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.
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/ UVA Jobs/job/ Charlottesville-VA/Travel---Expense-Program- Coordinator_R0057019