



Travel Talks

Tuesday 10/14/25



Travel Talks

Today's Agenda

Workday

- Credit Card charges
 - Aging credit card charges
- Other Reports

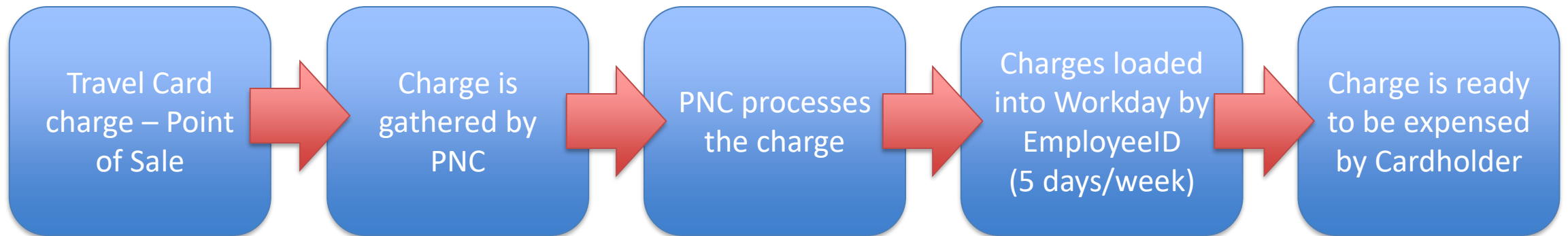
Questions

Next Travel Talks: 10/28 – International Travel *feat. Melissa Lee*

This presentation will be recorded for future viewing

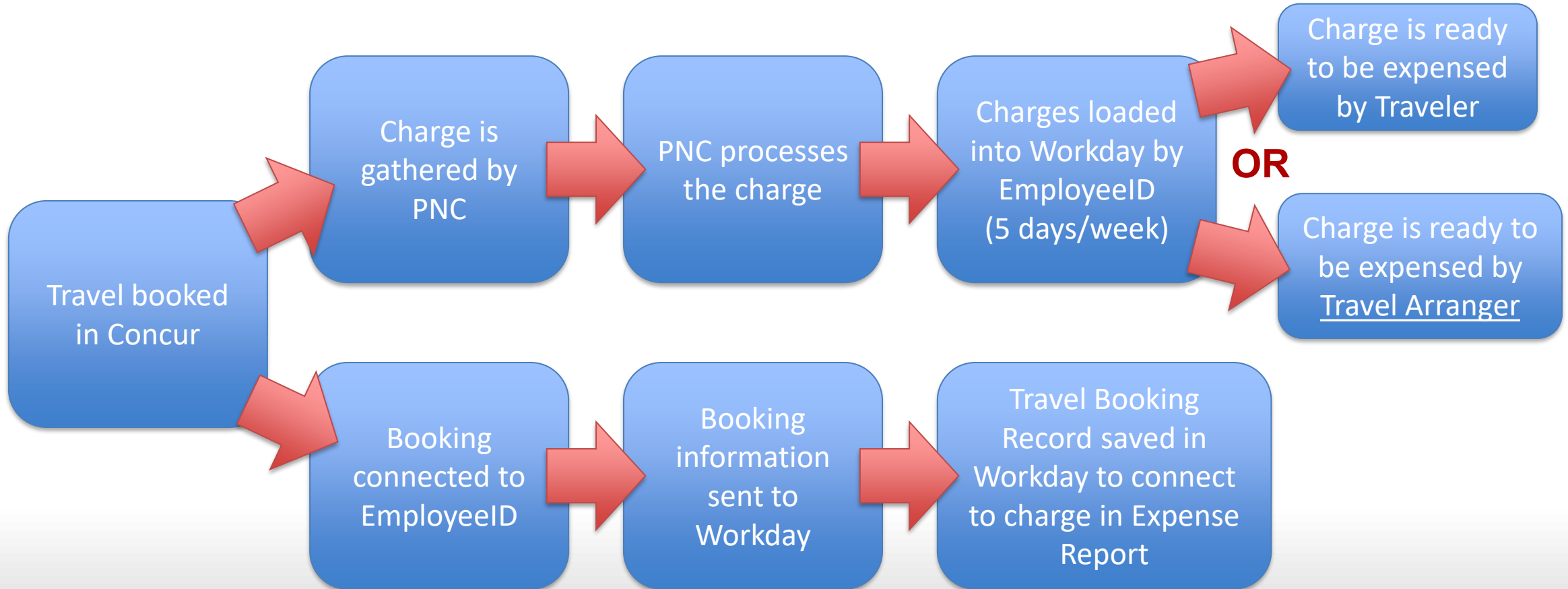
Credit Cards and Their Charges

Let's Talk Routing – Travel Card



Credit Cards and Their Charges

Let's Talk Routing – Central Billing Card



Credit Cards and Their Charges

Reminders!

- Both Travel Card charges **and** Central Billing Card charges need to be expensed onto an expense report
- Aging charges will receive an automated email to the associate employee ID after 30 and 45 days
 - 60-day IRS tax window *starts* on the last day of travel
 - If employees are getting these emails and haven't traveled yet, they can disregard
- Employees (and ultimately departments) are responsible for making sure charges are being expensed to a report!

Credit Cards and Their Charges

“Where Can I Find These Charges?” -You

Credit Card Transactions Not Reallocated

Company *

Corporate Credit Card Billing Account

Expense Payee

Date Loaded From * MM/DD/YYYY

Date Loaded To * MM/DD/YYYY

Status

New

Prepaid

Filter Name

Manage Filters

Save

0 Saved Filters

Cancel

OK

Details provided:

- Cardholder's name
- Charge amount
- Transaction date
- Cardholder's Manager
- Cardholder's Supervisory Org
- Cardholder's Org Assignments

Reports, Reports, and More Reports!

RPT-544 – Find Credit Card Transactions Additional Details

RPT544 - Find Credit Card Transactions Additional Details

Company

Cost Center Hierarchy (Filter Only Works for Level 4 Values - Dept)

Transaction Date Start Date

Transaction Date End Date

Billing Date Start Date

Billing Date End Date

Payment Date Start Date

Payment Date End Date

Payee Type

Expense Payee

Last 4 Digits of Credit Card Number

Corporate Credit Card Billing Account

Transaction Status

Cancel

OK

Details provided:

- Cardholder's name
- Cardholder's Dept
- Transaction date
- Cardholder's Manager
- Cardholder's Supervisory Org
- Cardholder's Org Assignments

Reports, Reports, and More Reports!

Find Expense Reports

Find Expense Reports

Company

×

CH02 UofL Consolidated

...

Pay To

Payee Type

Report Date On or After

MM/DD/YYYY

Report Date On or Before

MM/DD/YYYY

Supplier for Contingent Worker

Corporate Credit Card Accounts for Expense Report

Document Number

Expense Report Status

Expense Report Worker Payment Status

Expense Report Credit Card Payment Status

Created by Worker

Created On or After

MM/DD/YYYY

Cancel

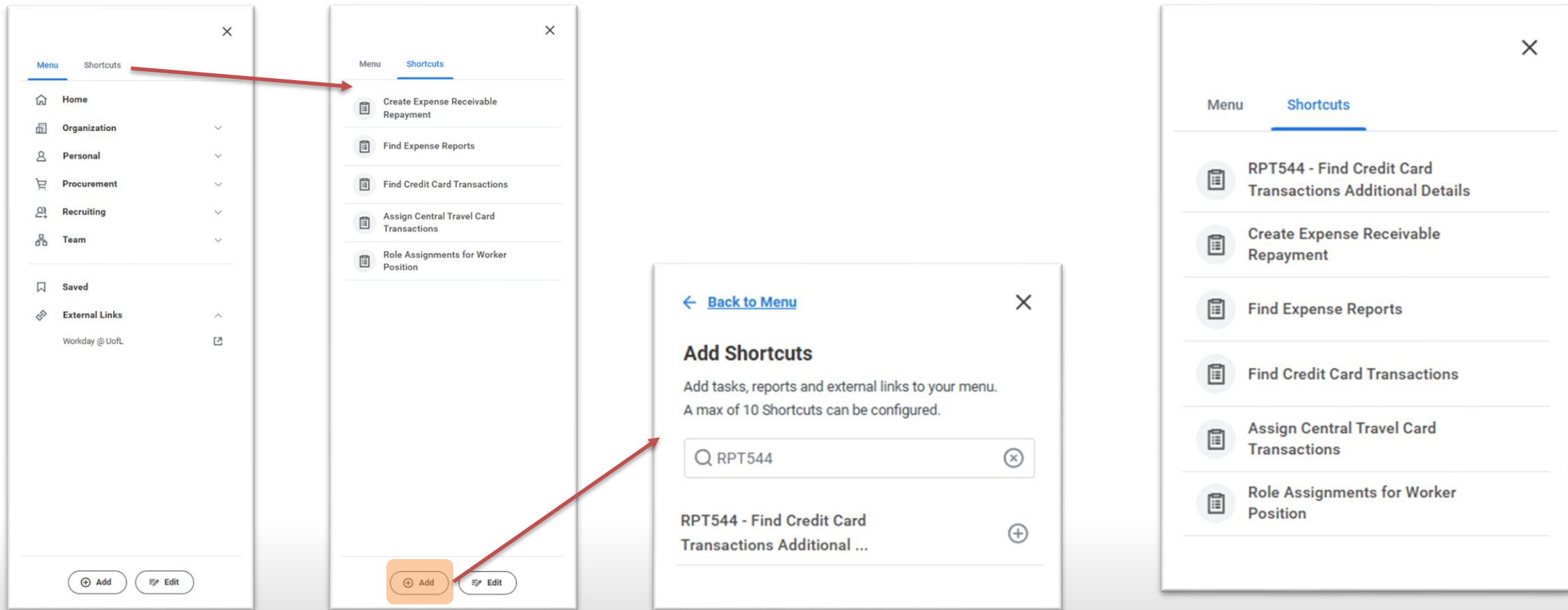
OK

Expense Reports sitting without being submitted!

Set Expense Report Status to “Draft” and you’ll be able to see expense reports that have been created but haven’t gone anywhere.

Reports, Reports, and More Reports!

How to save a report

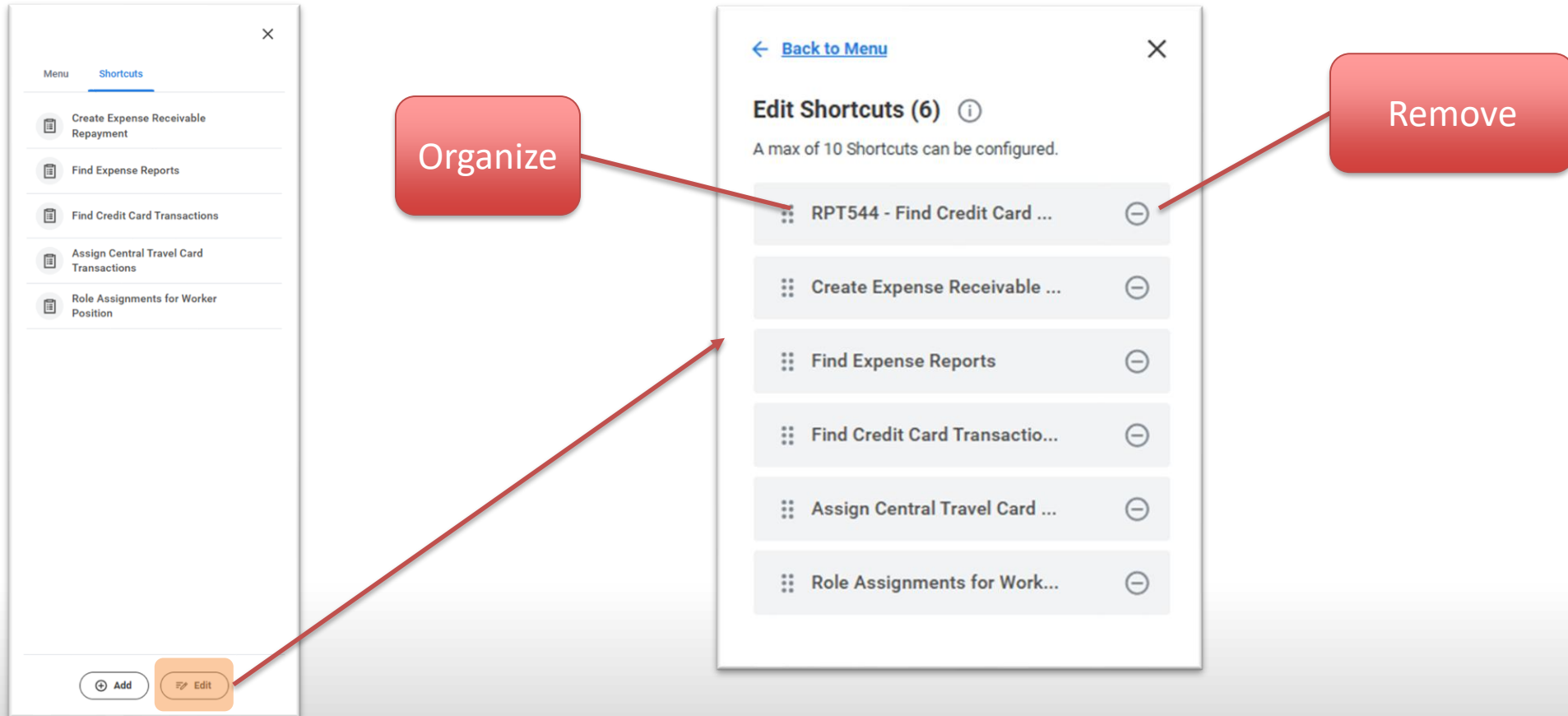


The process involves the following steps:

- Click on the **Menu** tab in the top left sidebar.
- Click on the **Shortcuts** tab in the top left sidebar.
- Click on the **Add** button at the bottom of the Shortcuts list.
- In the **Add Shortcuts** dialog, search for the report (e.g., **RPT544**).
- Click on the report result (e.g., **RPT544 - Find Credit Card Transactions Additional ...**) to add it to the shortcuts.
- The report is now listed under the **Shortcuts** tab.

Reports, Reports, and More Reports!

How to save a report



The diagram illustrates the steps to save a report by editing shortcuts. It consists of two main panels and two callout boxes.

Left Panel (Menu/Shortcuts): This panel shows a list of shortcuts under the 'Shortcuts' tab. The shortcuts are:

- Create Expense Receivable Repayment
- Find Expense Reports
- Find Credit Card Transactions
- Assign Central Travel Card Transactions
- Role Assignments for Worker Position

At the bottom of this panel are two buttons: 'Add' and 'Edit'.

Right Panel (Edit Shortcuts): This panel is titled 'Edit Shortcuts (6)' and includes a 'Back to Menu' link. It states 'A max of 10 Shortcuts can be configured.' Below this, a list of shortcuts is shown, each with a minus icon for removal:

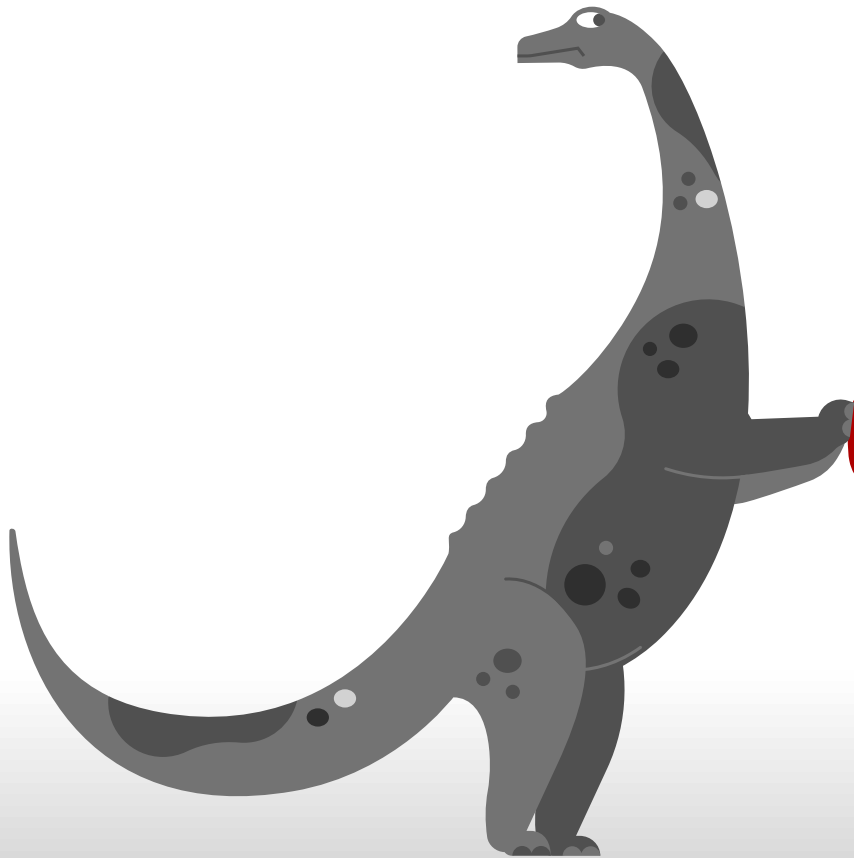
- RPT544 - Find Credit Card ...
- Create Expense Receivable ...
- Find Expense Reports
- Find Credit Card Transactio...
- Assign Central Travel Card ...
- Role Assignments for Work...

Callout Boxes:

- Organize:** A red box with an arrow pointing from the 'Edit' button in the left panel to the 'Edit Shortcuts' panel.
- Remove:** A red box with an arrow pointing from the minus icon next to 'RPT544 - Find Credit Card ...' in the right panel.

As Always

**You
Can't
Overexplain**



Questions?



“Tell me more, Tell me more!”

Please take a moment to fill out this form to provide the Travel Team with some feedback!

Travel Talks Survey

