Overview:

This document explains how to create a spend authorization as an employee self-service task in Workday. Spend authorizations are used to grant permission for future travel expenses. A spend authorization is a pre-approval of expenses for work related travel. The spend authorization represents an estimate of the cost of travel.

A spend authorization must be created and approved prior to the travel occurring. Employees initiate spend authorizations, and managers approve or take other actions on the spend authorization. Once approved, the Spend Authorization encumbers the amount of the request against the associated Cost Center's budget.

Each employee will need their own spend authorization and cannot add other employees to their spend authorization. An exception to this is if an employee is adding others that are not in the system. For example, a professor taking a group of students on a trip.

Some employees can create spend authorizations for another employee. This will be dependent on each department. Employees creating spend authorizations on behalf of another employee need the Expense Data Entry Specialist role. Please refer to the Create Spend Authorization for Worker job aid.

Please refer to the Expenses FAQs job aid to review commonly asked questions about spend authorizations.

Recommendation:

- The recommended browser for accessing Workday is Google Chrome. However, Mozilla Firefox and Apple Safari may also be used.

Considerations by Institution

- None.

Icons referred to in this document

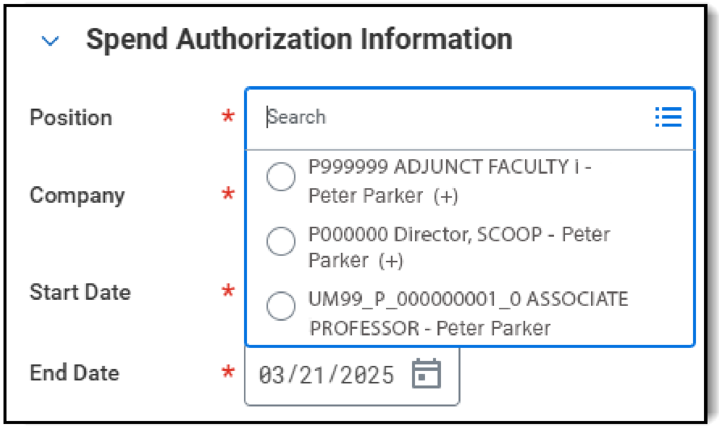
Required Field	Prompt	Calendar	Related Actions

Create Spend Authorization for Employees

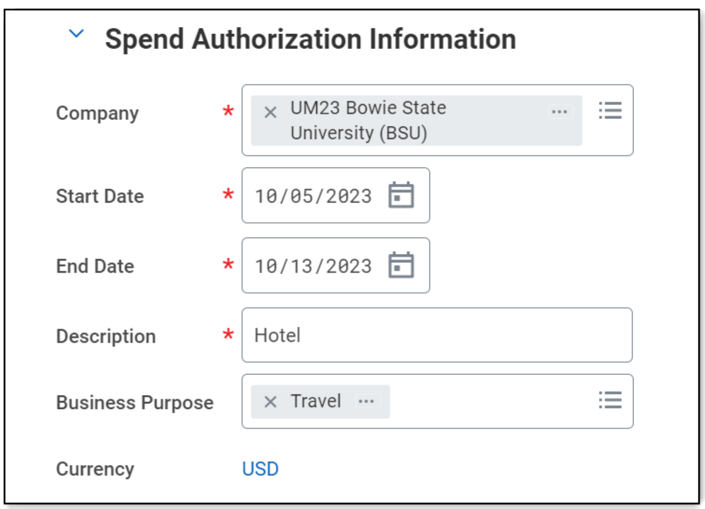
1. Enter ***Create Spend Authorization*** in the **Search** bar and select the task.
2. The Create Spend Authorization page displays.
3. Fill in the following fields under the **Spend Authorization Information** section:
    a. (Optional): Use the **Position prompt** and select the role appropriate for the spend authorization.

    Notes:

    - The Position prompt only displays for users who have multiple jobs.
    - When choosing a position, select the job for which the spend authorization is being requested.
    - Secondary positions display with a **(+)** symbol after the job title.



b. **Company**: Defaults to your institution.
c. **Start Date**: Use the **Calendar** to select the ***Start Date***.
d. **End Date**: Use the **Calendar** to select the ***End Date***.
e. **Description**: Enter a ***Description*** of what the future expense is for.
f. **Business Purpose:** Select the **Prompt** and choose the ***Business Purpose*** of the expense.
   Note: This is a required field.



4. **Reimbursement Payment Type** defaults to **State Treasury Payment** under **Spend Authorization Details** section.
5. Select **Add** on the **Spend Authorization Lines** tab.
6. Enter information for the anticipated expense(s) in the following fields:

a. **Expense Item:** Enter the ***Name*** of the expense item and search for the expense item (i.e. airfare, meals, hotel, etc.), or select the **Prompt** and choose "By Expense Item Group," "By Spend Category," or "By Alphabetical Order" to search for the expense item.

b. **Quantity:** Enter the ***Total Number*** of items (i.e. number of nights at a hotel, number of meals, or number of flights).

c. **Per Unit Amount:** Enter the ***Dollar Amount*** per item (i.e. amount per night at the hotel).

d. **Total Amount:** Automatically populated based on quantity and per unit amount.

   Note: This is an estimated amount since the expense has not yet been incurred and can be adjusted on the expense report.

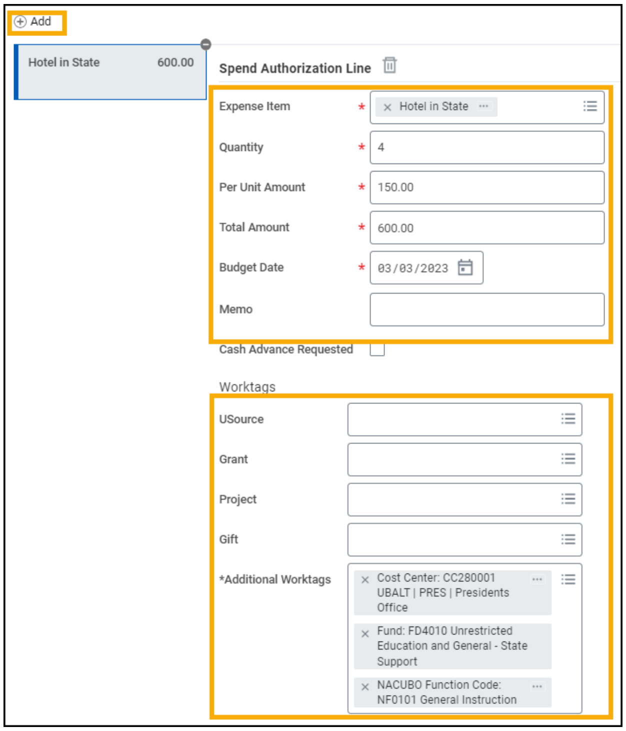
e. **Budget Date:** Use the **Calendar** to select the ***current date***.

   Note: Depending on your role and/or institution, this field may appear.

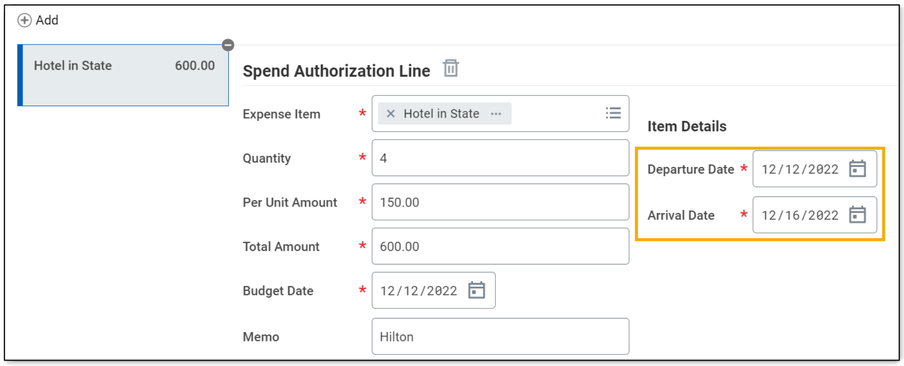
f. (**Optional**) Enter ***additional information*** for personnel reviewing and approving the Spend Authorization in the **Memo** field.

g. **Worktags:** Enter a ***worktag*** for one of the following four driver worktags: **Gift, Grant, Project or USource**.

h. **Additional Worktags**: Additional Worktags default based on which driver worktag (USource, Grant, Project, or Gift) is chosen in the previous step.



7. Enter any additional **Item Details** required that appear based on the selected Expense Item.



Notes:

- This example shows Hotel in State; Arrival Date and Departure Dates are required for submission when submitting a Spend Authorization for a hotel stay.
- Departure Date is when you begin your travel, and the Arrival Date is the date of when you return home from travel.

8. Repeat steps 5, 6, and 7 if there are additional expense items to submit on the Spend Authorization.
9. (Optional) **Add Attachments** related to the spend authorization by selecting the **Attachments** tab.
    a. **Attach** any supporting documentation by **Dropping in files** or choosing **Select files**.
10. Select **Submit** once all expense items are entered on the Spend Authorization.
11. **Note:** You will receive a notification once the spend authorization has been approved, sent back for more information, or denied.

View Your Spend Authorization Reports

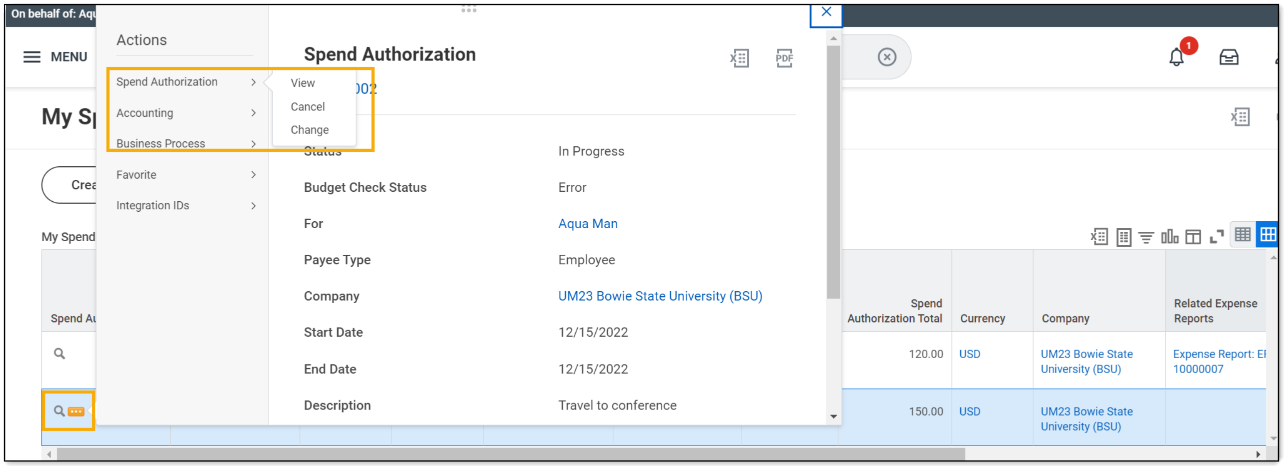
Notes:

- Employees can use this report to view any spend authorizations they have created.
- Depending on the spend authorization's status, employees can view, cancel, or change a spend authorization from this report as well as tracking expense reports that are connected to the spend authorizations listed in the report.

1. Enter ***My Spend Authorizations*** in the **Search** bar and select the report.
2. My Spend Authorizations report displays.
3. Review Spend Authorizations listed in the report.

4. Select ***Related Actions*** by hovering over the **Magnifying Glass** in the **Spend Authorization** column to View, Cancel, or Change the Spend Authorization.

   Note: The ability to Cancel or Change the Spend Authorization is only available if the Spend Authorization's status is In Progress.



5. Navigate to the **Related Expense Reports** column to view any Expense Reports tied to the Spend Authorization.