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 "<u>Create Spend</u> <u>Authorization for Worker</u>".

Simplified Search is Enabled
Top Results People (0) Tasks and Reports (2) All Categories
Tasks and Reports
Create Spend Authorization for Worker Task
Create Spend Authorization for Non-Worker Task
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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.

Cash Advance Requ 0.00 USD	Jested	0.00 USD	
✓ Spend Authorse	orization	Information	
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Company	*	pearcn	
Company Start Date	*	01/05/2025	
Company Start Date End Date	* (* (* (01/05/2025 = 01/05/2025 =	

4. You will need to enter the following information:

Start and End Date: Travel Dates

Attention South Texas College employees, to expedite travel requests:	Create Spend Authorization				
	Attention South Texas College employees, to expedite trav	el requests:			
	Travel				
See Baard 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: • Us to date driver's License and insurance required for any type of mileage reimbursement. • Spend Authorization Information • Spend Authorization College © ● • Start Date * B1/12/2025 ● • B1/12/2025 ● • B1/12/2025 ● • End Date * 65/31/2025 ● • Currency USD Spend Authorization Lines Attachments	For Registrations only (no employee reimbur All Registrations over \$1,500-require appro- Please follow all associated travel timelines *15 Business day rule – ALL approvals COMPLETED and d	sement) – use Purchase Order system ved promissory note with Human Resources and deadlines (15 business day rule)* ocuments submitted 15 business days prior to travel processing.			
	See Board Approved Direct Deposit Mandate for Pay Mileage	roll and Other Reimbursements - all STC employees are required to receive payroll	and other reimbursements (including trave	el and Accounts Payable reimbursements	s) electronically.
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	Up to date driver's License and insurance real	quired for any type of mileage reimbursement			
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Company * × South Texas College ::::::::::::::::::::::::::::::::::	 Spend Authorization Information 		 Spend Authorization Deta 	ils	
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Create an In-District Mileage Spend Authorization for Worker

5. <u>Description</u>: 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.

Payable reimbursements) electronically. • Mileage			
 Up to date driver's License and insurance required for any type of miles 	age reimbursement		
Please view the Employee Travel Guide for the complete travel guidelines. If you have	any questions or concerns, please contact the Travel Offic	е.	
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6. <u>Business Purpose</u>: In District

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

Travel		
For Registrations only (no employee reimbursement) – use Purchase 0 All Registrations over \$1,500-require approved promissory note with) Please follow all associated travel timelines and deadlines (15 busines '15 Business day rule – ALL approvals COMPLETED and documents submitted 15 bu	rder system Iuman Resources s day rule)* siness days prior to travel processing.	
See Board Approved Direct Deposit Mandate for Payroll and Other Reimbursen Payable reimbursements) electronically. Mileage	nents - all STC employees are required to receive payroll a	nd other reimbursements (including travel and Accounts
Up to date driver's License and insurance required for any type of milea	ge reimbursement	
Please view the Employee Travel Guide for the complete travel guidelines. If you have	any questions or concerns, please contact the Travel Offic	e.
 Spend Authorization Information 	 Spend Authorization Det 	ails
Company * × South Texas College	Reimbursement Payment Type *	× Direct Deposit
Start Date * 01/01/2025	Justification	What is the purpose of the mileage?
end Date * 07/31/2025 💼		A
Description * S_Balboa_InDistrictMileage_Jan-May		
Business Purpose 🛛 × In District 💮		
Currency USD		
Spend Authorization Lines Attachments		
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8. The Spend Authorization Lines tab now displays. Select "Add" to begin adding In District Mileage expense line.

ease view the Employee Travel Guide for the complete travel guidelines. If you have a	any questions or concerns, please contact the Travel Offic	e.	
Spend Authorization Information	 Spend Authorization Detail 	ils	
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9. Click the "Expense Item" field and Select "In-District Mileage"

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Spend Authorization Lines Add	Attachments	Viewing 🗓 🗮
In-District Mileage 0.70	Spend Authorization Line	
	Expense Item * × In-District Mileage	Instructional Text
	Quantity *	Mileage Log B0-0400 required. Standard Mileage Method form if needed.
	Per Unit Amount 0.70	Preffered Mileage chart, then odometer readings, maps only required if you're not using STC's Mileage Chart.
	Total Amount 0.70	Item Details
	Budget Date * 01/01/2025	Date From * MM/DD/YYYY
	Memo	Date To * MM/DD/YYYY 💼
	Cash Advance Requested	
	Worktags	

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

In-District Mileage 350.00	Spend Authorization	Line 🔟	
	Expense Item	* × In-District Mileage	Instructional Text
	Quantity	* 500	Mileage Log BO-0400 required. St
	Per Unit Amount	0.70	Preffered Mileage chart, then odo you're not using STC's Mileage Ch
	Total Amount	350.00	Item Details
	Budget Date	* 01/01/2025 🗇	Date From * MM/DD/YYYY
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	Cash Advance Requeste	ed 🗌	
	Worktags		
	*Cost Center	× CC00035 Business Office ⋮	
	*Additional Worktags	× Fund: FD10 Unrestricted Funds 🛛 📃	



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

tion Line	Viewing:
* X In-District Mileage	Instructional Text
* 500	Mileage Log BO-0400 required. Standard Mileage Method form if needed.
0.70	Preffered Mileage chart, then odometer readings, maps only required if you're not using STC's Mileage Chart.
* 01/01/2025	Date From * 01/01/2025
	Date To * 05/31/2025 🗇
iested	
× CC00035 Business Office	
IS X Fund: FD10 Unrestricted Funds	

- 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

ttachments		
	Drop files here	
	a diama di anti	
	Select files	



13.Click "Submit"

n-District Mileage 350.00	Spend Authorization Li	ne 🔟	
	Expense Item	★ × In-District Mileage :=	Instructional Text
	Quantity	* 500	Mileage Log BO-0400 required. Standard Mileage Method form if needed.
	Per Unit Amount	0.70	Preffered Mileage chart, then odometer readings, maps only required if you're not using STC's Mileage Chart.
	Total Amount	350.00	Item Details
	Budget Date	* 01/01/2025	Date From * 01/01/2825
	Memo		Date To * 05/31/2025
	Cash Advance Requested		
	Worktags		
	*Cost Center	\times CC00035 Business Office $\overline{\cdots}$ $\stackrel{:}{=}$	
	*Additional Worktags	× Fund: FD10 Unrestricted Funds	
		× Location: Pecan Campus ()	
		× NACUBO Function: FN37 Institutional Support	

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

cascollege7		
SOUTH TEXAS COLLEGE	Q Search	
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