Study Abroad Authorization for T&H Card in Workday

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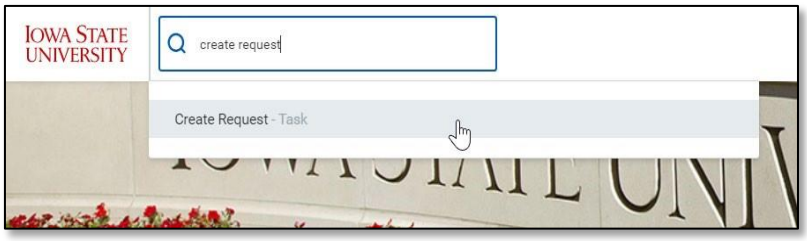
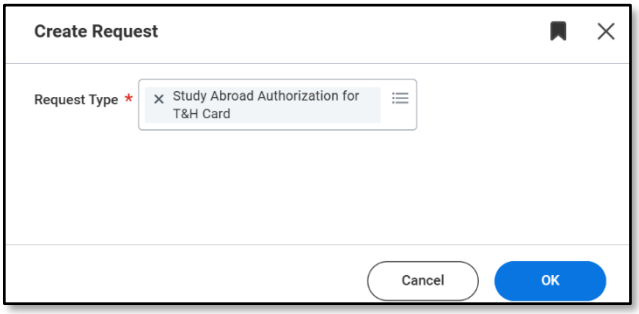
Study Abroad Authorization for T&H Card

Authorizations for use of a travel and hospitality (T&H) card for study abroad purposes are submitted through the **Create Request** task in Workday by individuals in the Study Abroad Center, or in the international programs office of the college authorizing the trip (e.g., Global Ag Programs, Engineering Student Services, Human Sciences International Programs). Access to this request type is based on a Workday security role and granted by Procurement Services.

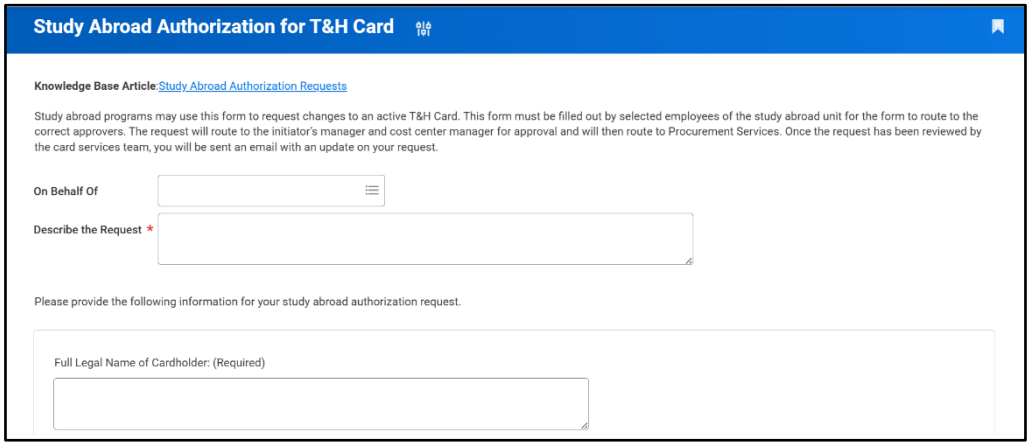
1. Navigate to the task by searching **Create Request** from the Workday landing page.



2. Select 'All', and select the desired card request.
   a. **Study Abroad Authorization for T&H Card** to be used for study abroad program leaders for the duration of the program.
3. Select **Okay** at the bottom of the screen.



4. The next screen will contain a series of questions to complete the card authorization.



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a. **On Behalf Of** – Type the name of the T&H Cardholder and click enter to select the appropriate employee profile.
b. **Describe the Request** – Provide a short description of how the card will be used.
c. **Full Legal Name of Cardholder*** – Enter the cardholder's full legal name.
d. **Department Name on T&H Card*** – Enter the department name as it is shown on the cardholder's T&H Card.
e. **Department requesting study abroad authorization** – Enter the name of the department authorizing the card (e.g. Study Abroad Center, Global Ag Programs).
f. **Credit Cycle Limit*** – If requesting a different credit cycle limit than cardholder currently has please enter here.
g. **Single Purchase Limit*** – If requesting a different single purchase limit than cardholder currently has please enter here.
h. **Effective Begin Date** – Enter the date these changes need to take effect.
i. **Effective End Date** – Enter the date for the changes to be deactivated.
j. **Countries Visiting** – Enter the countries visiting for the study abroad program.
k. **Do you need cash access?** – Select if the cardholder will need cash access during their study abroad program.
    i **Yes:** The cardholder will be asked the amount of cash needed when they complete the questionnaire.
    ii **No**

*c, d, f, and g may be found using the ISU Find Worker Credit Card report in Workday.

5. Optionally, enter any **Comments** to be seen by approvers of the application.
6. Optionally, enter **any Attachments** to be seen by approvers of the application.
7. Select **Submit** once complete.

8. **Routing** is as follows:
    a. Cardholder to complete the Cardholder Agreement for Travel and Hospitality (T&H) Card Study Abroad Program Usage.
    b. Procurement Manager (if single purchase limit >$4900 or credit cycle limit >$15,000 is requested.)
    c. Cost Center Manager of the person completing the form.
    d. Card Services Team to complete the request.

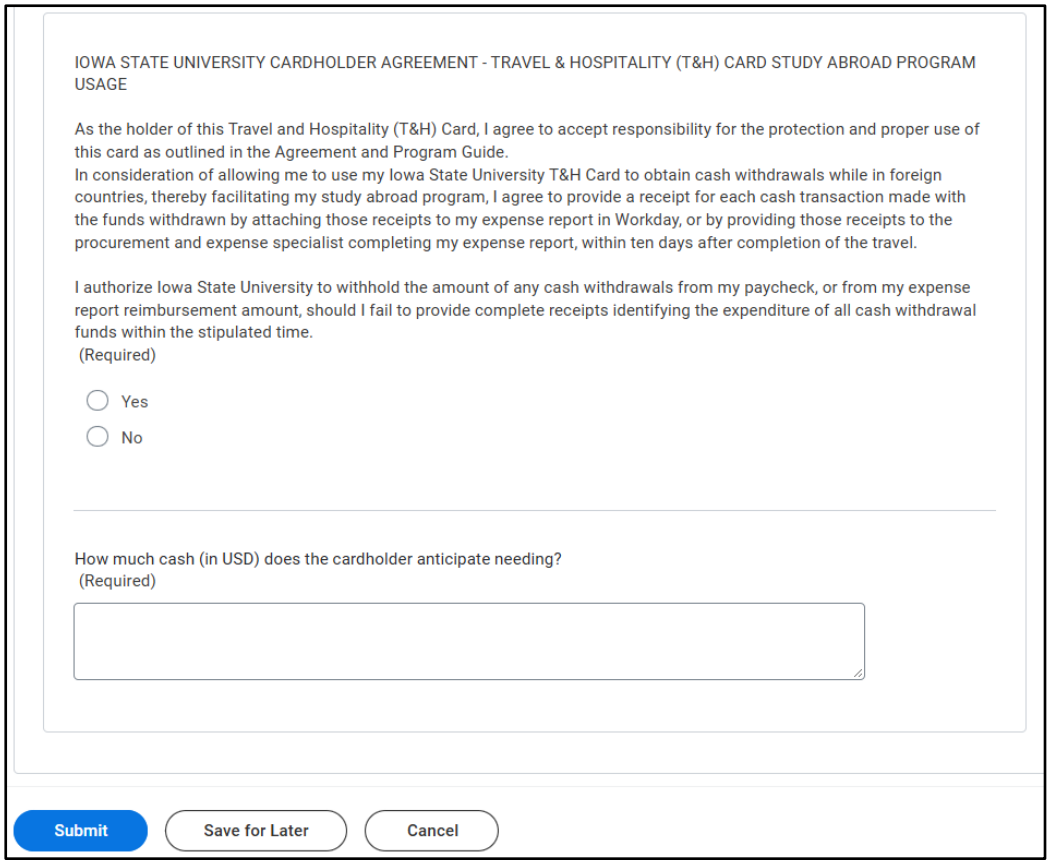
Study Abroad Authorization for T&H Card in Workday

Completing the Questionnaire (for Cardholders)

The Study Abroad Authorization for T&H Cards is routed to the Cardholder to complete the Cardholder Agreement for Travel and Hospitality (T&H) Card Study Abroad Program Usage.

1. The questionnaire will appear in your Workday "My Tasks". Open your "My Tasks" to act on requests.

2. Select the questionnaire within "My Tasks" to read and agree to the agreement terms
    a. If no is selected, the process will not be completed.



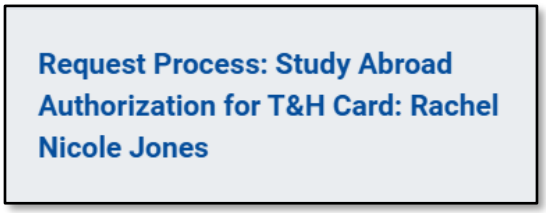
3. Click on **Submit** once complete.

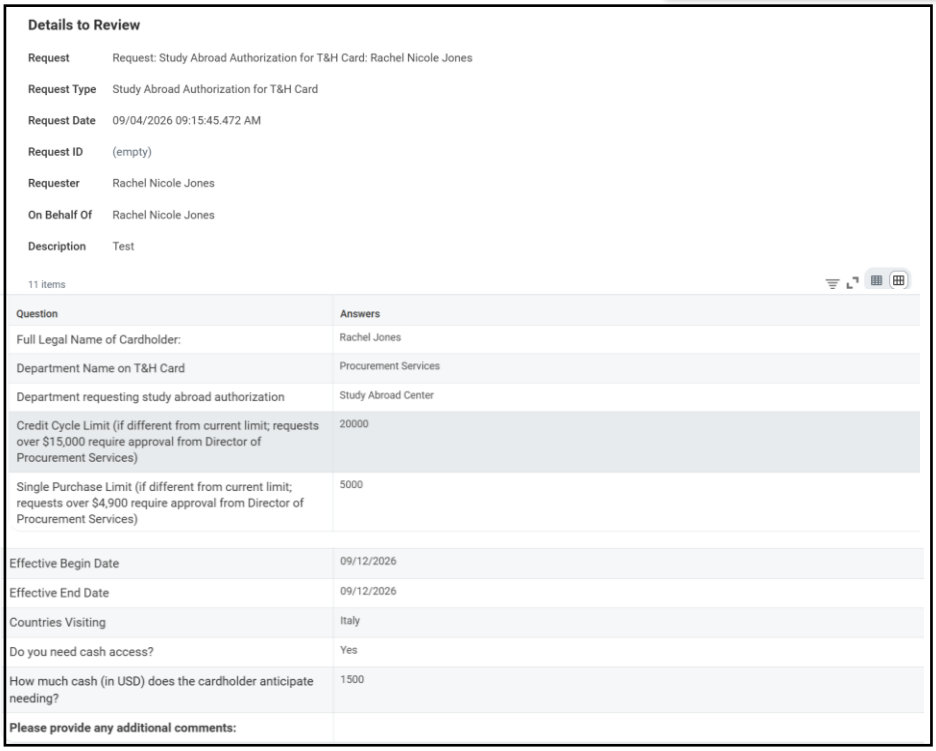
Study Abroad Authorization for T&H Card in Workday

Approving Requests (for Cost Center Managers)

Study Abroad Authorization for T&H cards are routed to Cost Center Managers for approval.

1. The card request will appear in your Workday "My Tasks". Open your "My Tasks" to act on requests.
2. Select a request within "My Tasks" to view full details, process history, attachments and comments added by the initiator.





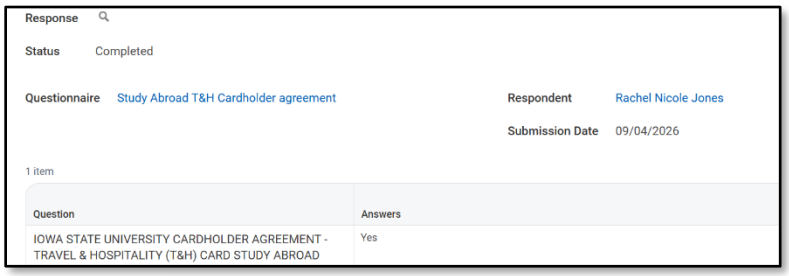
Details to Review

Request	Request: Study Abroad Authorization for T&H Card: Rachel Nicole Jones
Request Type	Study Abroad Authorization for T&H Card
Request Date	09/04/2026 09:15:45.472 AM
Request ID	(empty)
Requester	Rachel Nicole Jones
On Behalf Of	Rachel Nicole Jones
Description	Test

11 items

Question	Answers
Full Legal Name of Cardholder:	Rachel Jones
Department Name on T&H Card	Procurement Services
Department requesting study abroad authorization	Study Abroad Center
Credit Cycle Limit (if different from current limit; requests over $15,000 require approval from Director of Procurement Services)	20000
Single Purchase Limit (if different from current limit; requests over $4,900 require approval from Director of Procurement Services)	5000
Effective Begin Date	09/12/2026
Effective End Date	09/12/2026
Countries Visiting	Italy
Do you need cash access?	Yes
How much cash (in USD) does the cardholder anticipate needing?	1500
Please provide any additional comments:	

3. Scroll down to the bottom of the request to see the completed Cardholder Agreement.



Response

Status: Completed

Questionnaire: Study Abroad T&H Cardholder agreement

Respondent: Rachel Nicole Jones

Submission Date: 09/04/2026

1 item

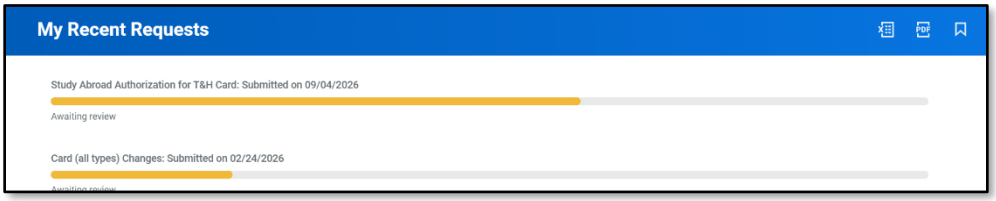
Question	Answers
IOWA STATE UNIVERSITY CARDHOLDER AGREEMENT - TRAVEL & HOSPITALITY (T&H) CARD STUDY ABROAD	Yes

4. Take action by selecting:
   a. **Approve**: Approves the request and sends to the Card Services Team to complete.
   b. **Send Back**: Send the request back to the initiator. Notes are required when doing so.
   c. **Add Approvers**: Search for any additional approvers.
   d. Selecting the related actions button (ellipsis) allows you to deny the request.

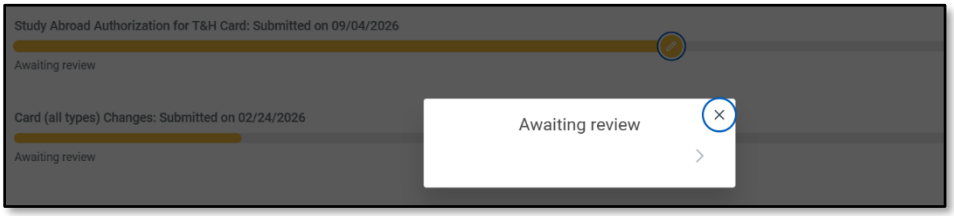
Study Abroad Authorization for T&H Card in Workday

Review the Status of Submitted Requests

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

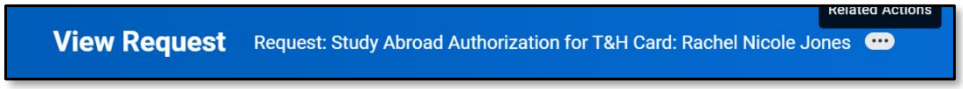


2. Any requests you initiated through the **Create Request** task will appear here. This includes card applications, but may also include other HR or Finance actions.
3. Click on a request to view where the request is in the business process.



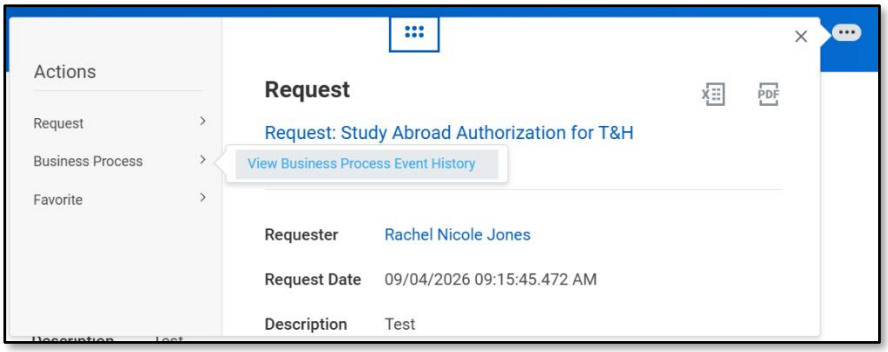
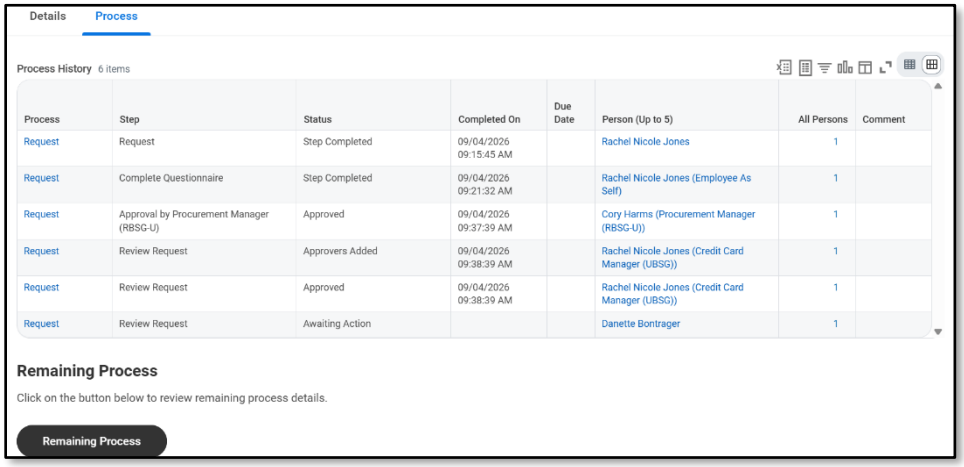
4. Click on awaiting review to be directed to the request.

5. On the **View Request** screen you will need to click on the related actions button (ellipsis) after the request name.



6. Then select **Business Process**, where you can review the Business Process Event History.

7. After selecting View Business Process Event History, you will need to click on Process to see who has approved the application and who is Awaiting Action.



8. Lastly, by selecting Remaining Process you can see what steps are left before your application is complete