



Spend authorizations are used to obtain approval for future travel. Employees complete and submit these requests based on **ESTIMATED** costs.

1. Type **Create Spend Authorization** into the search bar.
2. Click on the Create Spend Authorization Task.
3. Complete the following under **Spend Authorization Information**:
  - **Company** -- Collin College auto-populates.
  - **Start Date** -- Enter date of first day of travel.
  - **End Date** -- Enter date of last day of travel.
  - **Description** -- Type name of Student Field Trip and year.
  - **Business Purpose** -- From drop down menu choose Student Field Trip.
  - **Spend Authorization Total** -- This box will auto-populate based on line item totals.

**Spend Authorization Information**

Company \* x Collin College ...

Start Date \* 09/29/2021

End Date \* 10/01/2021

Description \* Trip Name 2021

Business Purpose x Student Field Trip ...

Spend Authorization Total \* 0.00

Currency USD

3. Spend Authorization Details:
  - **Justification** -- Provide a brief explanation why trip is being requested.
4. Scroll down to Spend Authorization Lines.
  - Click the **Add Row** icon (+) to add an expense line item.
  - Example: Registration, Airfare, Hotel, Per Diem, etc.

Spend Authorization Lines Attachment

+ Add

5. Complete the following for each Spend Authorization line:

- **Expense Item** -- Type or choose expense item from drop-down menu.
  - Report should contain at least – Registration, Airfare/Mileage, Hotel, and Group Meal.
  - Mileage is expensed as Mileage – Travel.
- **Quantity** -- Enter quantity.
  - **For mileage:** This will be the estimated miles driven to and from conference location. Home campus will be used in mileage calculations. **Two** entries will need to be entered – one for the drive TO destination and one for the drive FROM destination.
  - **For Meals:** Group Meal is used instead of Per Diem. Quantity is the number of travelers. Sponsors can be added to this number instead of requesting Per Diem separately.
- **Per Unit Amount** -- Amount of one item on this expense type line.
  - **For Meals:** this amount will be the total amount requested for all travelers. Sponsors can be added to this number instead of requesting Per Diem. Amount entered must match amount on Per Diem Cash Advance Form.
- **Total Amount** -- Will auto-populate.
  - WorkDay calculates the Quantity times Per Unit Amount.
- **Memo** -- Add any pertinent information.
- **Cost Center** -- Type in assigned Cost Center or choose from drop-down menu.
  - If Cost Center auto-populates, then verify it is correct.
- **Additional Worktags** -- Will auto-populate based on the Cost Center.  
DO NOT CHANGE.
- **Item Details** -- Depends upon expense type selected. Appears for Airfare, Hotel, and Per Diem. Needs to be completed.

The screenshot shows the 'Spend Authorization Line' form in Workday. A red arrow points to the 'Hotel / Lodging' expense item in the top left summary bar. Another red arrow points to the 'Quantity' field, which contains the value '3'. A third red arrow points to the 'Per Unit Amount' field, which contains '179.00'. A fourth red arrow points to the 'Item Details' section on the right, which includes fields for 'Hotel' (Marriott), 'Arrival Date' (07/07/2021), and 'Departure Date' (07/10/2021). A red box highlights the 'Worktags' section at the bottom, which includes fields for '\*Cost Center' (CC1259 Finance & Budgeting), 'Grant', 'Project', and '\*Additional Worktags' (Campus: CA14 Districtwide, Division: DV40 Administrative Services, Fund: FD100 Unrestricted, Program: PG350 Institutional Support).

6. Add additional lines as needed for multiple expense items.

**NOTE:** When requesting meals:

- Complete the Per Diem Cash Advance Request Form and attach to Spend Authorization. (Instructions for sponsor completing the request are located on the form.)  
[Per Diem Cash Advance Request Form](#)
- Complete the Per Diem Worksheet to calculate daily amount to request and attach to Spend Authorization.  
[Per Diem Worksheet](#)
- Complete the Per Diem Participant Signature Form when students have received the funds and attach to Expense Report completed after the Student Field trip.  
[Per Diem Participant Signature Form](#)

\*\*\* If sponsors use the above process as well, then per diem will not be added to their expense report. \*\*\*

7. Go to Attachments tab -- Click here to add appropriate documents for the student field trip -- Per Diem forms, SAFAC award letter, etc. (Attachments can be dropped into the gray box or selected from browser.)



8. Click Submit.

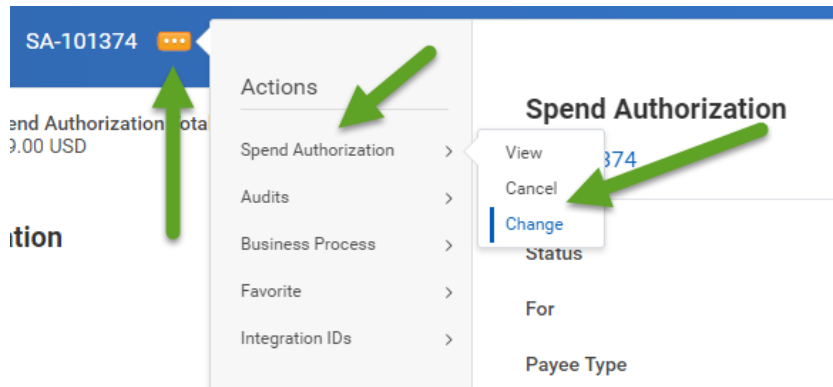
**Note** -- A notification box pops up showing the Spend Authorization has been submitted. Authorization will go to approver.

To find the Spend Authorization number (Example -- SA-100032) click on View Details.

To determine the **status of the Spend Authorization**, enter the SA number into the search bar and open the report. Click on Process History. This will show who needs to approve, who approved, and any notes the approver wrote regarding the report.

To **Change or Cancel a Spend Authorization:**

1. Open report.
2. Click on the action items (box with three dots). This brings up a menu.
3. Hover over the words Spend Authorization. This brings up another menu.
4. Click on the word change or cancel depending on what needs to be done.



- If making changes to the report – make changes then click the orange submit button. Report will go back through approvals.
- If canceling the report – make sure to hit the orange OK button or the report will not be canceled.