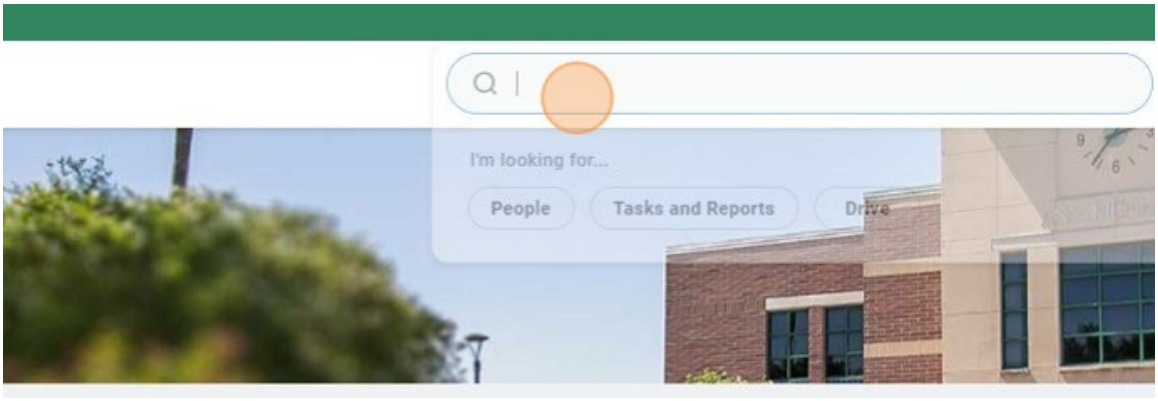
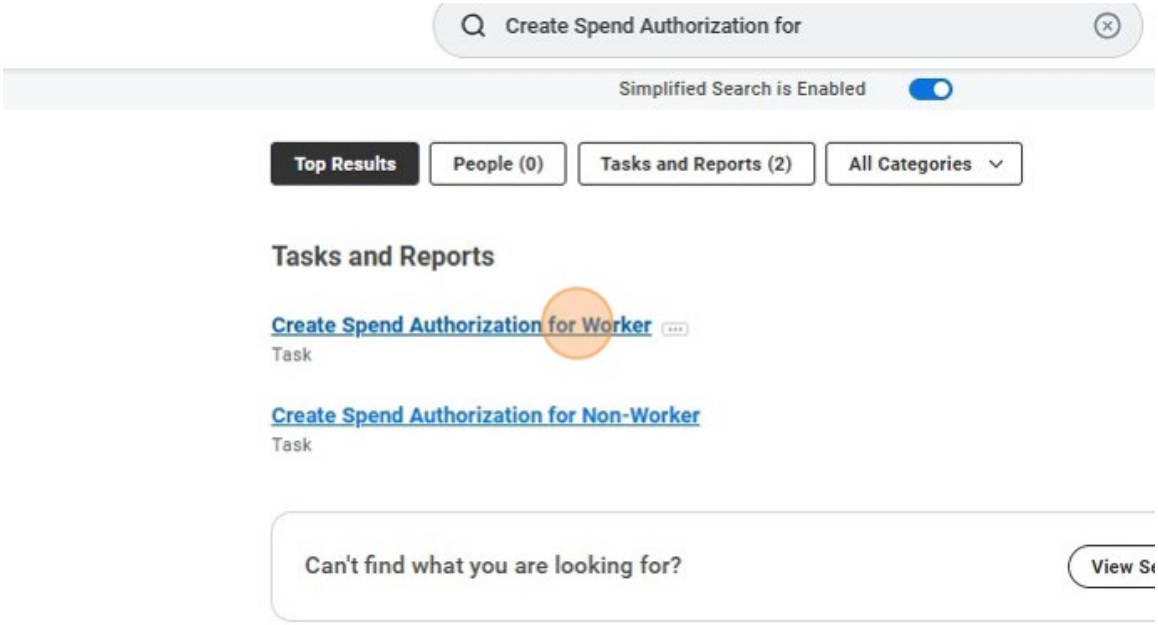
Expenses: **Create an In-District Mileage Spend Authorization for Worker**

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

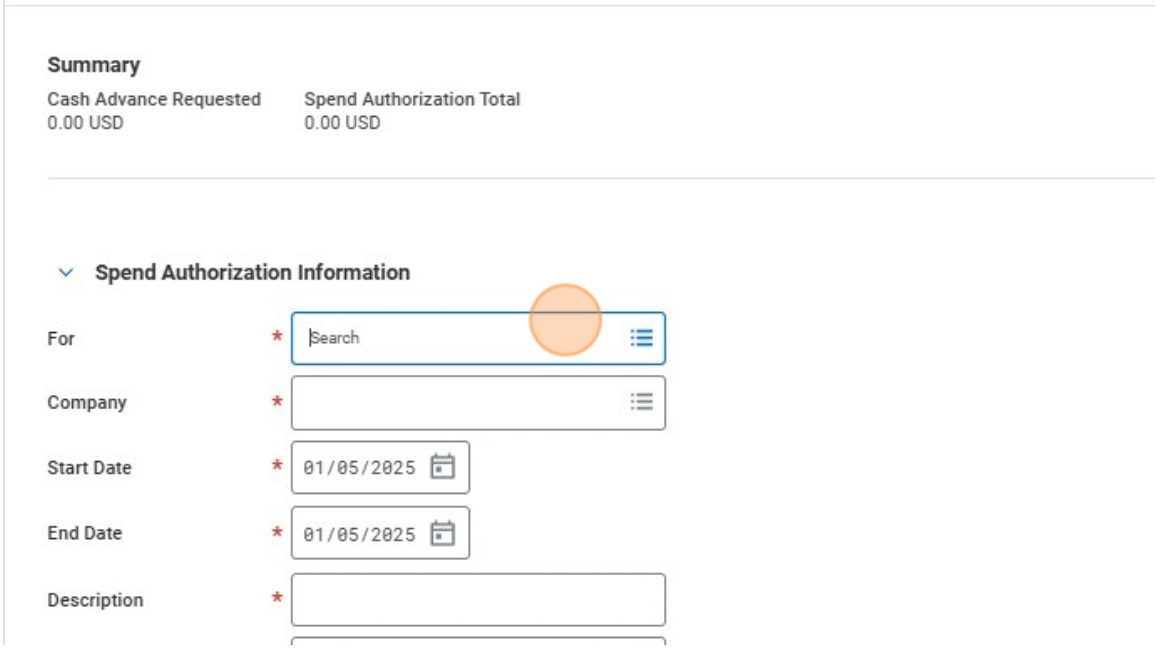
1. From the Home Page, Click the "Search" field
   Type "Create Spend Authorization For" and hit enter.



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

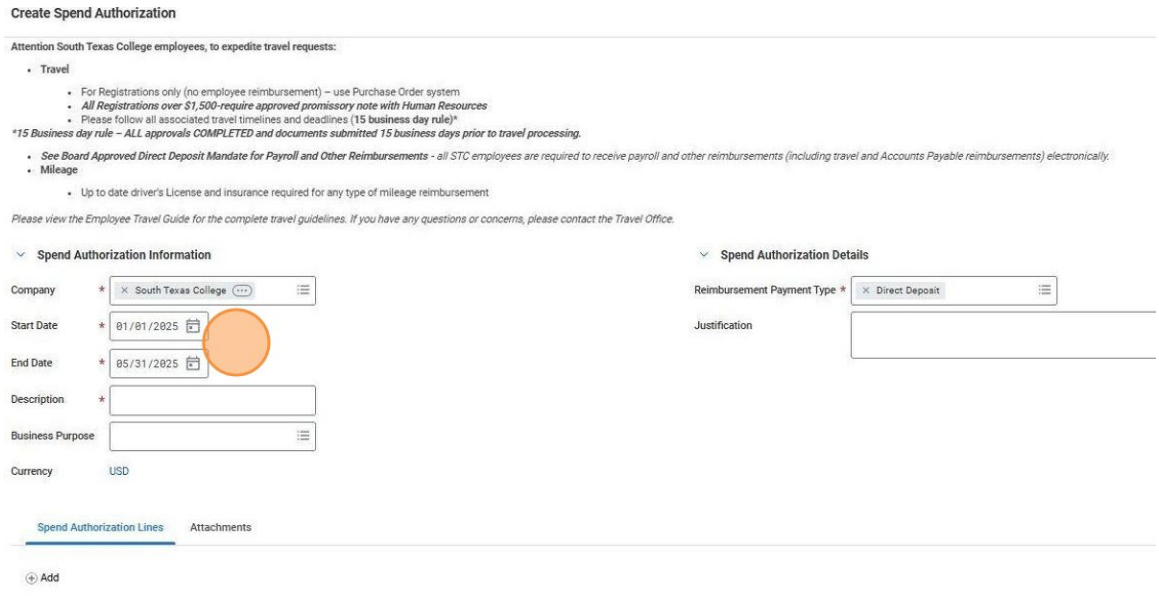


3. Click the "For" field and type in the Traveler Name.
   Please note that you can only create Spend Authorizations for an individual in your cost center.



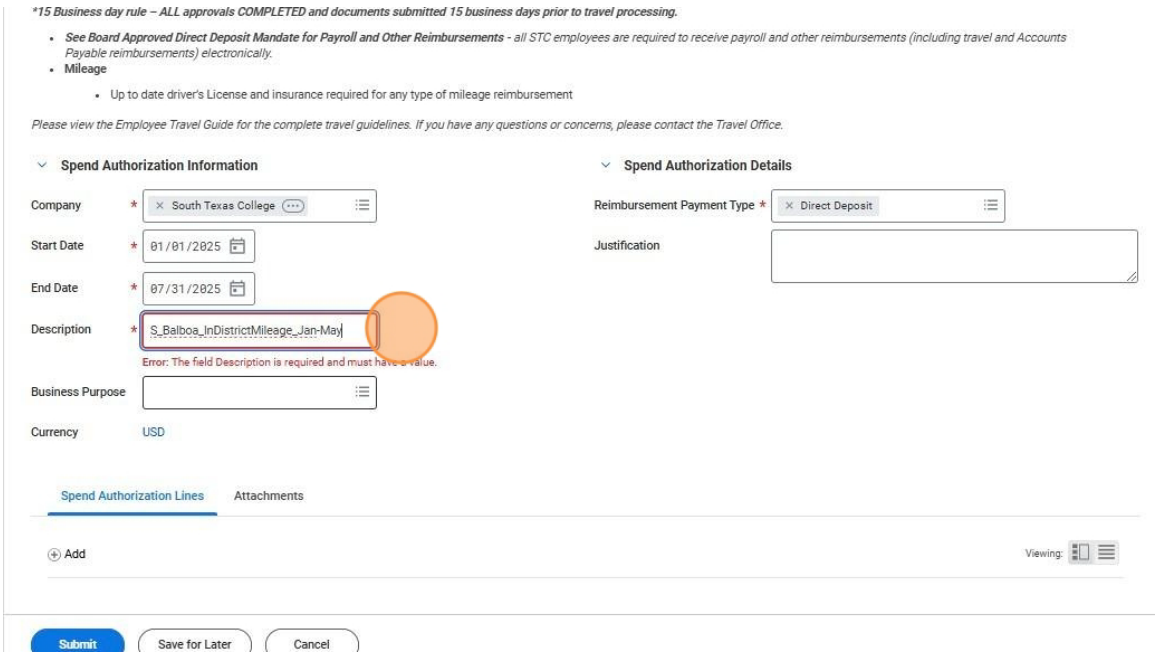
4. You will need to enter the following information:

   Start and End Date: Travel Dates

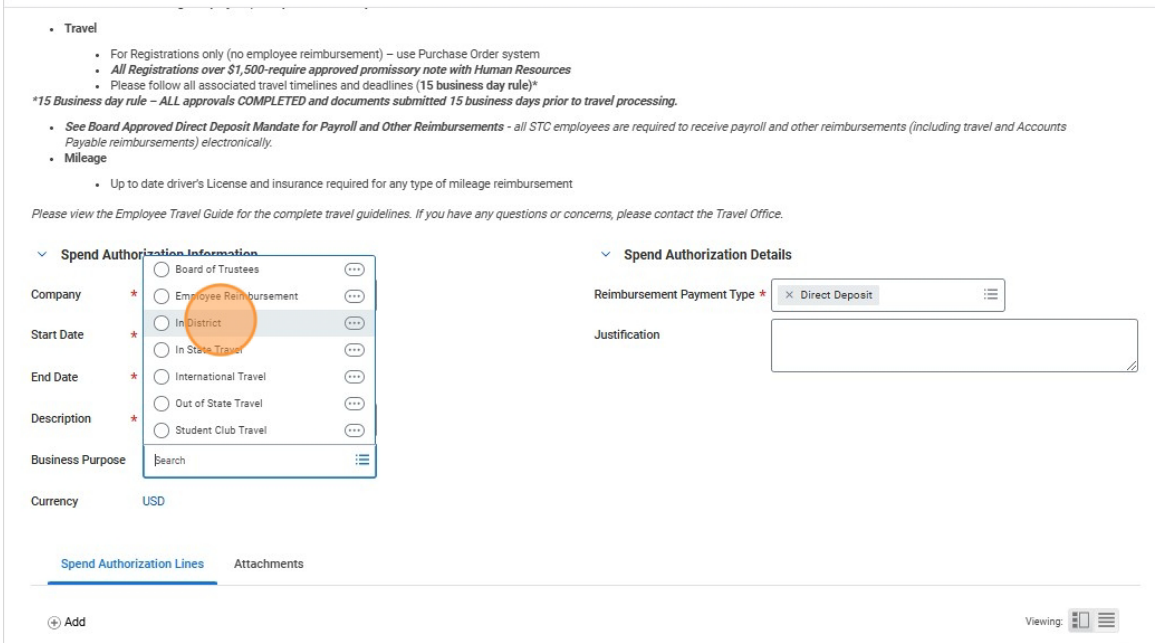


5. Description: First Initial_Last Name_InDistrictMileage_Dates

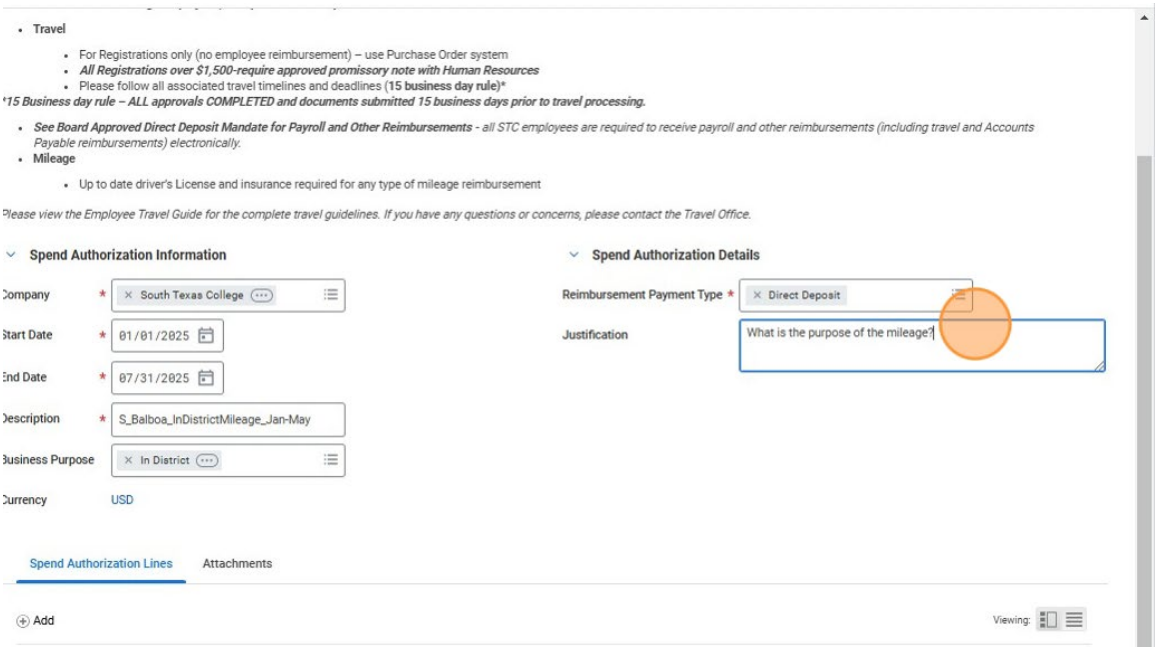
This is the report name; please ensure this is correct for Business Office reporting purposes. If multiple spend authorizations are needed for the same dates, please get in touch with the Travel Office.



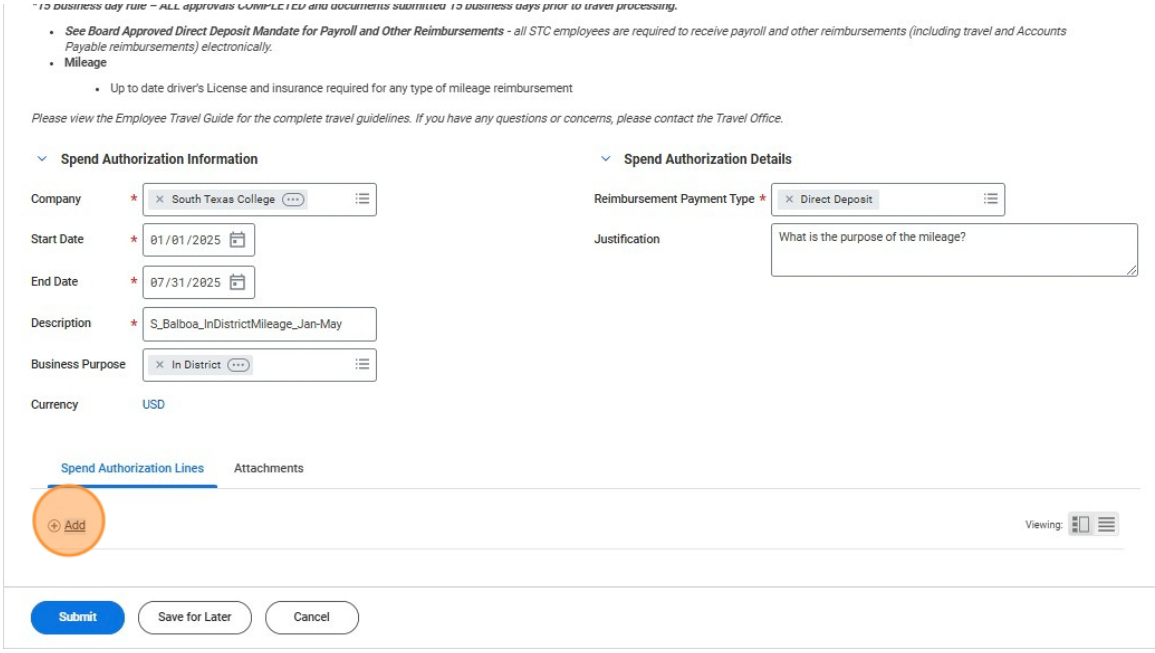
6. Business Purpose: In District



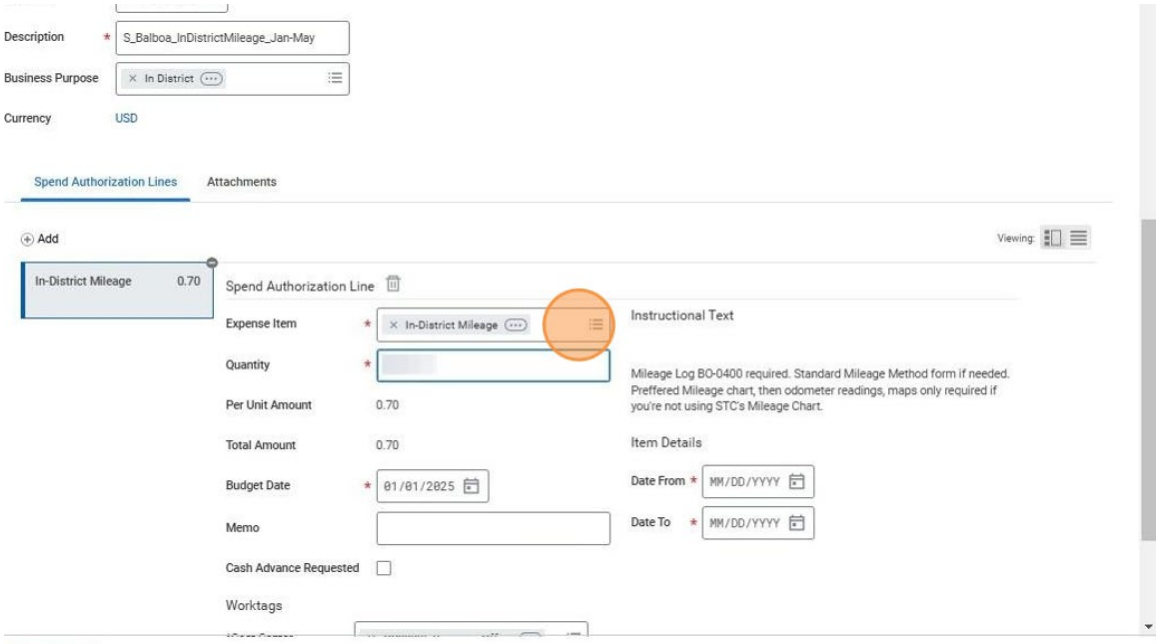
7. Justification Field - Answer the following:
   What is the purpose of the mileage?



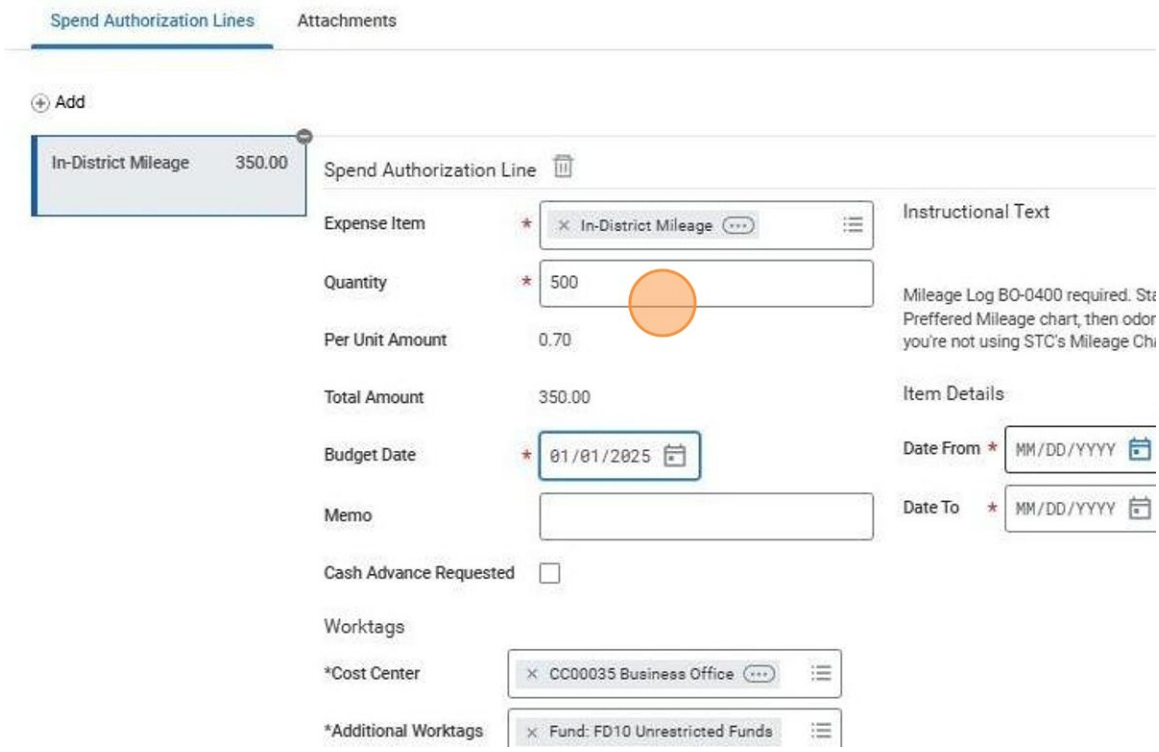
8. The Spend Authorization Lines tab now displays. Select "Add" to begin adding In District Mileage expense line.



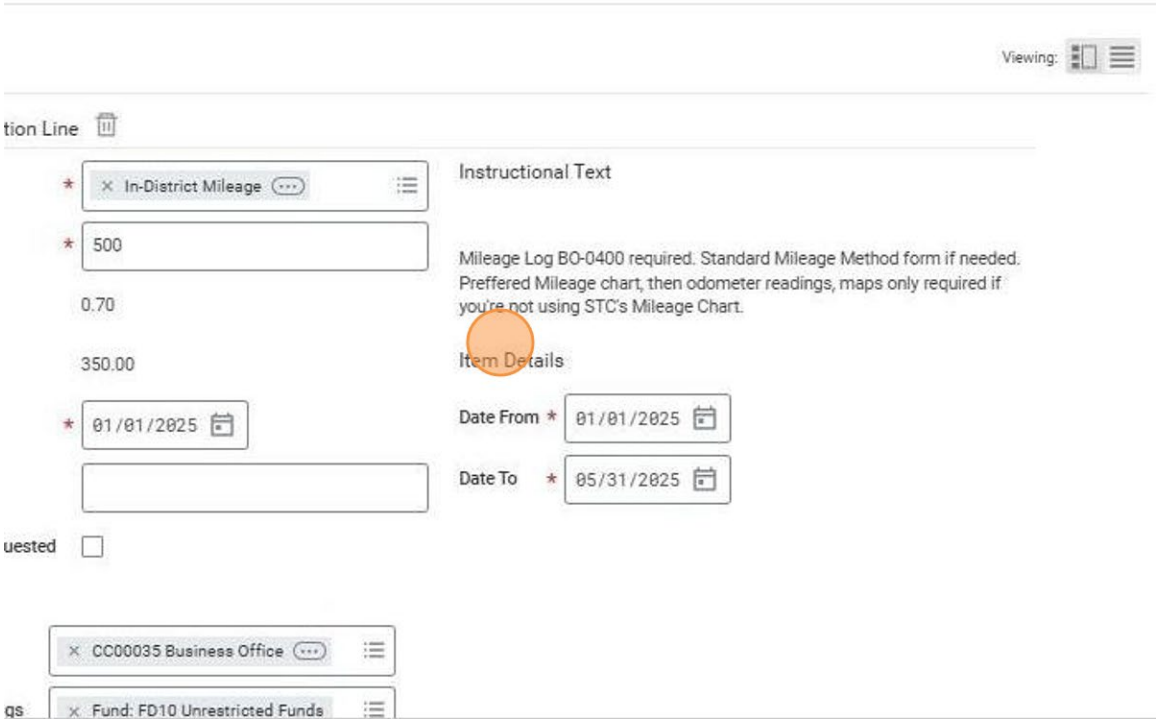
9. Click the "Expense Item" field and Select "In-District Mileage"



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



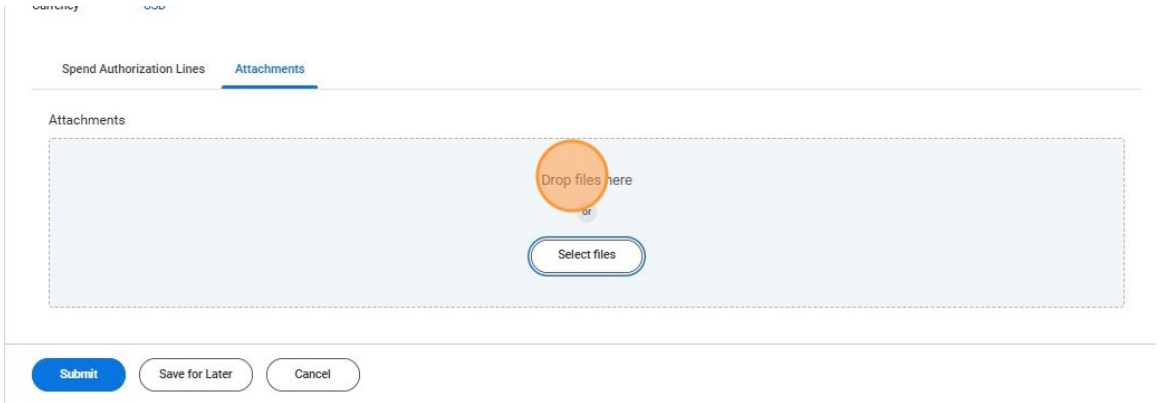
11. Under Item Details, enter the travel dates. These should match the dates provided in the header.



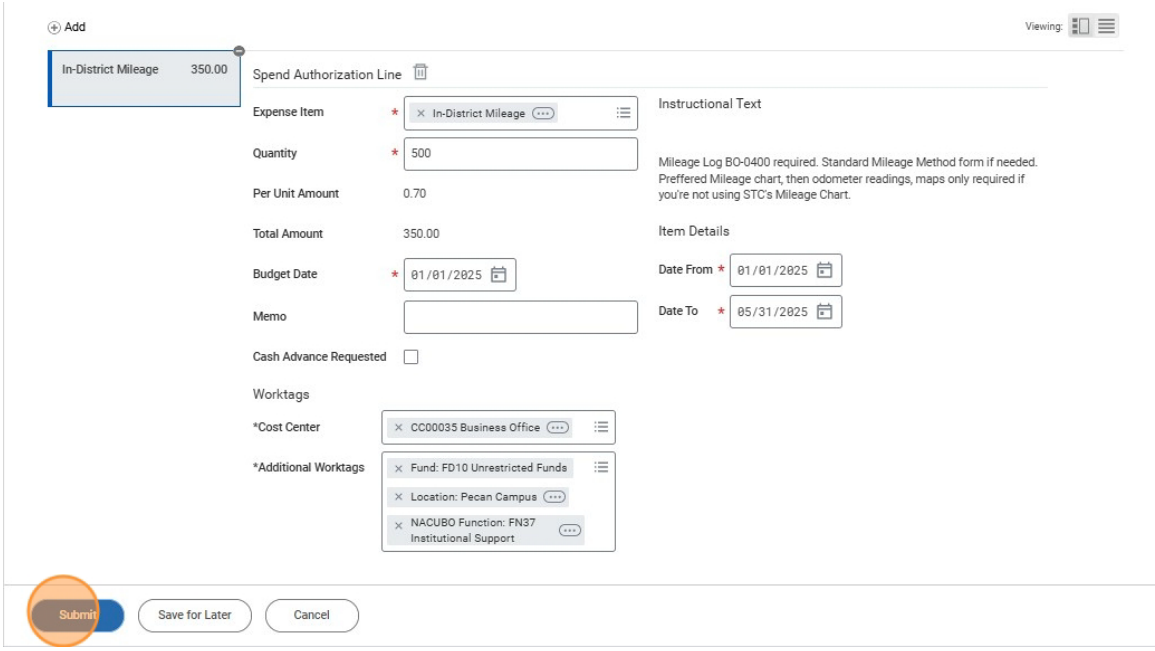
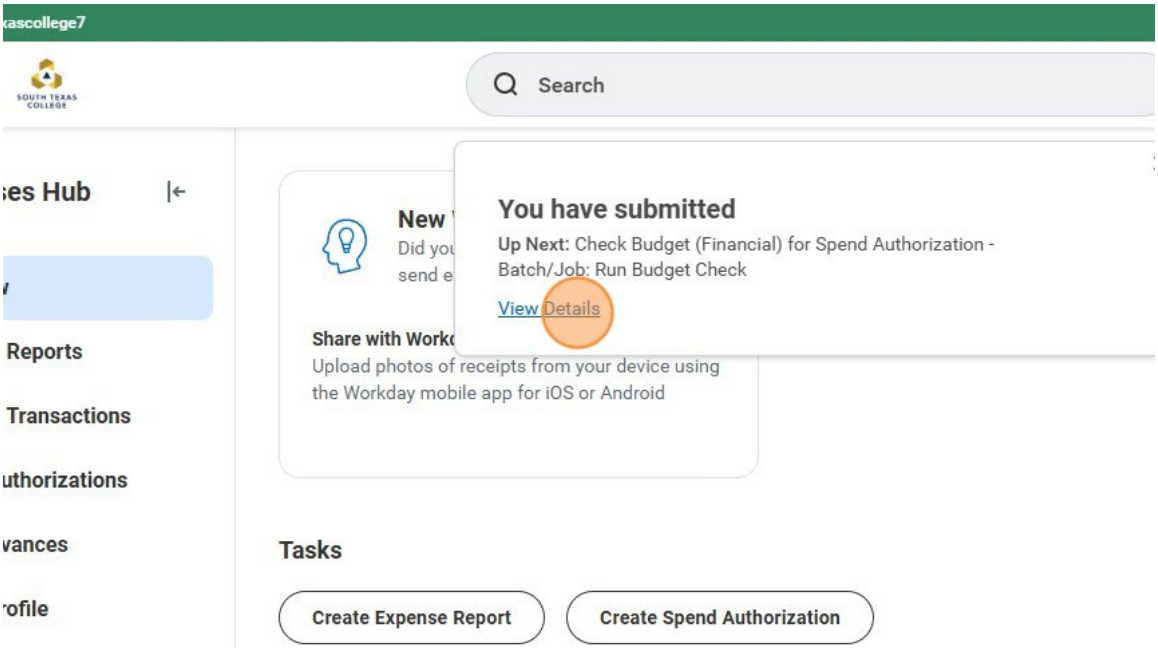
12. Click "Attachments" and upload the required documentation.
    At this point you may upload

- 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*



13. Click "Submit"



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