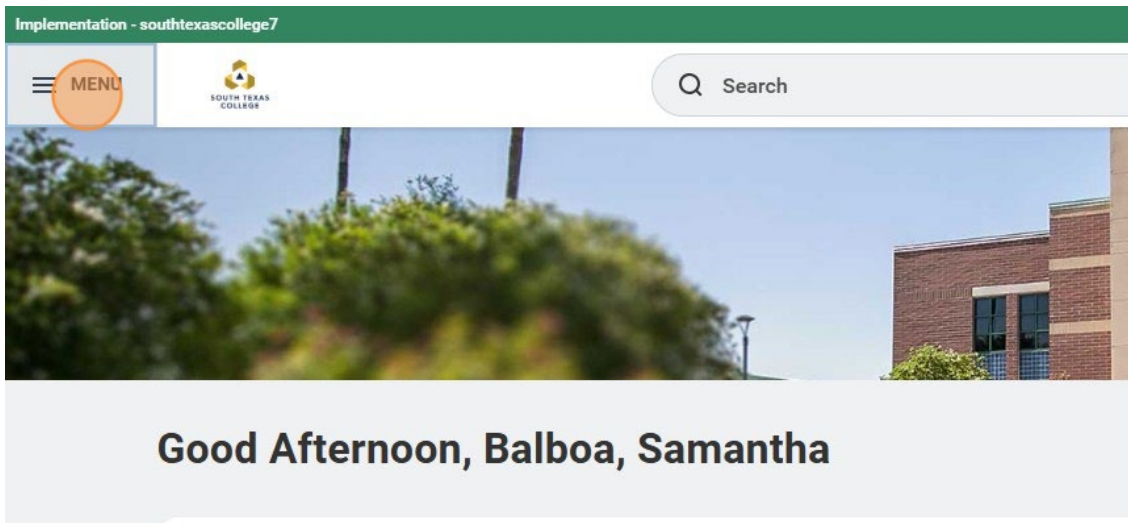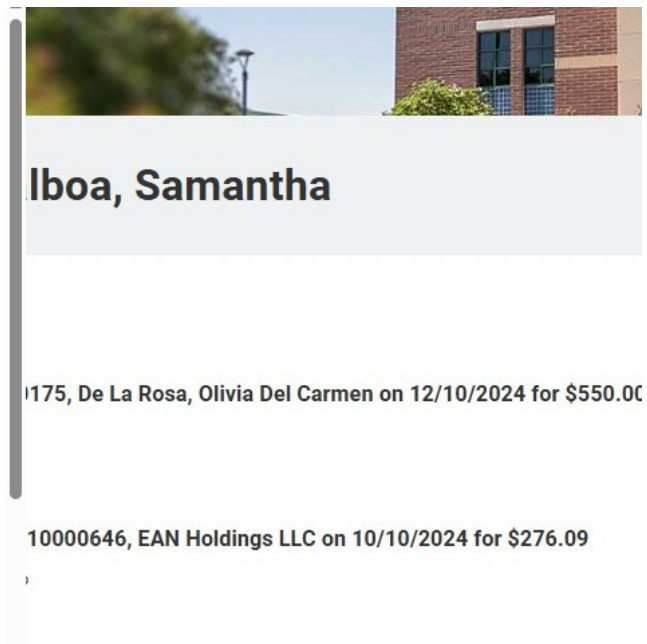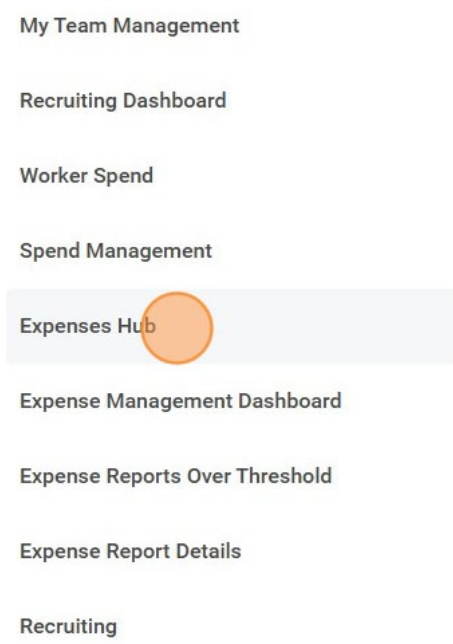**Expenses:**   **Create an In-District Mileage Spend Authorization**

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"

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

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.