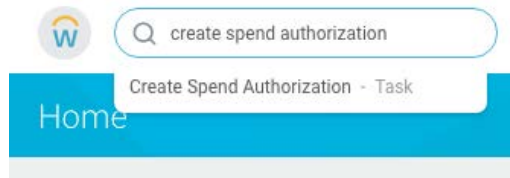


Spend Authorization

Complete this form to request approval for support of work-related travel expenses. Indicate the purpose of the trip, the estimated total costs, and the source(s) of funding. Later your approved Spend Authorization is linked to your Expense Report of the actual costs incurred.

1. Type **Create Spend Authorization** in the Workday search box and click on the result that is listed.



2. Complete the following fields under **Spend Authorization Information**:

- a. Enter a **Start Date** and **End Date** for your travel.
- b. Enter a brief **Description** for your travel.
- c. *Required:* In the **Business Purpose** field, make a selection from the drop down menu.

3. Under **Spend Authorization Details**:

- a. In **Reimbursement Payment Type** field select **Check** or **Direct Deposit**.
- b. *Optional:* Use the **Justification** field to provide additional information on your travel plans.

4. Under **Spend Authorization Details**:

- a. Click '+'
- b. In the **Expense Item** menu field select from the **By Expense Item Group**. (e.g. airfare)
- c. In the **Quantity** field, enter a number for the expense (number of airline tickets, nights of hotel, etc.)
- d. Enter the **Per Unit Amount** (e.g. ticket cost, nightly hotel charge)
- e. **Total Amount** will auto-fill.
- f. *Optional:* Enter brief description in **Memo** field.
- g. Change the fields pertaining to the budget: **Cost Center, Fund, Function**.
- h. *Optional:* complete **Additional Worktags** field if trip is supported by grant, project, gift, or endowment.
- i. Click **Submit**.
- j. Click **Done**