

# Viewing Travel Card Transactions in Workday

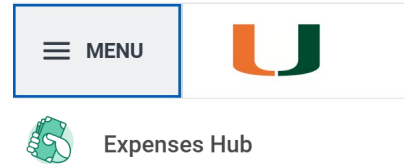
Cardholders can use this guide to view transactions that automatically appear in Workday.

<https://workday.miami.edu>

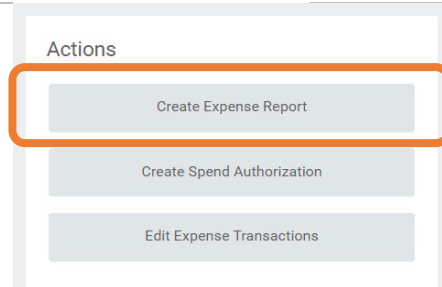
After a charge occurs, transactions will appear in Workday within 3-5 business days.

**Missing Transaction Tip:** If after two weeks a charge does not appear in Workday, contact [Travel Cards](#) and provide the details.

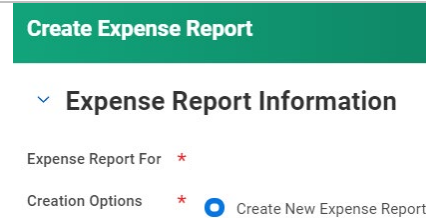
1. From the Workday homepage, click the **Menu**, and select **Expenses Hub**.



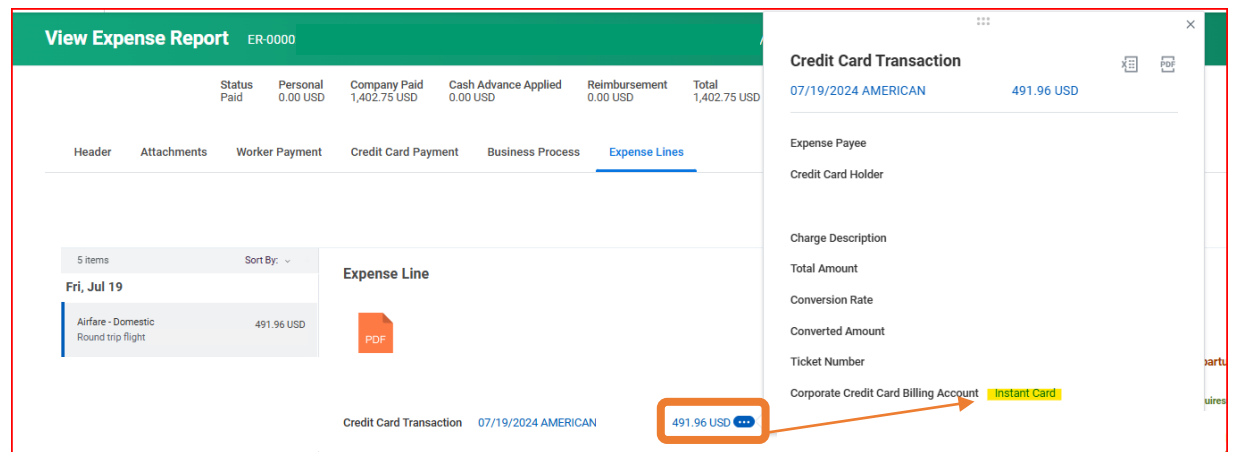
2. From **Actions**, select **Create Expense Report**.



3. To view transactions, scroll down.



**Tip Instant Card vs Travel Card:** The *Expense Lines* may contain both TCard and ICard transactions. To determine which card was used, scroll down to the field *Credit Card Transaction*, and click the related actions button (three dots). Review the Corporate Card Billing Account information.



For assistance, contact [Travel Cards](#).