

## Travel Card Designee Form

If you wish to designate a UM employee to reconcile your Travel Card charges AND complete training on your behalf, please fill in the blank fields of the following paragraph:

Email the text below to: [travelcard.ap@miami.edu](mailto:travelcard.ap@miami.edu)

I will not be able to complete the Travel Card CBL in ULearn, but wish to designate \_\_\_\_\_ (First name and Last Name) with Workday Employee ID # \_\_\_\_\_ on my behalf. I understand this individual will be responsible for reconciling my Travel Card charges in Workday, and I acknowledge I will ultimately be held responsible for reconciling these Travel Card charges on time based on the Travel Card Use Agreement on the Travel Card website.