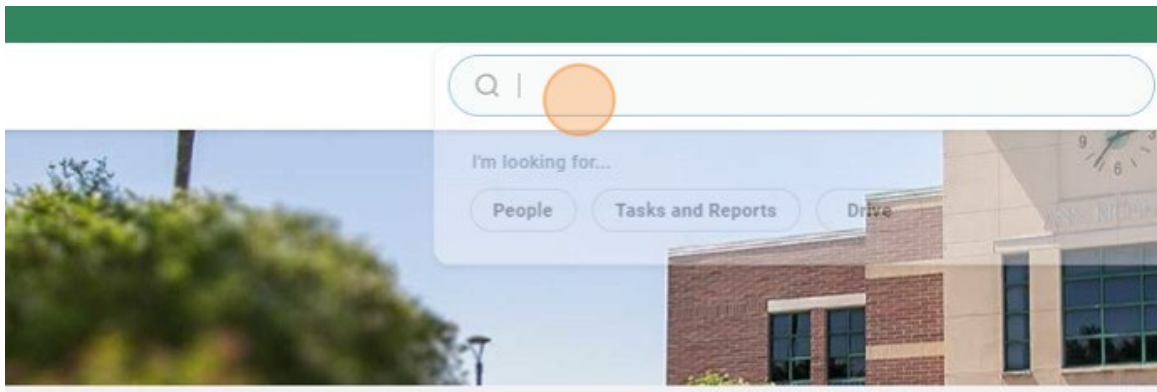


Expenses:

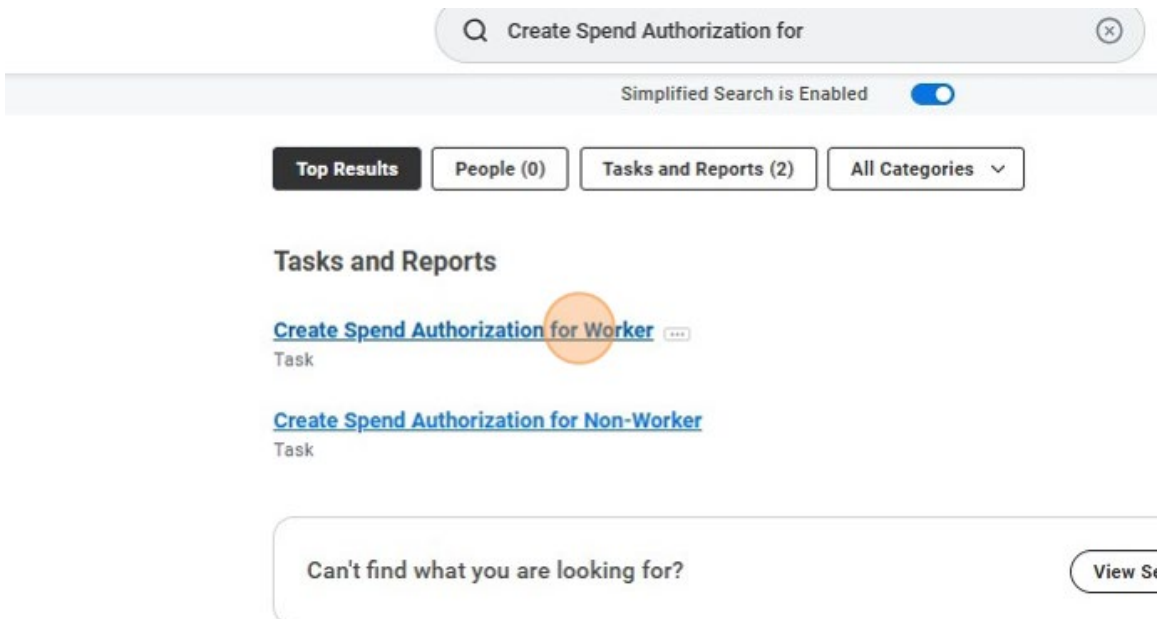
Create an In-District Mileage Spend Authorization for Worker

The following demonstration will show you how to create an In-District Mileage Spend Authorization for worker.

1. From the Home Page, Click the "Search" field
Type "Create Spend Authorization For" and hit enter.



2. Notice the Tasks and Reports are displayed. Click "Create Spend Authorization for Worker".



Expenses:

Create an In-District Mileage Spend Authorization for Worker


3. Click the "For" field and type in the Traveler Name.

Please note that you can only create Spend Authorizations for an individual in your cost center.


Summary


Cash Advance Requested	Spend Authorization Total
0.00 USD	0.00 USD

▼ **Spend Authorization Information**

For * 

Company *

Start Date * 

End Date * 

Description *

4. You will need to enter the following information:

Start and End Date: Travel Dates

Create Spend Authorization

Attention South Texas College employees, to expedite travel requests:

• **Travel**

- For Registrations only (no employee reimbursement) – use Purchase Order system
- All Registrations over \$1,500-require approved promissory note with Human Resources
- Please follow all associated travel timelines and deadlines (15 business day rule)*

*15 Business day rule – ALL approvals COMPLETED and documents submitted 15 business days prior to travel processing.


- See Board Approved Direct Deposit Mandate for Payroll and Other Reimbursements - all STC employees are required to receive payroll and other reimbursements (including travel and Accounts Payable reimbursements) electronically.



• **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 Travel Office.


▼ **Spend Authorization Information**

Company * 

Start Date *  

End Date * 

Description *

Business Purpose 

Currency USD

▼ **Spend Authorization Details**

Reimbursement Payment Type * 

Justification

[Spend Authorization Lines](#) [Attachments](#)

⊕ Add

Expenses:

Create an In-District Mileage Spend Authorization for Worker

5. Description: First Initial_Last Name_InDistrictMileage_Dates

This is the report name; please ensure this is correct for Business Office reporting purposes. If multiple spend authorizations are needed for the same dates, please get in touch with the Travel Office.

**15 Business day rule – ALL approvals COMPLETED and documents submitted 15 business days prior to travel processing.*

- See Board Approved Direct Deposit Mandate for Payroll and Other Reimbursements - all STC employees are required to receive payroll and other reimbursements (including travel and Accounts Payable reimbursements) electronically.
- 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 Travel Office.

Spend Authorization Information

Company *

Start Date *

End Date *

Description * Error: The field Description is required and must have a value.

Business Purpose

Currency USD

Spend Authorization Details

Reimbursement Payment Type *

Justification

[Spend Authorization Lines](#) [Attachments](#)

Viewing:

6. Business Purpose: In District

- Travel
 - For Registrations only (no employee reimbursement) – use Purchase Order system
 - All Registrations over \$1,500 require approved promissory note with Human Resources
 - Please follow all associated travel timelines and deadlines (15 business day rule)*

**15 Business day rule – ALL approvals COMPLETED and documents submitted 15 business days prior to travel processing.*

- See Board Approved Direct Deposit Mandate for Payroll and Other Reimbursements - all STC employees are required to receive payroll and other reimbursements (including travel and Accounts Payable reimbursements) electronically.
- 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 Travel Office.

Spend Authorization Information

Company * In District

Start Date *

End Date *

Description *

Business Purpose

Currency USD

Spend Authorization Details

Reimbursement Payment Type *

Justification

[Spend Authorization Lines](#) [Attachments](#)

Viewing:

Expenses:

Create an In-District Mileage Spend Authorization for Worker

7. Justification Field - Answer the following: What is the purpose of the mileage?

• Travel

- For Registrations only (no employee reimbursement) – use Purchase Order system
- **All Registrations over \$1,500-require approved promissory note with Human Resources**
- Please follow all associated travel timelines and deadlines (15 business day rule)*

***15 Business day rule – ALL approvals COMPLETED and documents submitted 15 business days prior to travel processing.**

- See Board Approved Direct Deposit Mandate for Payroll and Other Reimbursements - all STC employees are required to receive payroll and other reimbursements (including travel and Accounts Payable reimbursements) electronically.

• 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 Travel Office.

▼ Spend Authorization Information

Company *

Start Date *

End Date *

Description *

Business Purpose

Currency USD

▼ Spend Authorization Details

Reimbursement Payment Type *

Justification

[Spend Authorization Lines](#) [Attachments](#)

Viewing:

8. The Spend Authorization Lines tab now displays. Select “Add” to begin adding In District Mileage expense line.

**15 business day rule – ALL approvals COMPLETED and documents submitted 15 business days prior to travel processing.*

- See Board Approved Direct Deposit Mandate for Payroll and Other Reimbursements - all STC employees are required to receive payroll and other reimbursements (including travel and Accounts Payable reimbursements) electronically.

• 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 Travel Office.

▼ Spend Authorization Information

Company *

Start Date *

End Date *

Description *

Business Purpose

Currency USD

▼ Spend Authorization Details

Reimbursement Payment Type *

Justification

[Spend Authorization Lines](#) [Attachments](#)

Viewing:

Expenses:

Create an In-District Mileage Spend Authorization for Worker

9. Click the "Expense Item" field and Select "In-District Mileage"

The screenshot shows the 'Spend Authorization Lines' section of a form. The 'Expense Item' dropdown menu is open, and 'In-District Mileage' is selected. The 'Quantity' field is currently empty. The 'Per Unit Amount' is 0.70, and the 'Total Amount' is 0.70. The 'Budget Date' is 01/01/2025. The 'Date From' and 'Date To' fields are empty. The 'Memo' field is empty. The 'Cash Advance Requested' checkbox is unchecked. The 'Worktags' field is empty. The 'Instructional Text' field contains the text: 'Mileage Log BO-0400 required. Standard Mileage Method form if needed. Preferred Mileage chart, then odometer readings, maps only required if you're not using STC's Mileage Chart.'

10. Click the "Quantity" field and enter the estimated number of miles for the travel dates entered in the header.

The screenshot shows the 'Spend Authorization Lines' section of a form. The 'Quantity' field is now updated to 500. The 'Per Unit Amount' is 0.70, and the 'Total Amount' is 350.00. The 'Budget Date' is 01/01/2025. The 'Date From' and 'Date To' fields are empty. The 'Memo' field is empty. The 'Cash Advance Requested' checkbox is unchecked. The 'Worktags' field is empty. The 'Instructional Text' field contains the text: 'Mileage Log BO-0400 required. Standard Mileage Method form if needed. Preferred Mileage chart, then odometer readings, maps only required if you're not using STC's Mileage Chart.'

Expenses:

Create an In-District Mileage Spend Authorization for Worker

11. Under Item Details, enter the travel dates. These should match the dates provided in the header.

Viewing: [Mobile Icon] [Menu Icon]

tion Line [Trash Icon]

* In-District Mileage [More Icon]

* 500

0.70

350.00

* 01/01/2025 [Calendar Icon]

Instructional Text

Mileage Log BO-0400 required. Standard Mileage Method form if needed. Preferred Mileage chart, then odometer readings, maps only required if you're not using STC's Mileage Chart.

Item Details

Date From * 01/01/2025 [Calendar Icon]

Date To * 05/31/2025 [Calendar Icon]

uested

CC00035 Business Office [More Icon]

Fund: FD10 Unrestricted Funds [More Icon]

12. Click "Attachments" and upload the required documentation.

At this point you may upload

- Teaching schedules
- Office hours

*Please **do not** upload Driver's License and Insurance. DL & Insurance that covers the dates of the mileage need to be emailed to traveloffice@southtexascollege.edu*

Spend Authorization Lines | **Attachments**

Attachments

Drop files here

Select files

Submit Save for Later Cancel

Expenses:

Create an In-District Mileage Spend Authorization for Worker

13. Click "Submit"

The screenshot shows a 'Spend Authorization Line' form with the following details:

- Expense Item:** In-District Mileage
- Quantity:** 500
- Per Unit Amount:** 0.70
- Total Amount:** 350.00
- Budget Date:** 01/01/2025
- Date From:** 01/01/2025
- Date To:** 05/31/2025
- Cost Center:** CC00035 Business Office
- Additional Worktags:** Fund: FD10 Unrestricted Funds, Location: Pecan Campus, NACUBO Function: FN37 Institutional Support

The 'Submit' button is highlighted with an orange circle.

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

The screenshot shows a 'You have submitted' notification in the Workday interface. The notification includes the text 'Up Next: Check Budget (Financial) for Spend Authorization - Batch/Job: Run Budget Check' and a 'View Details' link. The 'View Details' link is highlighted with an orange circle.