Applying for Travel & Hospitality (T&H) and Procurement Cards (Pcard)

Applications for Travel & Hospitality (T&H) and Procurement Cards (Pcard) are submitted through the Create Request task in Workday.

1. Navigate to the task by searching Create Request from the Workday Landing Page.

2. Search ‘card’, press enter and select the desired card application.
   a. Card Application – Procurement (P-Card) to be used to purchase supplies and services.
   b. Card Application – Travel & Hospitality to be used for employee/guest travel and hospitality expenses.

3. Select Okay at the bottom of the screen.

4. The next screen will contain a series of questions to complete the card application.
Card Applications in Workday

a. Describe the Request – Provide a short description of how you plan to use the card.

b. Your Full Legal Name – Enter your full legal name.

c. Name on Card (if different from above) – If you have a preferred name you would like printed on the card, you may provide that name.

d. Your University ID Number – Enter your nine digit University ID number.

e. Your Department Name – Enter the name of your department.

f. Your University Address 1 (room, building) – Enter your university office room number and building. (or enter N/A if you do not have a suite, room, or building number)

g. Your University Address 2 – Enter your university office street address.

h. Your City, State, ZIP – Enter your university city, state, and ZIP code + 4.

i. Your University Phone Number – Enter your university phone number.

j. Your University Email Address – Enter your university email address.

k. Cycle Credit Limit – Choose the requested cycle limit. The cycle runs from the 12th of one month to the 11th of the next month.

l. Single Purchase Limit – Choose the requested single purchase limit.

5. Optionally, enter any **Comments** to be seen by approvers of the application

6. Optionally, upload any **Attachments** by selecting ‘Select Files’ and searching for the file from your computer

7. Select **Submit** once complete

8. **Routing** is as follows:
   a. Manager/Supervisor
   b. Cost Center Manager
   c. Procurement Services Department
Review the Status of your Applications

1. Search and select **My Recent Requests** from the Workday Landing Page

2. Any requests initiated through the **Create Request** task will appear here. This includes card applications, but may also include other HR or Finance actions

3. The report displays next steps for each request

4. **Select each progress bar to see details**
   a. In this example we see Scott is up to approve
Card Applications in Workday

Approving Applications (for Managers and Cost Center Managers)

1. Card applications are routed to Managers and Cost Center Managers for approval.
2. The card request will appear in your Inbox. Open your inbox to act on applications.
3. Select a request within your inbox to view full details, process history, attachments and comments added by the initiator.
4. Take action by selecting:
   a. Approve: Approves the application and sends to the next approver or reviewer.
   b. Send Back: Send the application back to the initiator. Notes are required when doing so.
   c. Add Approvers: Search for any approvers beyond the employee’s Manager or Cost Center Manager.
   d. Selecting the ellipsis allows you to deny the application.