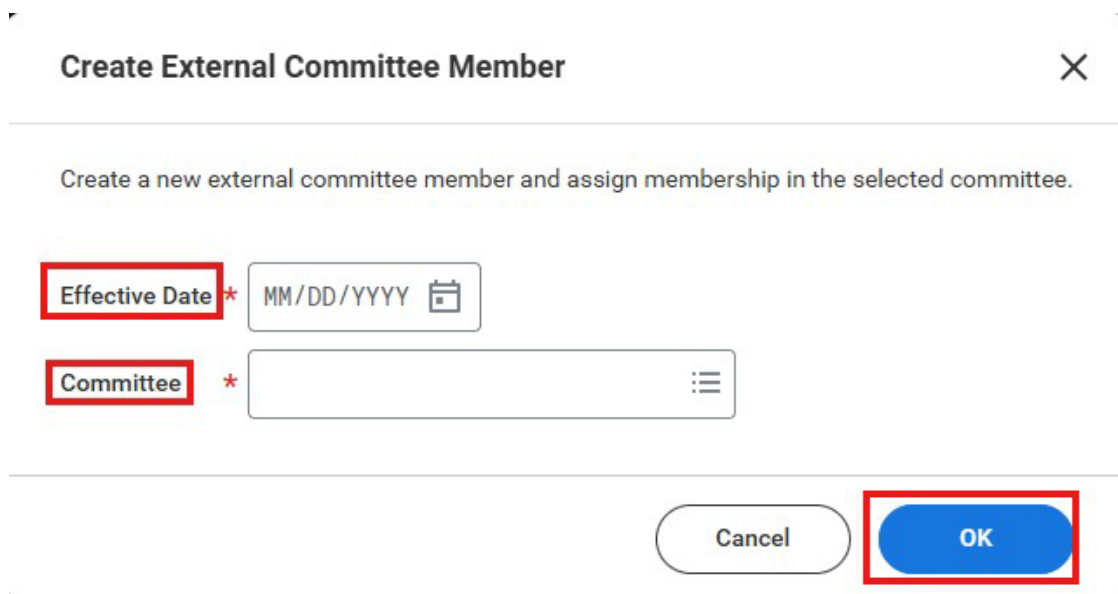
2. Select the **Task**



A screenshot of the 'Tasks and Reports' section. The title 'Tasks and Reports' is at the top. Below it, a red box highlights a link that says 'Create External Committee Member' with the word 'Task' underneath it.

3. Fill in the **“Effective date”** (Today’s date). For **“Committee”** fill in **“Non-Worker Committee”**

Select **OK**



A screenshot of the 'Create External Committee Member' form. The title 'Create External Committee Member' is at the top right with a close icon (X). Below the title, there is a description: 'Create a new external committee member and assign membership in the selected committee.' There are two input fields: 'Effective Date' with a red asterisk and a date picker icon, and 'Committee' with a red asterisk and a dropdown menu icon. At the bottom right, there are two buttons: 'Cancel' and 'OK', with the 'OK' button highlighted by a red box.

4. Select which **Reason** that best applies for the ECM

Membership Type select **non-Worker**

Select an **End Date** (Note: After this date, the committee member will be inactive)

Effective Date 12/01/2025

Committee Non-Worker Committee

Reason *

Search

← Committee Member Service > External Committee Member

☒ Committee Member Service > External Committee Member > Consultant and guess speaker travel reimbursement

☐ Committee Member Service > External Committee Member > Executive, professional, and faculty position candidate travel reimbursement

☐ Committee Member Service > External Committee Member > Student Travel

Proposed M

Membership Type

Membership Type

Term End Date

Legal Name

5. Enter the **Legal Name Information** for the ECM

Legal Name Information Contact Information Personal Information

Country * x United States of America

Prefix

First Name *

Middle Name

Last Name *

Suffix

6. Fill out the **Contact Information** for the ECM.

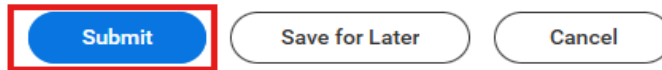
Legal Name Information	Contact Information	Personal Information
<div> <div>Phone</div> <div>Add</div> </div>		
<div> <div>Address</div> <div>Add</div> </div>		
<div> <div>Email</div> <div>Add</div> </div>		

7. For **Attachments**, attach a signed letter stating the reason for reimbursement and the following:
- Full Name
 - Address (where the payment will be mailed)
 - Email/Phone Number
 - Any other document deemed necessary

Please note this letter serves as verification that all information on the request is correct.

Attachments
<div>Drop files here</div> <div>or</div> <div>Select files</div>

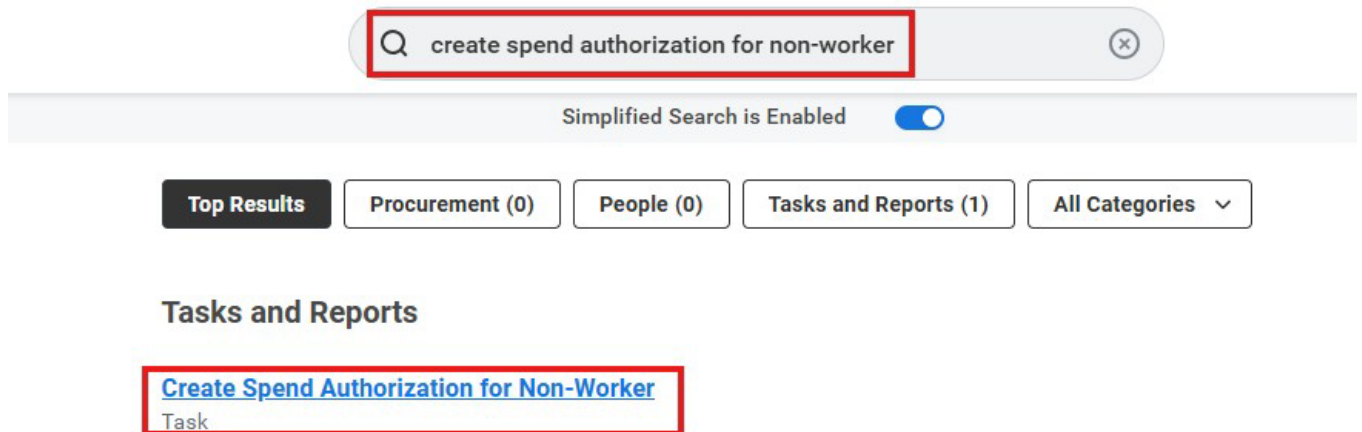
8. Submit



Submit Save for Later Cancel

External Committee Member: Create Spend Authorization/Expense Report for ECM

1. On the Workday search bar, type “**Create Spend Authorization for Non-Worker**” and select the task.



Q create spend authorization for non-worker

Simplified Search is Enabled

Top Results Procurement (0) People (0) Tasks and Reports (1) All Categories ▾

Tasks and Reports

[Create Spend Authorization for Non-Worker](#)
Task

2. Fill in the required **Spend Authorization Information**
 - a. **Payee Type** auto populates
 - b. **For** fill in the ECM name
 - c. **Committee** fill in Non-Worker Committee
 - d. Fill in the **Start** and **End Date**
 - e. Fill in the **Description** for the Spend Authorization

▼ **Spend Authorization Information**

Payee Type	*	× External Committee Member	:
For	*		:
Committee	*		:
Company	*		:
Start Date	*	06/27/2025	📅
End Date	*	06/27/2025	📅
Description	*		
Business Purpose			

Currency **USD**

3. Choose a **Reimbursement Payment** Type and write a detailed **Justification**

▼ **Spend Authorization Details**

Reimbursement Payment Type	*	× Direct Deposit	:
Justification			

4. Add any **Spend Authorization Lines** needed. **Attachments** should include estimates, an offer letter, agenda/itinerary. Then click **Submit**

Spend Authorization Lines	Attachments
<div>⊕ Add</div>	
<div> <div>Submit</div> <div>Save for Later</div> <div>Cancel</div> </div>	

Expense Reports for Non-Worker

1. In the Workday search box, type “**Create Expense Report for Non-Worker**” and select the Task

The screenshot shows the Workday search bar with the text "create expense report for non-worker" entered. Below the search bar, a toggle switch indicates "Simplified Search is Enabled". Under the "Tasks and Reports" tab, the search results show "Create Expense Report for Non-Worker" as a Task.

2. Fill out all the following in asterisks. In the **Business Purpose** field, select the reason for the expense (ex: *Guest Speaker Travel, Candidate Reimbursement, etc.*)
 - In the Memo field, provide details such as:
 - Event Name
 - Date(s)
 - Who expenses were for (ex: *Reimbursement for guest speaker travel – College of Engineering event 11/15/25*)

The screenshot shows the "Create Expense Report for Non-Worker" form. The following fields are highlighted with red boxes and marked with an asterisk (*):

- Payee Type
- Creation Options (with radio buttons for "Create New Expense Report" and "Copy Previous Expense Report")
- Memo
- Company
- Expense Report Date (showing 07/03/2025)
- Business Purpose
- SmartTag
- Fund
- Cost Center
- Expense Treatment

Other fields visible include Grant, Gift, and Project, which are not highlighted.

3. Review or edit any **Header** information

Header

Attachments

Expense Lines

Save the expense report to review any errors before you submit.

Expense Report Number

EXP_REIMB-000362238

Memo

(empty)

Committee

Non-Worker Committee

Company

Florida Atlantic University

Expense Report Date

12/01/2025

Business Purpose

TRAVEL

Reimbursement Payment Type

Check

Edit

4. Upload any **Attachments** (*offer letter, agenda, flyer, itinerary, etc.*)

Header

Attachments

Expense Lines

Save the expense report to review any errors before you submit.

Edit

5. Add information to **Expense Lines**. For each line complete:

- **Expense Item** (ex: *Airfare, Hotel, Meals, etc.*)
- **Date** (Enter the date the expense was incurred)
- **Amount** (Enter the dollar amount shown on receipt)
- Attach the corresponding receipt

Header

Attachments

Expense Lines

Add

1 item

Expense Line

Drop files here

or

Select files

Receipt Included

☐

Expense Date *

12/01/2025

Expense Item *

Total Amount *

0.00

6. Click **Submit**. **Please note:** ECM expense reports cannot be saved for later – you will not be able to edit them only cancel.

Submit

Save for Later

Cancel