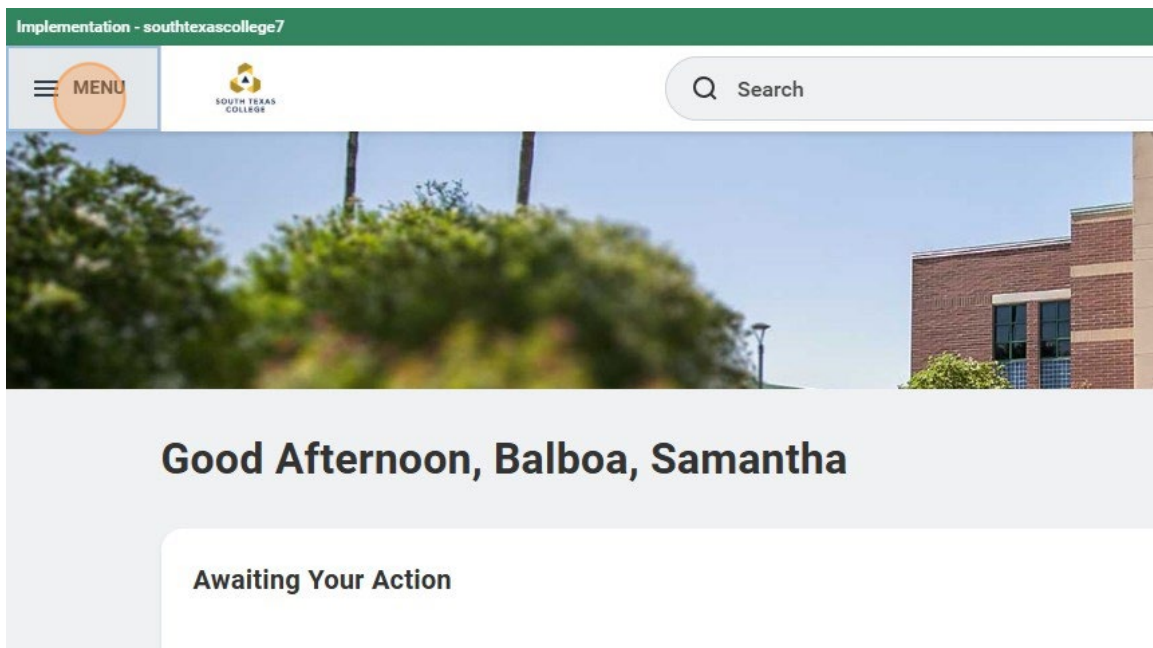**Expenses:**   **Create a Spend Authorization**
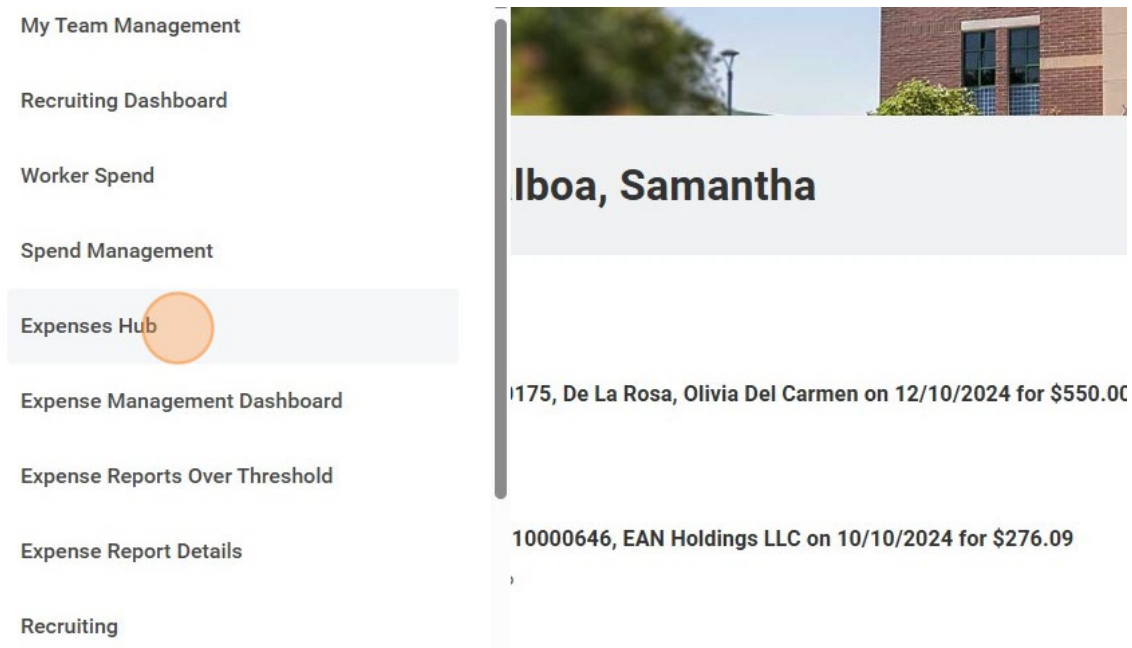
Welcome to Workday!

The following demonstration will show you how to create a Spend Authorization.

1. From the Home page, select the Global Navigation Menu button, then Expenses Hub.
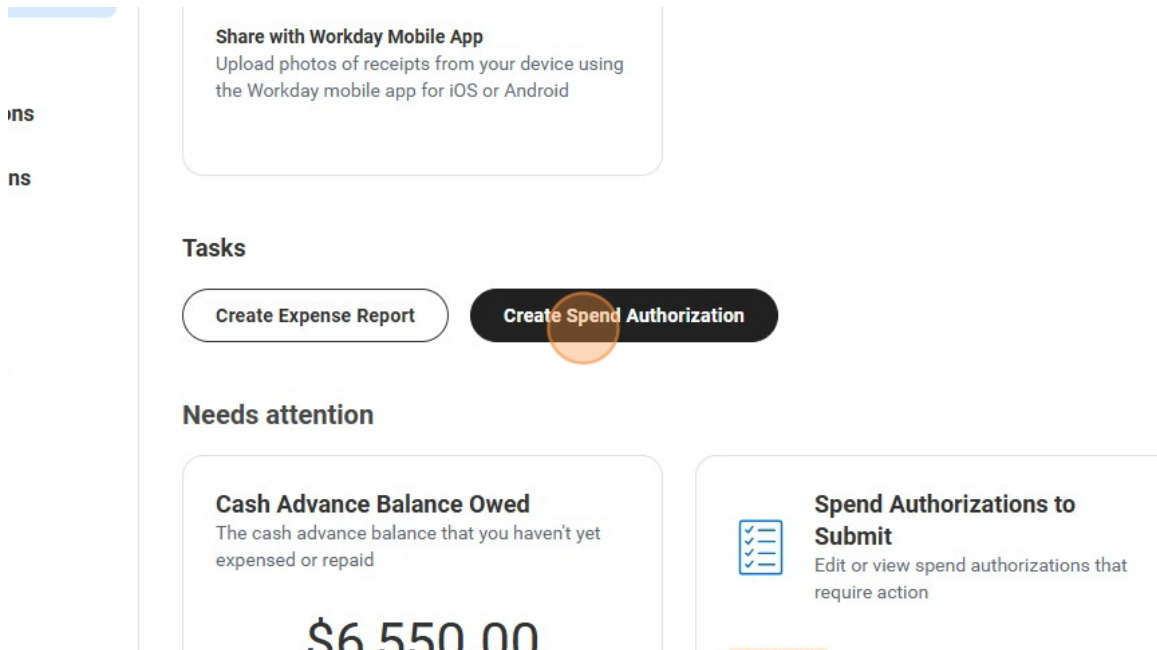
workday. | EDUCATION

Expenses: **Create a Spend Authorization**

2. Click "Expenses Hub"

My Team Management	
Recruiting Dashboard	
Worker Spend	**lboa, Samantha**
Spend Management	
Expenses Hub	
Expense Management Dashboard	175, De La Rosa, Olivia Del Carmen on 12/10/2024 for $550.00
Expense Reports Over Threshold	
Expense Report Details	10000646, EAN Holdings LLC on 10/10/2024 for $276.09
Recruiting	

3. Next, select the Create Spend Authorization button from the Tasks menu, which opens the Create Spend Authorization task.

Share with Workday Mobile App
Upload photos of receipts from your device using the Workday mobile app for iOS or Android

Tasks

Create Expense Report   Create Spend Authorization

Needs attention

Cash Advance Balance Owed
The cash advance balance that you haven't yet expensed or repaid

$6 550 00

Spend Authorizations to Submit
Edit or view spend authorizations that require action

Expenses: Create a Spend Authorization

4. You will need to enter the following information:

Start and End Date: Travel Dates

Description: First Initial_Last Name_City,State_Dates

Business Purpose

- Mileage
    - Up to date driver's License and insurance required for any type of mileage reimbursement

Please view the Employee Travel Guide for the complete travel guidelines. If you have any questions or concerns, please contact the T...

Spend Authorization Information		Spend A...
	Board of Trustees	
Company *	Employee Reimbursement	Reimbursemen...
	In District	
Start Date *	In State Travel	Justification
End Date *	International Travel	
	Out of State Travel	
Description *	Student Club Travel	
Business Purpose	Search	
Currency	USD	

5. Click the "Justification" field. Here, you will answer the following questions:

    1. What is the purpose of the travel?
    2. Why is the travel necessary?
    3. How does the travel benefit STC?

...sement

...is or concerns, please contact the Travel Office.

 Spend Authorization Details

Reimbursement Payment Type *   ✕ Direct Deposit

Justification

Expenses: Create a Spend Authorization

6. The Spend Authorization Lines tab now displays. Select "Add" to begin adding your expenses.

End Date	* 01/01/2025 📅
Description	* FirstInitial_LastName_City,State_Dates
Business Purpose	× In State Travel (…) ≣
Currency	USD

Spend Authorization Lines   Attachments

⊕ Add

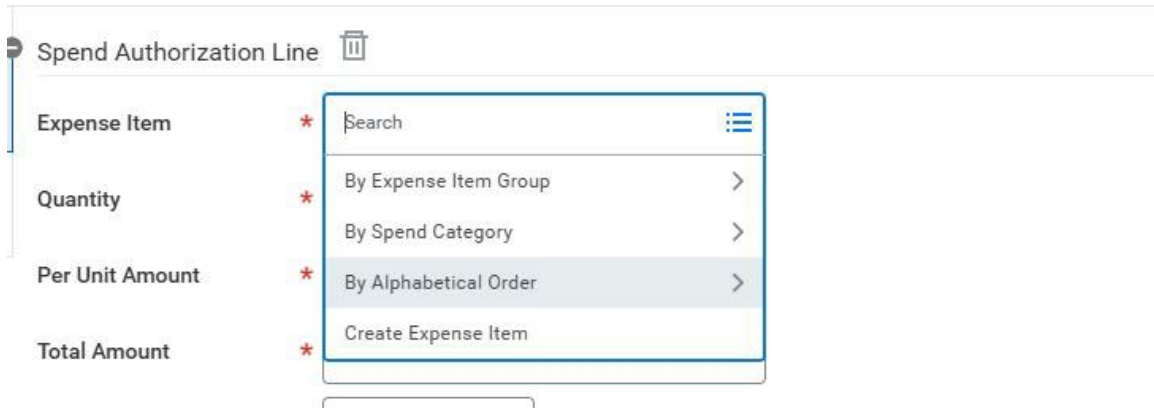**Submit**   Save for Later   Cancel

7. Click the "Expense Item" field.

...horization Lines   Attachments

0.00   Spend Authorization Line 🗑

Expense Item	* Search ≣
Quantity	* 1
Per Unit Amount	* 0.00
Total Amount	* 0.00
Budget Date	* 12/30/2024 📅
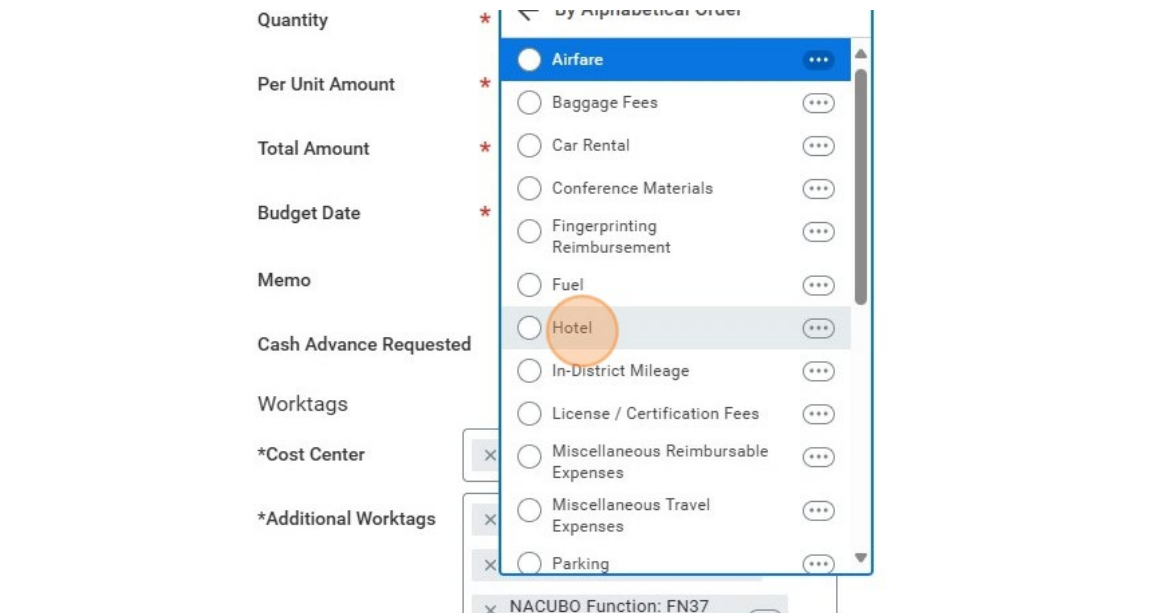
8. You can search by Expense Groups, Spend Categories, or Alphabetical Order

9. Add "Hotel"

10. Hotel: You will need to enter the total amount and hotel details. Hotel Name - Arrival/Departure Dates, Any Breakfast Provided, Hotel Address, and Reservation #.

Instructional Text

Reminder: If traveling in-state, please provide the hotel with the signed state tax exempt form.

Item Details

Hotel	*	Search ☰
		All Hotels >
Arrival Date	*	Create Hotel
Departure Date	*	MM/DD/YYYY 🗓
Number of Breakfasts Provided		0
Reservation Number	*	
Merchant Address	*	

Spend Authorization Line 🗑

Expense Item	*	✕ Hotel ⋯ ☰
Quantity		1
Per Unit Amount		0.00
Total Amount	*	0.00
Budget Date	*	12/30/2024 🗓
Memo		
Cash Advance Requested		☐

Worktags

*Cost Center	✕ CC00035 Business Office ⋯ ☰

Instructional T

Reminder: If trav
exempt form.

Item Details

Hotel

Arrival Date

Departure Date

Number of Breal

Reservation Num

11. You may request a cash advance for your hotel expense.

Quantity	1		**Reminder:**	
			exempt for	
Per Unit Amount	0.00			
			Item Detai	
Total Amount	* 250.00			
			Hotel	
Budget Date	* 12/30/2024 📅			
			Arrival Date	
Memo				
			Departure D	
Cash Advance Requested	☑			
			Number of	
Worktags				
			Reservation	
*Cost Center	✕ CC00035 Business Office ⋯ ☰			
			Merchant A	
*Additional Worktags	✕ Fund: FD10 Unrestricted Funds ☰			
	✕ Location: Pecan Campus ⋯			
	✕ NACUBO Function: FN37 Institutional Support ⋯			

12. Click "Add" to continue entering expenses

Create Spend Authorization

Business Purpose	✕ In State Travel ⋯ ☰	
Currency	USD	

Spend Authorization Lines   Attachments

⊕ Add

Hotel	250.00	Spend Authorization Line 🗑		In
		Expense Item	* ✕ Hotel ⋯ ☰	
		Quantity	1	Re
				ex
		Per Unit Amount	250.00	
				Ite

Expenses: **Create a Spend Authorization**

13. Add "Airfare"

14. Airfare: You will need to enter the total amount and airfare details.
    Departure Date and Time, and Arrival Date and Time,

Instructional Text

Boarding passes required. If reimbursement requested itemized receipts are required.

Item Details

Departure Date	*	MM/DD/YYYY 📅
Departure Time	*	
Arrival Date	*	MM/DD/YYYY 📅
Arrival Time	*	

15. You may request a cash advance for your airfare expense.

Quantity		1
Per Unit Amount		127.27
Total Amount	*	127.27
Budget Date	*	12/30/2024 📅
Memo		
Cash Advance Requested		☑

Worktags

*Cost Center	✕ CC00035 Business Office ⋯ ☰
*Additional Worktags	✕ Fund: FD10 Unrestricted Funds ☰
	✕ Location: Pecan Campus ⋯

Boarding p required.

Item Deta

Departure

Departure

Arrival Dat

Arrival Tim

Submit Save for Later Cancel

Expenses: Create a Spend Authorization

16. Add "Travel Registration"

17. Travel Registration: You will need to enter the total amount and conference details.

workday. | EDUCATION

Instructional Text

Registration includes conferences, seminars, out of district meetings, training & education. Itemized receipts required.

Item Details

Date From * MM/DD/YYYY 📅

Date To * MM/DD/YYYY 📅

ion ⋯ ☰

Office ⋯ ☰

18. You may request a cash advance for your registration expense.

Quantity	1
Hotel	250.00

Per Unit Amount 523.00

Total Amount * 523.00

Budget Date * 12/30/2024 📅

Memo

Cash Advance Requested ☑

Worktags

*Cost Center × CC00035 Business Office ⋯ ☰

*Additional Worktags × Fund: FD10 Unrestricted Funds ☰

× Location: Pecan Campus ⋯

Registratio
cation. Iter

Item Deta

Date From

Date To

Submit **Save for Later** **Cancel**

Expenses: Create a Spend Authorization

Per Diem: Travel Per Diem & Per Diem Meals

19. Add "Travel Day Per Diem"

Expenses: Create a Spend Authorization

20. Travel Per Diem: You will need to enter your destination details, to obtain the correct per diem rate. Travel Per Diem will be calculated at 75% for your travel dates. This will not be eligible for cash advance.

Example: Traveling 12/30/2024 - 01/01/2024 Travel Per Diem will only be 2 Days.

Remove any meals provided by the conference or hotel.

Select: *Travel day per diem* = departure and arrival dates of travel (number of days = 2) 75% of per diem daily rate *(unless conference/hotel provides meals on travel days)*

Full day per diem (meals) = days at the event or conference/meeting – 100% of per diem daily rate (unless conference/hotel provides meals at event/conference)

- **Example: Traveling Monday thru Thursday**
- **Select Travel Day Per diem for Travel days (2)= Monday and Thursday**
- Full day per diem (2) = Tuesday and Wednesday

Item Details

Destination * [☰]

Number of Days * [1]

; Office ··· ☰

ricted Funds ☰

Expenses: Create a Spend Authorization

21.Add "Per Diem (Meals)"

workday. | EDUCATION

22. Per Diem Meals: You will need to enter your destination details, to obtain the correct per diem rate. Per Diem meals will be used for the dates between travel dates. This will not be eligible for cash advance.

Example: Traveling 12/30/2024 - 01/01/2024 Per Diem Meal will only be 1 Day.

Expenses: Create a Spend Authorization

23. Once you have added all your expenses, click "Attachments" to upload your backup documents.

24. Click "Select files" or "Drop Files"

25. Click "Submit"

26. Your Spend Authorization is now complete and has been submitted.