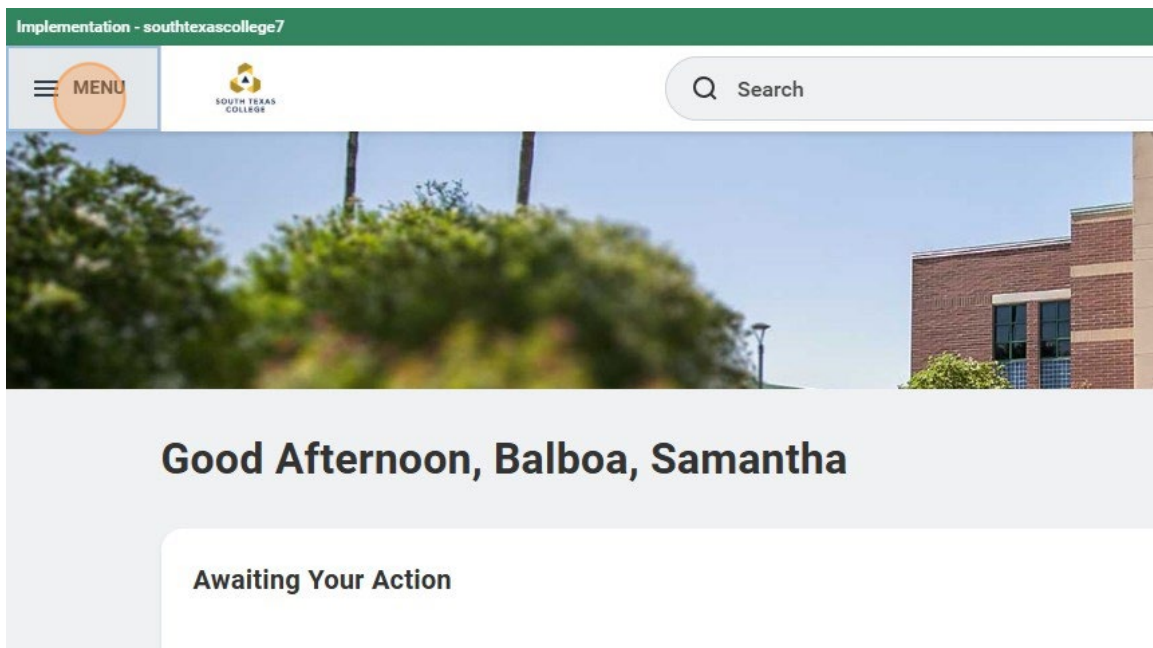


**Expenses: Create a Spend Authorization**

**Welcome to Workday!**

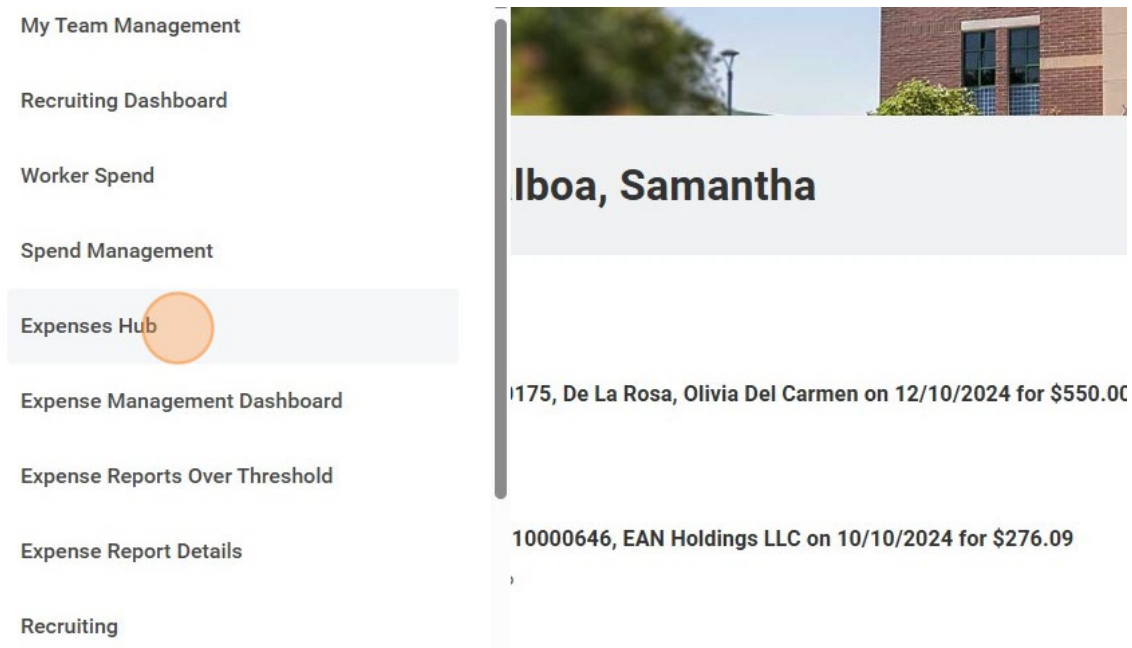
*The following demonstration will show you how to create a Spend Authorization.*

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

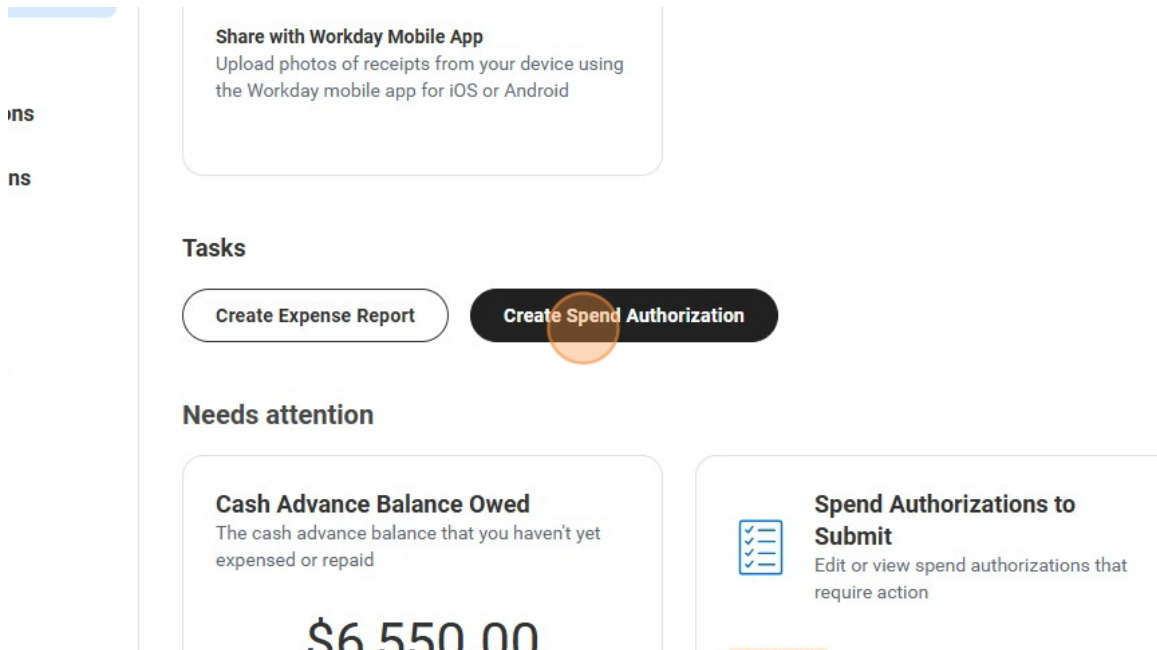


## Expenses: Create a Spend Authorization

### 2. Click "Expenses Hub"



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



## Expenses: Create a Spend Authorization

4. You will need to enter the following information:

### Start and End Date: Travel Dates

• 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

Company \*

Start Date \*

End Date \*

Description \*

Business Purpose

Currency USD

[Spend Authorization Lines](#) Attachments

Reimbursemen

Justification

### Description: First Initial\_Last Name\_City,State\_Dates

Company \*

Start Date \*

End Date \*

Description \*

Business Purpose

Currency USD

[Spend Authorization Lines](#) Attachments

Reimbursemen

Justification

+ Add

## Expenses:

## Create a Spend Authorization

### 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 Travel Office.*

▼ Spend Authorization Information

Company *	<input type="radio"/> Board of Trustees	⋮
Start Date *	<input type="radio"/> Employee Reimbursement	⋮
End Date *	<input type="radio"/> In District	⋮
Description *	<input type="radio"/> In State Travel	⋮
Business Purpose	<input type="radio"/> International Travel	⋮
	<input type="radio"/> Out of State Travel	⋮
	<input type="radio"/> Student Club Travel	⋮

Search ⋮

Currency USD

▼ Spend Authorization Details

Reimbursement Payment Type \* Direct Deposit ⋮

Justification

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?

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 x In State Travel

Currency USD

Spend Authorization Lines Attachments

+ Add

Submit Save for Later Cancel

7. Click the "Expense Item" field.

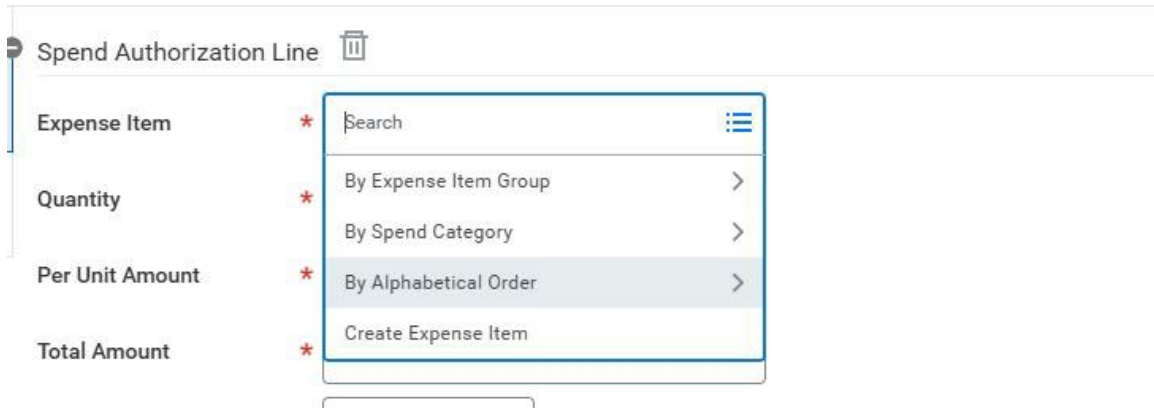
0.00

Spend Authorization Line

Expense Item *	Search
Quantity *	1
Per Unit Amount *	0.00
Total Amount *	0.00
Budget Date *	12/30/2024

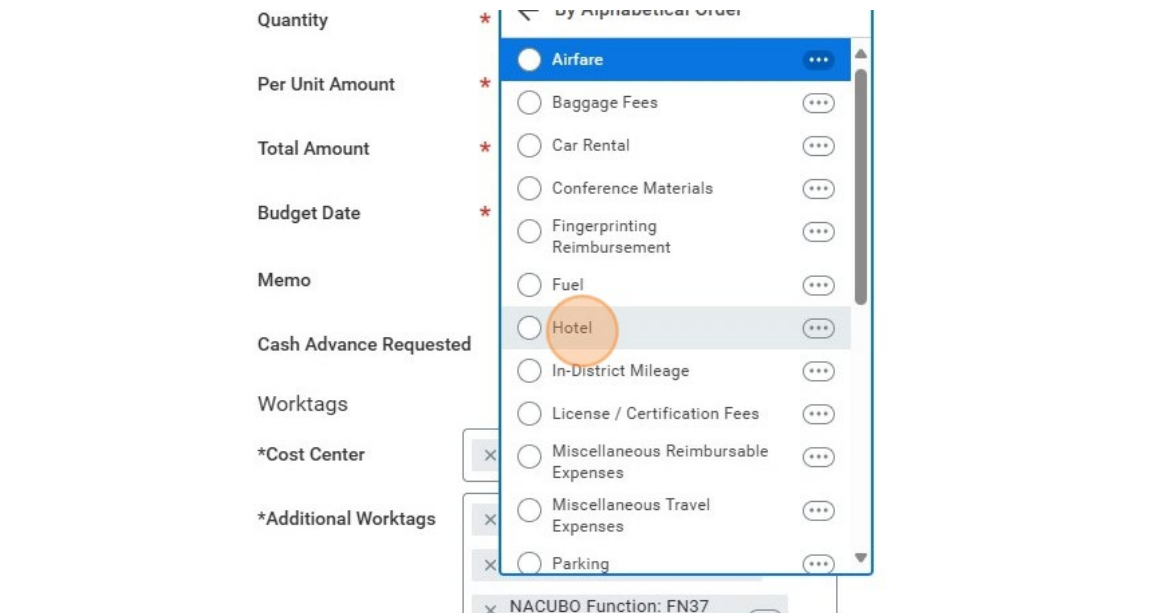
## Expenses: Create a Spend Authorization

8. You can search by Expense Groups, Spend Categories, or Alphabetical Order



The screenshot shows a 'Spend Authorization Line' interface. On the left, there are four fields: 'Expense Item', 'Quantity', 'Per Unit Amount', and 'Total Amount', each with a red asterisk. A search dropdown menu is open over the 'Expense Item' field. The menu contains the following options: 'Search' (with a search icon), 'By Expense Item Group' (with a right arrow), 'By Spend Category' (with a right arrow), 'By Alphabetical Order' (with a right arrow, and highlighted in grey), and 'Create Expense Item'.

9. Add "Hotel"



The screenshot shows the same 'Spend Authorization Line' interface. The search dropdown menu is open, and the 'By Alphabetical Order' option is selected. The menu displays a list of expense categories with radio buttons and three-dot icons to the right. The categories are: Airfare (selected), Baggage Fees, Car Rental, Conference Materials, Fingerprinting Reimbursement, Fuel, Hotel (circled in orange), In-District Mileage, License / Certification Fees, Miscellaneous Reimbursable Expenses, Miscellaneous Travel Expenses, and Parking. Below the list, there are fields for '\*Cost Center' and '\*Additional Worktags', each with a dropdown menu. At the bottom of the dropdown, there is a tab labeled 'x NACUBO Function: FN37'.

Expenses:

Create a Spend Authorization

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 \*

Arrival Date \*

Departure Date \*

Number of Breakfasts Provided

Reservation Number \*

Merchant Address \*

tel 0.00

Spend Authorization Line

Expense Item \*

Quantity 1

Per Unit Amount 0.00

Total Amount \*

Budget Date \*

Memo

Cash Advance Requested

Worktags

\*Cost Center

Instructional T

**Reminder: If trav  
exempt form.**

Item Details

Hotel

Arrival Date

Departure Date

Number of Break

Reservation Nun

Expenses:

Create a Spend Authorization

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

Quantity	1	
Per Unit Amount	0.00	
Total Amount	* 250.00	
Budget Date	* 12/30/2024	
Memo		
Cash Advance Requested	<input checked="" type="checkbox"/>	
Worktags		
*Cost Center	× CC00035 Business Office	
*Additional Worktags	× Fund: FD10 Unrestricted Funds × Location: Pecan Campus × NACUBO Function: FN37 Institutional Support	

**Reminder: I exempt for**

Item Detail

Hotel

Arrival Date

Departure C

Number of I

Reservation

Merchant A

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		
Expense Item	* × Hotel	In
Quantity	1	
Per Unit Amount	250.00	

Re ex

Ite



## Expenses: Create a Spend Authorization

### 13. Add "Airfare"

Spend Authorization Line	
0.00	Expense Item
250.00	Quantity
	Per Unit Amount
	Total Amount
	Budget Date
	Memo
	Cash Advance Requested

Search

By Alphabetical Order

- Airfare
- Baggage Fees
- Car Rental
- Conference Materials
- Fingerprinting Reimbursement
- Fuel
- Hotel
- In-District Mileage

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

Spend Authorization Line		Instructional Text
0.00	Expense Item	
250.00	Quantity	Boarding passes required.
	Per Unit Amount	
	Total Amount	Item Details
	Budget Date	Departure Date *
	Memo	Departure Time *
	Cash Advance Requested	Arrival Date *
	Worktags	Arrival Time *
	*Cost Center	
	*Additional Worktags	


## Expenses:

## Create a Spend Authorization


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	Boarding p required.
Per Unit Amount	127.27	Item Deta
Total Amount	* 127.27	Departure
Budget Date	* 12/30/2024 	Departure
Memo		Arrival Dat
Cash Advance Requested	<input checked="" type="checkbox"/>	Arrival Tim
Worktags		
*Cost Center	× CC00035 Business Office 	
*Additional Worktags	× Fund: FD10 Unrestricted Funds  × Location: Pecan Campus 	

**Submit** Save for Later Cancel

## Expenses: Create a Spend Authorization

### 16. Add "Travel Registration"

250.00	Per Unit Amount	*	<input type="radio"/> Per Diem (Meals) ...
	Total Amount	*	<input type="radio"/> Professional Memberships ...
	Budget Date	*	<input type="radio"/> Reimbursable Registration ...
	Memo		<input type="radio"/> Relocation Fees ...
	Cash Advance Requested		<input type="radio"/> Student Meals ...
	Worktags		<input type="radio"/> Subscriptions ...
	*Cost Center	X	<input type="radio"/> Supplies ...
	*Additional Worktags	X	<input type="radio"/> Taxi and Ground Travel ...
			<input type="radio"/> Tolls ...
			<input type="radio"/> Travel Day Per Diem ...
			<input type="radio"/> <b>Travel Registration</b> ...
			<input type="radio"/> Trip Mileage ...

Save for Later Cancel

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

Registration	0.00	Spend Authorization Line		
	127.27	Expense Item	* X Travel Registration ...	Instructional Text
	250.00	Quantity	1	Registration includes cation. Itemized rece
		Per Unit Amount	0.00	Item Details
		Total Amount	* 0.00	Date From * MM/D
		Budget Date	* 12/30/2024	Date To * MM/D
		Memo		
		Cash Advance Requested	<input type="checkbox"/>	
		Worktags		
		*Cost Center	X CC00035 Business Office ...	
		*Additional Worktags	X Fund: FD10 Unrestricted Funds ...	

## Expenses:

## Create a Spend Authorization

ion ... ☰

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 📅

Office ... ☰

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

Hotel	250.00	Quantity	1	Registration
		Per Unit Amount	523.00	ation. Iter
		Total Amount	* 523.00	Item Deta
		Budget Date	* 12/30/2024 📅	Date From
		Memo		Date To
		Cash Advance Requested	<input checked="" type="checkbox"/>	
		Worktags		
		*Cost Center	× CC00035 Business Office ... ☰	
		*Additional Worktags	× Fund: FD10 Unrestricted Funds ... ☰ × Location: Pecan Campus ... ☰	

Submit Save for Later Cancel

**Expenses: Create a Spend Authorization**

**Per Diem: Travel Per Diem & Per Diem Meals**

**19. Add "Travel Day Per Diem"**

127.27	Per Unit Amount	*	<input type="radio"/> Per Diem (Meals) ...
	Total Amount	*	<input type="radio"/> Professional Memberships ...
250.00	Budget Date	*	<input type="radio"/> Reimbursable Registration ...
	Memo		<input type="radio"/> Relocation Fees ...
	Cash Advance Requested		<input type="radio"/> Student Meals ...
	Worktags		<input type="radio"/> Subscriptions ...
	*Cost Center	X	<input type="radio"/> Supplies ...
	*Additional Worktags	X	<input type="radio"/> Taxi and Ground Travel ...
		X	<input type="radio"/> Tolls ...
		X	<input type="radio"/> <b>Travel Day Per Diem</b> ...
			<input type="radio"/> Travel Registration ...
			<input type="radio"/> Trip Mileage ...

## 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.

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**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 \*

Office

Restricted Funds

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## Expenses: Create a Spend Authorization

### 21. Add "Per Diem (Meals)"

ration	523.00	Per Unit Amount	*
		Total Amount	*
	127.27	Budget Date	*
	250.00	Memo	
		Cash Advance Requested	
		Worktags	
		*Cost Center	X
		*Additional Worktags	X

- Conference Materials
- Fingerprinting Reimbursement
- Fuel
- Hotel
- In-District Mileage
- License / Certification Fees
- Miscellaneous Reimbursable Expenses
- Miscellaneous Travel Expenses
- Parking
- Per Diem (Meals)
- Professional Memberships
- Reimbursable Registration

Save for Later Cancel

## Expenses: Create a Spend Authorization

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.

of per diem daily rate (unless conference/hotel provides meals on travel days)  
**Select: Per Diem (Meals) for Full day**  
**conference/meeting – 100% of per diem rate (if hotel provides meals at event/conference)**

- Example: Traveling Monday
- Travel days (2)= Monday and Tuesday
- Select: **Per Diem Meal - Full Day** Wednesday

Item Details

Destination	*	<input type="text" value="Search"/>
Number of Days	*	<input type="text" value="1"/>
Number of Breakfasts Provided		<input type="text" value="0"/>
Number of Lunches Provided		<input type="text" value="0"/>
Number of Dinners Provided		<input type="text" value="0"/>



## Expenses: Create a Spend Authorization

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

The screenshot shows the 'Create Spend Authorization' page with two tabs: 'Spend Authorization Lines' and 'Attachments'. The 'Attachments' tab is highlighted with an orange circle. Below the tabs is an '+ Add' button. A table of 'Spend Authorization Lines' is visible, with the first row highlighted. The table has columns for 'Expense Item', 'Quantity', and 'Per Unit Amount'. The first row contains 'Per Diem (Meals)', '1', and '80.00'. The second row contains 'Travel Day Per Diem', '120.00', and '1'. The third row contains 'Travel Registration', '523.00', and '80.00'. To the right of the table, there are labels for 'Expense Item', 'Quantity', and 'Per Unit Amount'. The 'Expense Item' label is followed by a dropdown menu showing 'Per Diem (Meals)'. The 'Quantity' label is followed by the value '1'. The 'Per Unit Amount' label is followed by the value '80.00'. The 'Attachments' tab is highlighted with an orange circle.

Click here to sort		Spend Authorization Line	
Per Diem (Meals)	80.00	Expense Item *	x Per Diem (Meals) ⋮
Travel Day Per Diem	120.00	Quantity	1
Travel Registration	523.00	Per Unit Amount	80.00

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

The screenshot shows a file upload interface. At the top, there is a blue bar with the text 'Attachments'. Below this is a large light blue area with the text 'Drop files here' and 'or' below it. A dark blue button with the text 'Select files' is highlighted with an orange circle. At the bottom left, there is a 'Cancel' button.

Expenses:

Create a Spend Authorization

25. Click "Submit"

The screenshot shows a form with two upload sections. Each section includes a PDF icon, the filename (e.g., 'Hotel Confirmation Sample.pdf'), a green checkmark with the text 'Successfully Uploaded!', and a 'Comment' text box. Below the uploads is an 'Upload' button. At the bottom, there are three buttons: 'Submit' (highlighted with an orange circle), 'Save for Later', and 'Cancel'.

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

The screenshot shows the Workday interface. At the top left is the 'South Texas College' logo. A search bar is at the top right. On the left is a navigation menu with items like 'Reports', 'Transactions', and 'Authorizations'. A notification box in the center says 'You have submitted' and lists 'Up Next: Check Budget (Financial) for Spend Authorization - Batch/Job: Run Budget Check'. A 'View Details' link is highlighted with an orange circle. At the bottom, there are two buttons: 'Create Expense Report' and 'Create Spend Authorization'.