

Create an External Committee Member (ECM)

How to Register a Non-Employee for Workday Reimbursement

Policy Statement

Non-employees (students, official guests/visitors) traveling on official business are required to follow the same travel policies/procedures used by employees. Submit request via Workday as a registered ECM on an expense report.

Register a Non-Employee in Workday Financials

>> Type in Search Capsule: Create External Committee Member > Select

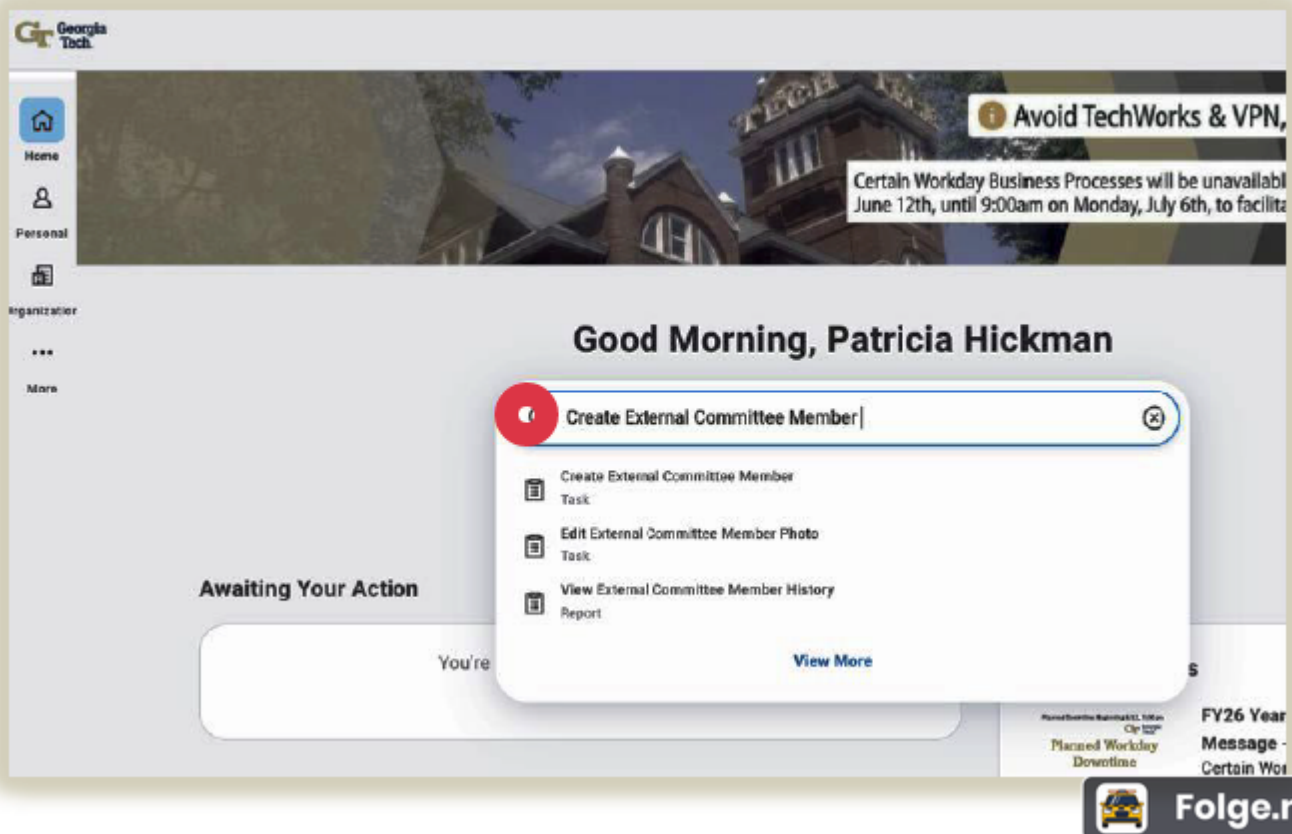
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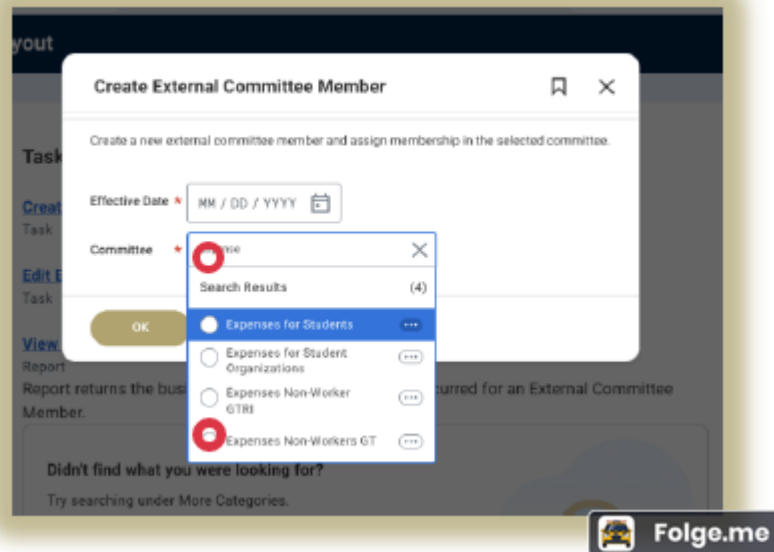
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2 Create External Committee Member

In the “Create External Committee Member” pop-up, add:

1. Effective Date
2. Select appropriate expense: EX: *Expenses Non-Workers GT*
3. Click Ok



3 Proposed Membership Information

- Fill out required fields: Denoted with Red asterisks *
- Add Reason: "Committee Member Service > Non Worker > (or other appropriate reason)"
- Select "Membership Type" : "Expenses"

Create External Committee Member Expenses Non-Worker

Effective Date: 06/18/2026

Committee: Expenses Non-Workers GT

Reason: *

Proposed Membership Information

Membership Type: *

Membership Type Start Date: 06/18/2026

Term End Date:



4 Legal Name Information

Complete "Legal Name Information" Tab

Legal Name Information Contact Information Personal Information Photo

Country: *

First Name: *

Middle Name:

Last Name: *



5 Contact Information

Tab right > Complete Contact Information

- Phone
- Address (required for mailing reimbursements)
- Email

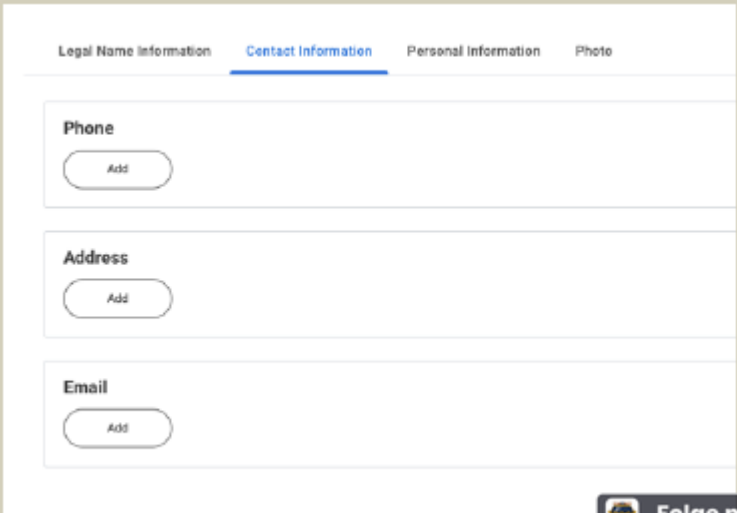
Finalize. Save.

Check for final approval.

To confirm: Search for the newly added ECM in Workday.

Submit receipts for the registered ECM non-employee as an Expense Report.

Spend authorizations are not required/authorized for non-employee travel.



The screenshot shows a web interface with four tabs: 'Legal Name Information', 'Contact Information' (which is selected and highlighted with a blue underline), 'Personal Information', and 'Photo'. Below the tabs are three sections for adding contact information:

- Phone**: A section with an 'Add' button.
- Address**: A section with an 'Add' button.
- Email**: A section with an 'Add' button.

In the bottom right corner of the interface, there is a small logo for 'Folge.me'.