
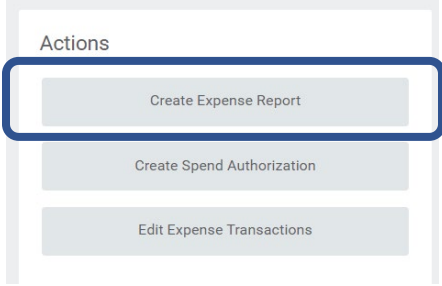
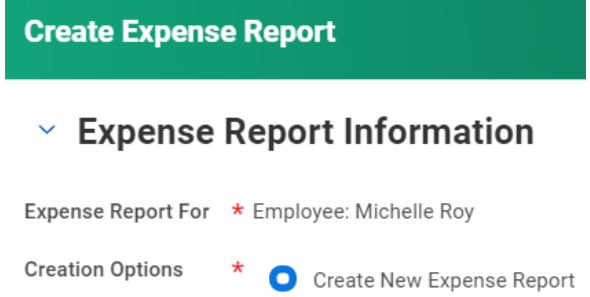


Viewing Travel Card Transactions in Workday (for cardholders)

<https://workday.miami.edu>

Cardholders can use this guide to view transactions that automatically appear in Workday.

| View Travel Card Transactions in Workday Once a charge is made, within 3-5 business days, the transactions should appear in Workday. After two weeks, if a charge still does not appear in Workday, email Corporate Cards Services at travelcard@miami.edu . | |
|---|---|
| 1. From the Workday home page, click the Expenses icon. |  Expenses |
| 2. From the <i>Actions</i> section click View Create Expense Report . |  Actions Create Expense Report Create Spend Authorization Edit Expense Transactions |
| 3. Scroll down to bottom of the page to view transactions (if any). |  Create Expense Report ▼ Expense Report Information Expense Report For * Employee: Michelle Roy Creation Options * <input checked="" type="radio"/> Create New Expense Report |

Contact travelcard.ap@miami.edu with any questions.