



**TRAVEL**  
**AND**  
**EXPENSE**  
UNIVERSITY OF VIRGINIA



# New Spend Cats

- SC0813 – Non-employee Travel Meal Reimb - Report IRS
- SC0814 - Non-employee Travel Meal Reimb – Not Report IRS
- SC0815 – Non-employee Office Supplies
- SC0816 – Non-employee Supplies Food and Drink

These are available for non-employee reimbursement SIRs and journals.



# Removal of T&E Card Duplicate Alerts

- The duplicate transaction alert has been removed from Workday Expenses when there are two or more T&E Card transactions for the same amount, same date, same expense item, same payee.
- The alert will continue to appear for potential duplicate reimbursements or when a reimbursement and a T&E Card transaction appear to be duplicates.

# T&E Cardholder Training

- Annual T&E Cardholder Training is required for all cardholders during the month of February. Cardholders have automatically been enrolled in the Workday training and received a training link by email on February 1st.
- Cardholder supervisors who do not have a T&E Card are not required to take the training.
- Supervisors will be copied on training reminder emails for their direct reports who haven't completed the training.
- If you are a new cardholder and have received your card between October 1, 2023, and January 31, 2024, you are exempt from this training.
- Active Cardholder Search – search status by Computing ID, CC, or MBU

# Position Posted

Join the T&E Team!

Travel & Expense Program Coordinator position  
posted (R0057019)

[https://uva.wd1.myworkdayjobs.com/UVAJobs/job/Charlottesville-VA/Travel---Expense-Program-Coordinator\\_R0057019](https://uva.wd1.myworkdayjobs.com/UVAJobs/job/Charlottesville-VA/Travel---Expense-Program-Coordinator_R0057019)