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.

2. From the Actions section click View Create Expense Report.

3. Scroll down to bottom of the page to view transactions (if any).

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