

Overview

This job aid provides a detailed overview of how to create a spend authorization. The Spend Authorization must be approved before incurring expenses.

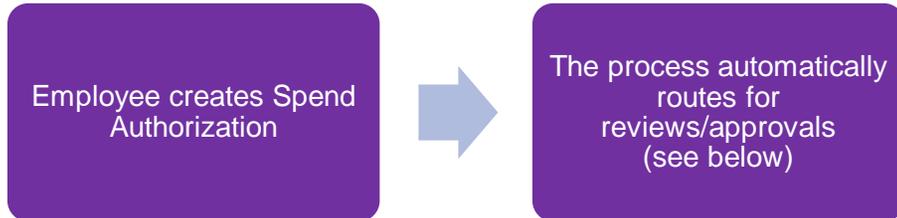
Important

- Long-Distance Travel Expenses
 - Approval of funds and leave for distance travel and professional meetings is required.
 - Before travel, create a spend authorization for approval. After travel, create the expense report. Spend Authorization is also required for Athletics, Conferences and Seminars, and any EAP travel and Conference fees.
- EAP Conference Fees
 - Conference fees should be processed via the Supplier invoice module or reimbursed after the employee has paid for and attended to Conference not advanced to the employee directly.

When to Create a Spend Authorization *Before* Creating an Expense Report

- Expense Report Exceeds Original Spend Authorization Amount by \$500 or more
- Expense Report exceeds Original Spend Authorization Total by 10% or more
- The Expense Report is for:
 - Airfare and Travel
 - Non EAP Conference, and Meeting Expenses
 - EAP Travel and Non-MC Courses, Seminars, Conferences, and Workshops
 - Conferences and Meetings
 - Trips for Athletics

Process Flow: Spend Authorization



Approvals: Spend Authorization

- If the expense is not EAP Wellness, then the Manager will approve if they were not the initiator or prior approver.
- If the expense is not EAP or Grant Related, then the Cost Center Manager or Secondary Cost Center Manager will approve if they were not the initiator or prior approver.
- If the expense has a Grant Worktag, then the Grant Principal Investigator or Award Billing Specialist will approve.
- If the expense has a Project Worktag, then Project Manager Tracking will approve.

Reviews: Spend Authorization

- If the expense is EAP, then the EAP Partner will review the spend authorization.

Budget Check

- If the automatic Budget Check initiated by Workday does not pass, then the spend authorization will route for additional review(s) or approval(s).

Create Spend Authorization

- Using the Search field, enter and select **Create Spend Authorization**.
- The **Company** is required and defaults. Modify as necessary.
- The **Start Date** and **End Date** default to today's date. Modify as necessary.
- Enter a **Description**.
- The **Reimbursement Payment Type** defaults. Modify as necessary.
- In the Spend Authorization Lines tab, click **Add**.

- Enter an **Expense Item**.

- Select the **Quantity** and specify the **Per Unit Amount**. Together these calculate the total amount.
- Enter a **Memo**, if applicable.
- Select the **Cash Advance Requested** box, if applicable.
- The **Cost Center**, **Fund**, and **Program** default. Modify as necessary.
- Click the **Attachments** tab.

- Drag and drop or click **Select files** to upload any supporting documentation.

Note: Attachments include all receipts and invoices associated with the cost of the spend authorization (e.g., if attending a conference, attach all related items paid for prior to attending).

- Click **Submit**.