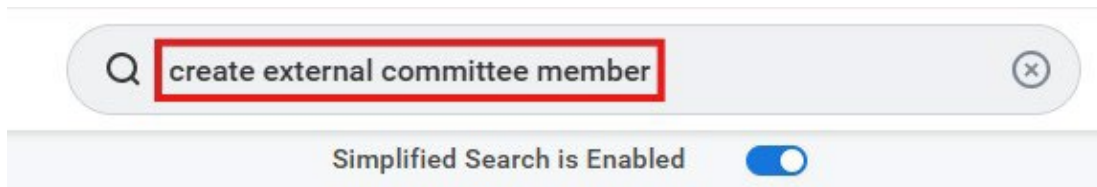## External Committee Member

Access to create External Committee Member can be requested by placing an OIT ticket.
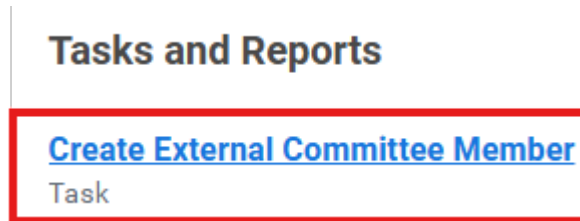
Please note ECMs are paid via check only.

1. If access is granted, on the Workday search bar, type in **"Create External Committee Member"**
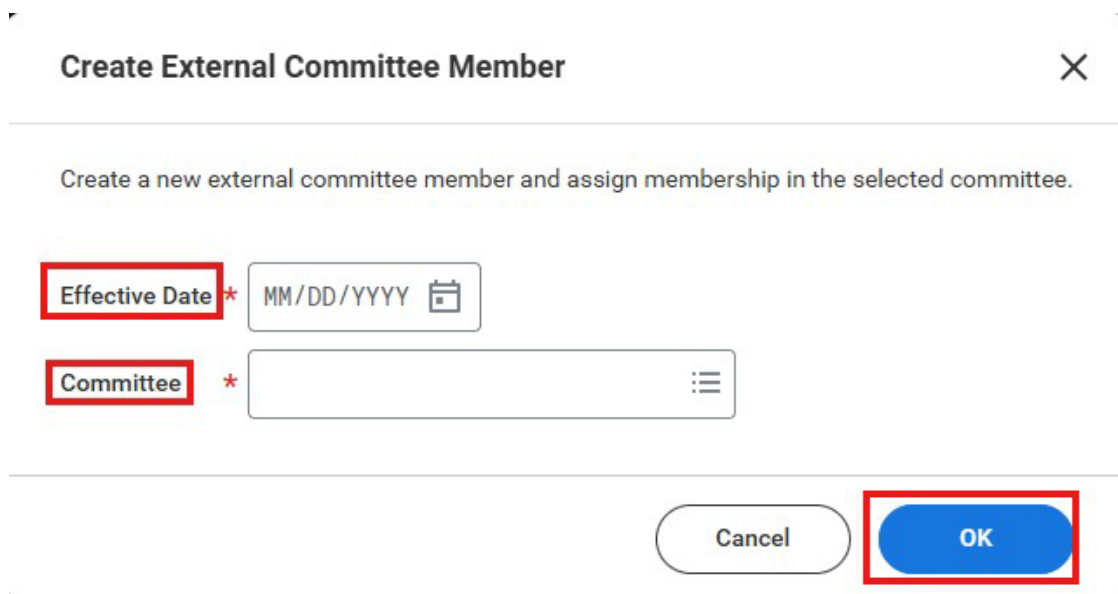
2. Select the **Task**

3. Fill in the "**Effective date**" (Today's date). For **"Committee"** fill in **"Non-Worker Committee"**
   Select **OK**

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 Typ

Membership Typ

Term End Date

Legal Nam

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

Legal Name Information   Contact Information   Personal Information

Country *   ✕ United States of America ↗   ≔

Prefix

First Name *

Middle Name

Last Name *

Suffix

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

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

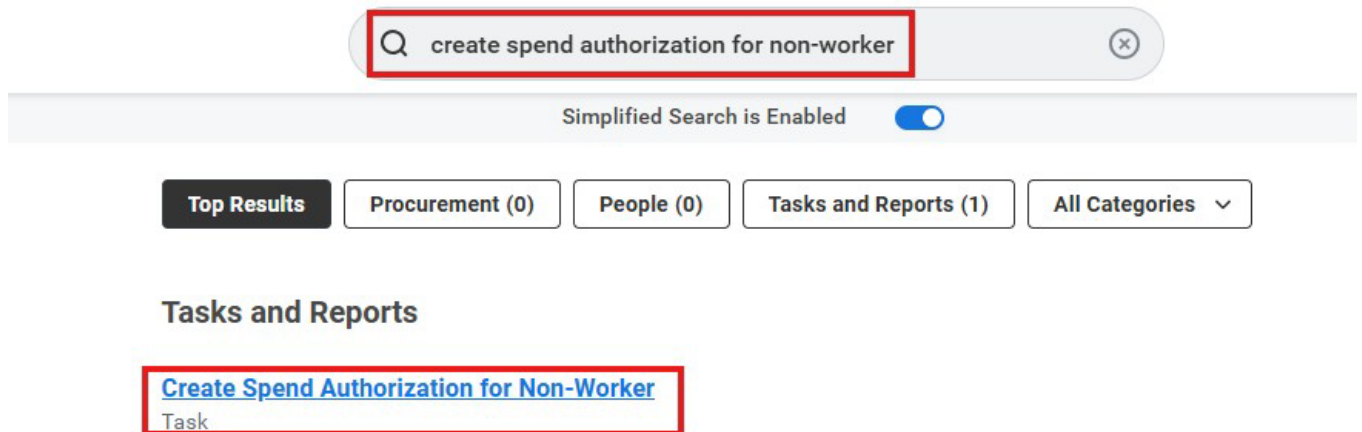   Please note this letter serves as verification that all information on the request is correct.

8.   **Submit**

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.

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

Field	Value
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

Field	Value
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**

⊕ Add

Submit | Save for Later | Cancel

Expense Reports for Non-Worker

1. In the Workday search box, type **"Create Expense Report for Non-Worker"** and select the **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*)

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

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