

Travel Card Expense Reassignment

Version Date	October 2026
Policies	No Official Policies
Forms	No Official Forms
Contacts	Travel@uada.edu
Related Guides	Using Travel Cards; In-State and Out-of-State Travel

Introduction

One Travel Card (T-Card) is issued to each county, and always in the name of the Staff Chair. Any agent in that county office may use the card to pre-pay travel expenses, with the approval of the Staff Chair. Using a T-Card helps reduce the use of personal funds and resulting need for personal reimbursement.

Regardless of who uses the card, all T-Card transactions will post in Workday under the Staff Chair name. If the expense was incurred for a different agent, the charges will need to be manually re-assigned to the agent traveling. It is advisable to do the re-assignment as soon as it is viewable in Workday so that the transaction is ready when the agent completes the travel and the Expense Report is prepared.

Reassigning Expenses

1. Go to the Workday Search field and enter *Reassign Expense Credit Card* and select *Reassign Expense Credit Card Transactions* from the search results.
2. Complete the fields as applicable using the example below. Because the Travel Card is in the name of the Staff Chair, it is their name that should be entered in the **Worker Credit Card** and **Current Expense Payee** fields. (Note: In rare instances, the T-Card may be assigned to the District Director or Associate District Director. If that is the case, their name should be entered.) There is no need to enter any dates. Only transactions eligible for reassignment will be listed in the search results. Select **OK**.

Reassign Expense Credit Card Transactions



Company

×

Division of Agriculture of the University of Arkansas

...

⋮

Worker Credit Card

★

×

MasterCard - Johnny Gunsaulis - UADA | Bank of America | TCard - 4900

...

⋮

Transaction Date On or After

MM/DD/YYYY

📅

Transaction Date On or Before

MM/DD/YYYY

📅

Current Expense Payee

×

Employee: Johnny Gunsaulis

...

⋮

Cancel

OK

- A screen will appear showing all available T-Card transactions. Go to the **New Expense Payee** field on the right side of the screen. This is the only modifiable field. Click the “X” next to the name that auto populates in the **New Expense Payee** field to remove it and type in the name of the traveling agent. The agent’s name, position, county, etc. should appear. Select the appropriate employee from the available options. Click **OK** at the bottom of the screen.

Reassign Expense Credit Card Transactions

Reassign Transactions to Assignee

Company

Division of Agriculture of the University of Arkansas

Worker Credit Card

MasterCard - Johnny Gunsaulis - UADA | Bank of America | TCard - 4900

Transaction Date On or After

(empty)

Transaction Date On or Before

(empty)

Current Expense Payee

Employee: Johnny Gunsaulis

Credit Card Transactions

3 items

Transaction	Merchant	Amount	Currency	Date	Description	Traveler	Current Expense Payee	New Expense Payee
Q	Hyatt Hotels	821.10	USD	01/17/2026	GRAND HYATT SAN ANTONI		Employee: Johnny Gunsaulis	× Employee: Johnny Gunsaulis ... ⋮
Q	Hyatt Hotels	821.10	USD	01/17/2026	GRAND HYATT SAN ANTONI		Employee: Johnny Gunsaulis	× Employee: Johnny Gunsaulis ... ⋮
Q	Hyatt Hotels	821.10	USD	01/17/2026	GRAND HYATT SAN ANTONI		Employee: Johnny Gunsaulis	× Employee: Johnny Gunsaulis ... ⋮

OK

Cancel

Search Results (2)

Employee: Jessica N. Street

County Extension Agent - 4-H |

CEA * Staff Chair * Benton

County

Pre-Hire: Jessica N. Street

Jessica Street

- Next, you will see a confirmation page like the one below. Select **Done** at the bottom of the screen and you will be returned to the main search page in Workday. You do not need to do anything else with this transaction until the agent returns from the trip unless the trip occurs in the next fiscal year.

Credit Card Transactions Reassigned

Company

Division of Agriculture of the University of Arkansas

Worker Credit Card

MasterCard - Johnny Gunsaulis - UADA | Bank of America | TCard - 4900

Transaction Date On or After

(empty)

Transaction Date On or Before

(empty)

Previous Expense Payee

Employee: Johnny Gunsaulis

Credit Card Transactions 1 item

Transaction	Merchant	Amount	Currency	Date	Description	Traveler	New Expense Payee
Q	Hyatt Hotels	821.10	USD	01/17/2026	GRAND HYATT SAN ANTONI		Employee: Jessica N. Street

Done

When Travel Is Complete

- When the travel is complete and the agent provides all the necessary documentation, the Expense Report can be completed in Workday.

In the Workday Search field, type *Create Expense Report* and select *Create Expense Report for Worker* from the search results.

- Type in traveler's name and complete other fields, as appropriate. The T-Card expense that was reassigned will be displayed at the bottom of the screen, possibly with other charges. Check the box to **"Include"** the charge in the expense report and select **OK** at the bottom of the screen.

Create Expense Report for Worker

Pay To * 
 Employee: Jessica N. Street 

Creation Options * ☒ Create New Expense Report
☐ Copy Previous Expense Report 
☐ Create New Expense Report from Spend Authorization 

Memo *

Company * Division of Agriculture of the University of Arkansas 

Expense Report Date * 

Credit Card Transactions Quick Expenses

Select All ☐

6 items  

Include?	Transaction	Date	Expense Item	Merchant	Charge Description/Memo	Amount	Currency	Corporate Credit Card Billing Account	Last 4 Digits of Credit Card Number
☐	Q	08/28/2025		AIRBNB HMS4JXXXBX	AIRBNB HMS4JXXXBX	693.33	USD	UADA Bank of America TCard	4900
☐	Q	08/28/2025		AIRBNB HMS4JXXXBX	AIRBNB HMS4JXXXBX	722.61	USD	UADA Bank of America TCard	4900
☐	Q	01/01/2026	Car Rental - Domestic	ENTERPRISE RENT-A-CAR	ENTERPRISE RENT-A-CAR	445.57	USD	UADA Bank of America TCard	4900
☒	Q	01/17/2026	Hotel Accommodations - Domestic	GRAND HYATT SAN ANTONI	GRAND HYATT SAN ANTONI	821.10	USD	UADA Bank of America TCard	4900

- Complete the remainder of the Expense Report as usual. See Out of State Travel process guide.

Next Steps

Travel Card expense reassignments do not require separate approvals in Workday. When the reassignment process is complete, the charges are cleared. The reassigned charge will be included in the Expense Report when travel is completed and all receipts are collected. The Expense Report will require normal approvals in Workday. See Out of State Travel process guide for details about completing the related Expense Report.