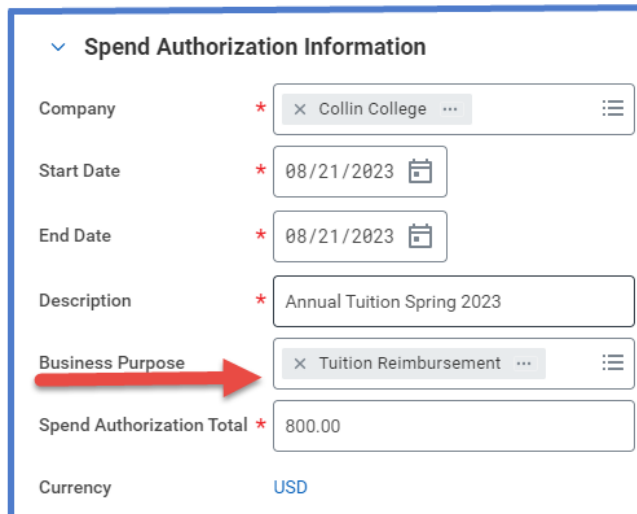


Collin College offers two types of Tuition Reimbursement: Annual Tuition (\$2,400.00/fiscal year) and Scholars Tuition (\$7,500.00/fiscal year). Both are paid by Human Resources (CC1303).

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 current date.
 - **End Date** -- Enter current date.
 - **Description** -- Enter type of reimbursement, semester, and year.
(Example: Annual Tuition Spring 2023)
 - **Business Purpose** -- Choose **Tuition Reimbursement** from drop down menu.
 - **Spend Authorization Total** -- Enter requested amount of reimbursement.



▼ Spend Authorization Information

Company * X Collin College ...

Start Date * 08/21/2023

End Date * 08/21/2023

Description * Annual Tuition Spring 2023

Business Purpose * X Tuition Reimbursement ...

Spend Authorization Total * 800.00

Currency USD

4. Scroll down to **Spend Authorization Lines**.
 - Click the **Add Row** icon (+) to add an expense line.

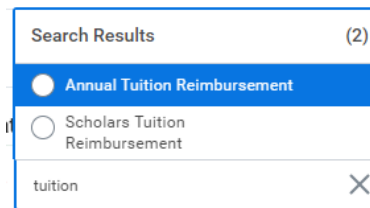


Spend Authorization Lines Attachment

+ Add

5. Complete the following for each Spend Authorization line:

- **Expense Item** -- Type or choose the appropriate type of tuition reimbursement from drop-down menu: Annual Tuition Reimbursement or Scholars Tuition Reimbursement.

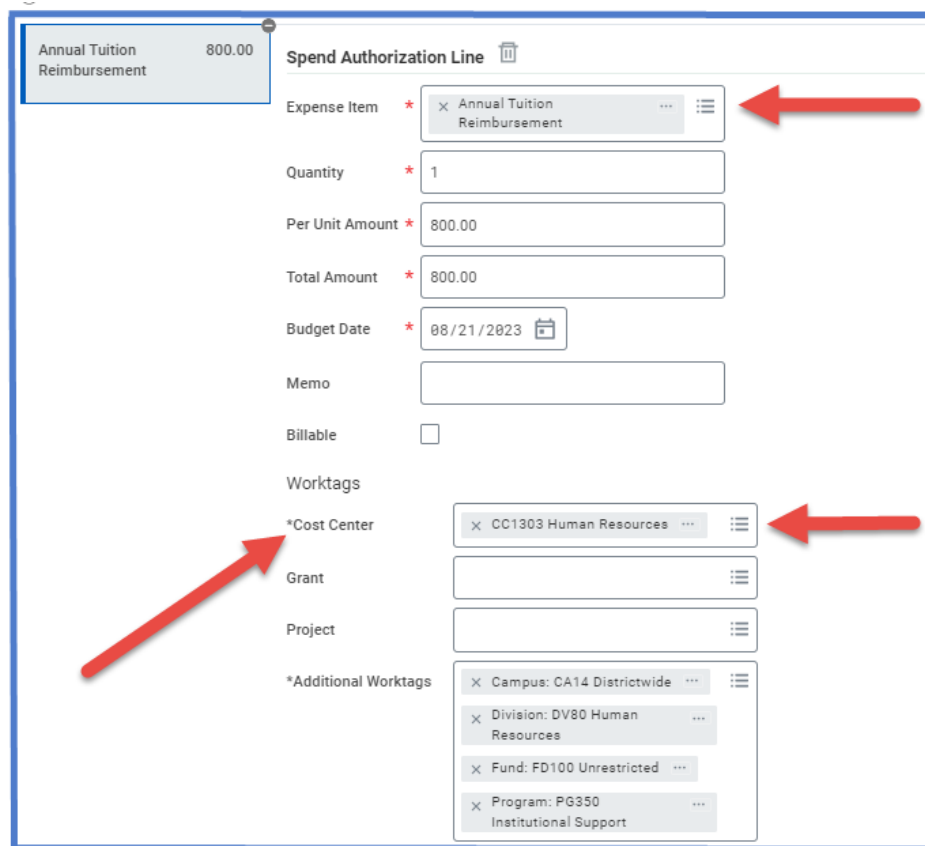


Search Results (2)

- ☒ Annual Tuition Reimbursement
- ☐ Scholars Tuition Reimbursement

tuition X

- **Quantity** -- Enter quantity 1.
- **Per Unit Amount** -- Amount of requested reimbursement.
- **Total Amount** -- Will auto-populate.
(WorkDay calculates the Quantity times Per Unit Amount).
- **Cost Center** -- Cost Center needs to be CC1303.
- **Additional Worktags** -- Will auto-populate based on the Cost Center.
DO NOT CHANGE.



Annual Tuition Reimbursement 800.00

Spend Authorization Line

Expense Item * X Annual Tuition Reimbursement ...

Quantity * 1

Per Unit Amount * 800.00

Total Amount * 800.00

Budget Date * 08/21/2023

Memo

Billable ☐

Worktags

*Cost Center X CC1303 Human Resources ...

Grant

Project

*Additional Worktags

- X Campus: CA14 Districtwide ...
- X Division: DV80 Human Resources
- X Fund: FD100 Unrestricted ...
- X Program: PG350 Institutional Support

6. Go to Attachments tab -- Click here to add documentation.
(Attachments can be dropped into the gray box or selected from browser.)



Spend Authorization Lines Attachments

7. Click Submit.

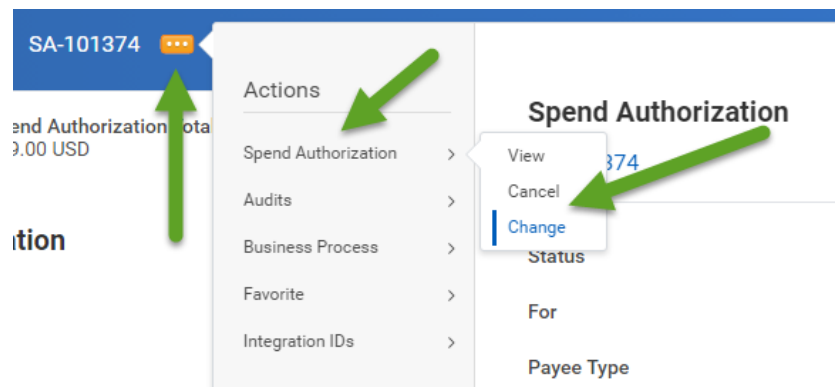
Note -- A notification box pops up showing the Spend Authorization has been submitted. Authorization will go to approver.

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 up the report. Click on Process History. This will show who needs to approve, who has approved, and any notes the approver wrote regarding the report.

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

1. Open up 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.