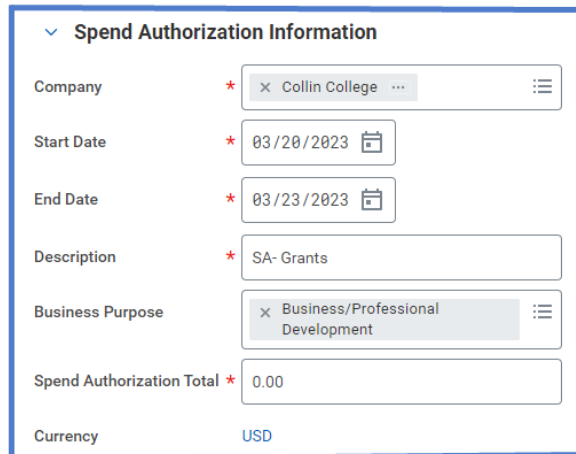**Spend authorizations are used to obtain approval for future travel. Employees complete and submit these requests based on ESTIMATED costs.**
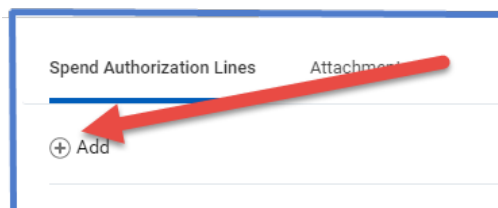
1. Type **Create Spend Authorization** into the search bar.

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 conference, training, etc., and year.
   - **Business Purpose** – Choose Business/Professional Development from drop down menu.
   - **Spend Authorization Total** -- This box will auto-populate based on line item totals.

4. Spend Authorization Details:
   - Justification -- Provide an explanation why trip is being requested.

5. Scroll down to **Spend Authorization Lines**.
   - Click the **Add Row** icon ⊕ to add an expense line item.
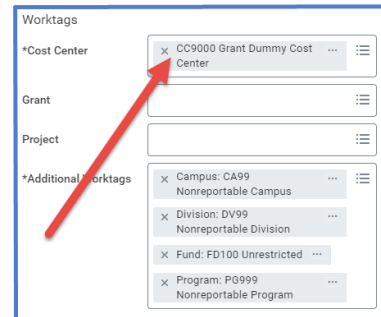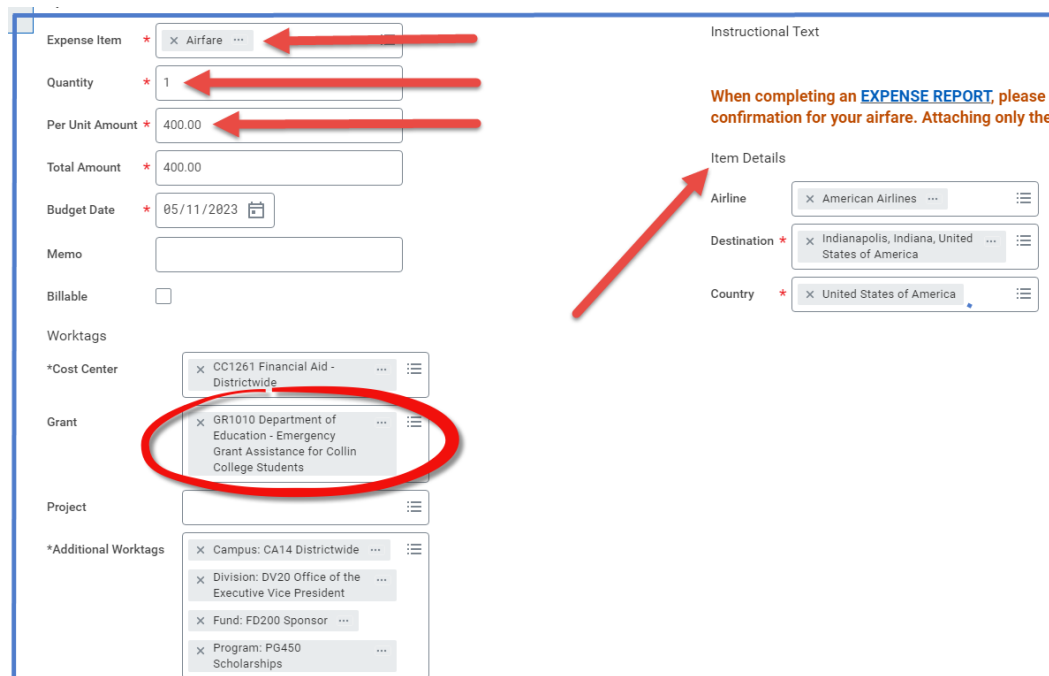   - Example: Registration, Airfare, Hotel, Per Diem, etc.

6. 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 Per Diem.)
  <mark>Mileage is expensed as Mileage – Travel</mark>.
- **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.)
- **Per Unit Amount** -- Amount of expense
- **Total Amount** -- Will auto-populate
  (WorkDay calculates the Quantity times Per Unit Amount).
- **Memo** -- Add any pertinent information.
- **Cost Center** -- Will auto-populate based off of Grant selected.
  (The Cost Center - CC9000 Grant Dummy Cost Center - is not a valid grant cost center and cannot be used.)

- **Grant** -- Type in assigned <mark>Grant</mark> number or choose from the drop-down menu.
- **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.
  Note – If the hotel is not listed, then use MISC.

7. Add additional lines as needed for multiple expense Items.

8. Go to Attachments tab -- Click here to add the conference agenda and registration form. (Attachments can be dropped into the gray box or selected from browser.)
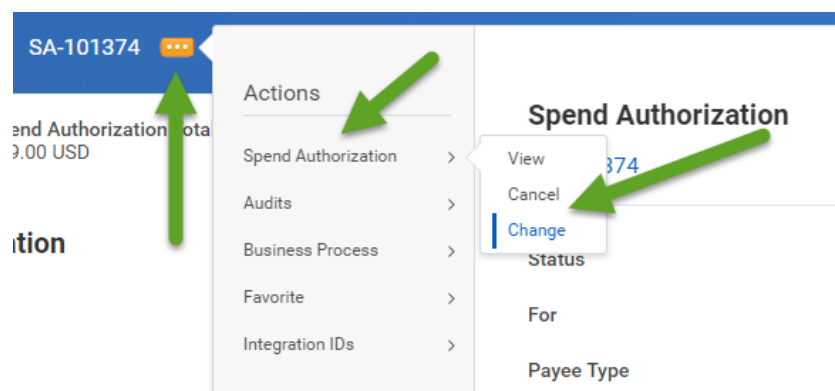

9. Click Submit.

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.