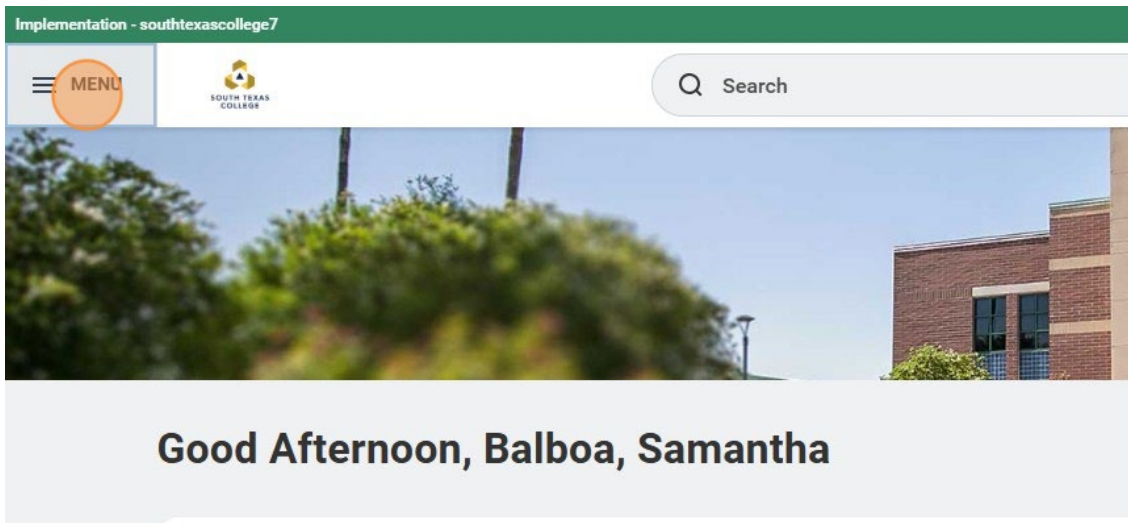


**Expenses:**

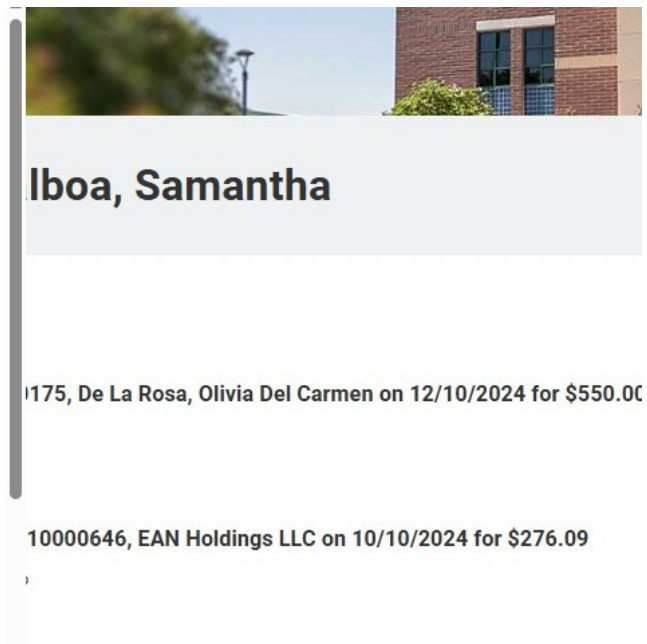
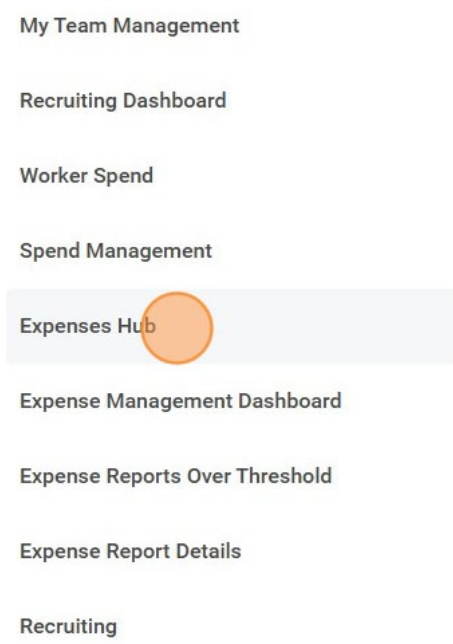
**Create an In-District Mileage Spend Authorization**

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

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



2. Click "Expenses Hub"



## Expenses:

## Create an In-District Mileage Spend Authorization

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

The screenshot shows a sidebar on the left with 'ns' and 'ns' visible. The main content area has three sections: 'Share with Workday Mobile App' with instructions to upload receipts; 'Tasks' with two buttons, 'Create Expense Report' and 'Create Spend Authorization' (the latter is highlighted with an orange circle); and 'Needs attention' with two cards: 'Cash Advance Balance Owed' showing '\$6 550 00' and 'Spend Authorizations to Submit' with a checklist icon.

- 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 \* South Texas College

Start Date \* 01/01/2025

End Date \* 05/31/2025

Description \*

Business Purpose

Currency USD

**Spend Authorization Details**

Reimbursement Payment Type \* Direct Deposit

Justification

Spend Authorization Lines Attachments

Add

## Expenses:

## Create an In-District Mileage Spend Authorization

### 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](#)

### 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

### 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

+ Add

Viewing: [Icons]

### 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

+ Add

Viewing: [Icons]

Submit Save for Later Cancel

## Expenses:

## Create an In-District Mileage Spend Authorization

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 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 'Cash Advance Requested' checkbox is unchecked. The 'Worktags' field is empty.

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 highlighted with an orange circle and contains the value 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 'Cash Advance Requested' checkbox is unchecked. The 'Worktags' field is empty. The '\*Cost Center' dropdown is set to 'CC00035 Business Office' and the '\*Additional Worktags' dropdown is set to 'Fund: FD10 Unrestricted Funds'.

**Expenses:**

**Create an In-District Mileage Spend Authorization**

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]

\* [X] 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

[X] CC00035 Business Office [More Icon]

[X] 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](mailto: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

### 13. Click "Submit"

④ Add Viewing: [icon]

**In-District Mileage 350.00**

Spend Authorization Line [trash icon]

Expense Item *	In-District Mileage [dropdown]	Instructional Text
Quantity *	500	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.
Per Unit Amount	0.70	Item Details
Total Amount	350.00	Date From * 01/01/2025 [calendar]
Budget Date *	01/01/2025 [calendar]	Date To * 05/31/2025 [calendar]
Memo	[text box]	
Cash Advance Requested	<input type="checkbox"/>	
Worktags		
*Cost Center	CC00035 Business Office [dropdown]	
*Additional Worktags	Fund: FD10 Unrestricted Funds [dropdown] Location: Pecan Campus [dropdown] NACUBO Function: FN37 Institutional Support [dropdown]	

**Submit** Save for Later Cancel

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

scascollege7

SOUTH TEXAS COLLEGE

Search

**You have submitted**

Up Next: Check Budget (Financial) for Spend Authorization - Batch/Job: Run Budget Check

[View Details](#)

Share with Work

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

Tasks

Create Expense Report Create Spend Authorization