**REIMBURSMENT**

Is this person a Yale affiliate? (e.g. staff or student)

- **YES**
  - Is this person an employee?
    - **YES** (Student employee (TA, RA, etc.) HR Record)
      - Are you their delegate in Workday?
        - **YES**
          - Create expense report in Workday
        - **NO**
          - Send email to sombusiness.office@yale.edu/w/ name and netid
          - Create expense report in Workday
    - **NO** (Non-employee)
      - Create expense report in Workday
  - **NO**
    - **YES**
      - Create invoice request
    - **NO**
      - Create supplier request in Workday

- **NO**
  - Is this person an active supplier in Workday?
    - **YES**
      - Create a supplier invoice request
    - **NO**
      - Create supplier request in Workday

**Business Process and training guide Key:**

- **Task**
  - Supplier Invoice Request
  - Supplier Request
  - Expense Report
  - Find Supplier
- **Description**
  - Request for Non-employee reimbursement/payment
  - Setup a supplier in Workday
  - Request reimbursement for Yale employee
  - To confirm the status of supplier
- **Action**
  - Create Supplier Invoice Request
  - Create Supplier Request
  - Create Expense Report
  - Find Supplier

**Helpful Links:**
- It's Your Yale
- Yale Policy and Procedure
- Yale International Tax Office
- Electronic Receipt Documentation