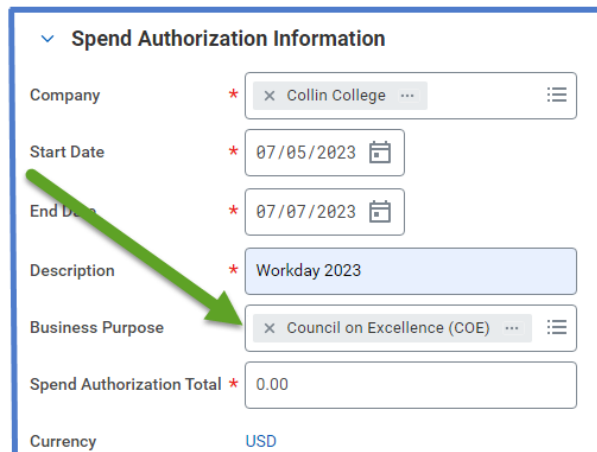


Spend authorizations are used to obtain approval for future travel. Employees complete and submit these requests based on ESTIMATED costs.


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 **COE** from the 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

Note -- When requesting COE funds and amount of request is over COE limit (\$2000.00/\$2200.00 if presenting), then a comment needs to be added to the request regarding the overage. Comment needs to include who is responsible for any amount exceeding COE funding – Department (add Cost Center) or traveler. Comment can be added to the justification box.

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.)
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.)
- **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** -- **Change Cost Center to COE – CC1561.**
- **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 choose MISC.

Hotel / Lodging 400.00

Spend Authorization Line

Expense Item * x Hotel / Lodging ...

Quantity * 1

Per Unit Amount * 400.00

Total Amount * 400.00

Budget Date * 04/28/2023

Memo Workday 2023

Billable

Worktags

*Cost Center x CC1561 COE/Faculty Development ...

Grant

Project

*Additional Worktags

x Campus: CA14 Districtwide ...

x Division: DV30 Academic Services

x Fund: FD100 Unrestricted ...

x Program: PG350 Institutional Support

Instructional Text

When completing an **EXPENSE REPORT**, please be sure to attach the credit card receipt. Attaching only the credit card bill is not sufficient.

Item Details

Hotel * x Marriott ...

Arrival Date * 07/05/2023

Departure Date * 07/07/2023

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

***** **Amount over COE budget needs to be shown on the Spend Authorization.** *****

For example: Spend Authorization goes over COE budget by \$100.00. Choose an expense to split cost between COE and Department. Add two lines to report for this expense. Airfare estimate is \$350.00 – one line will be Airfare charged to COE for \$250.00 and second line will be Airfare charged to Department for \$100.00.

Car Rental	218.00
Per Diem	207.00
Hotel / Lodging	425.00
Airfare	100.00
Registration Fees - Travel	500.00
Airfare	250.00

- 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.)



- Click Submit.

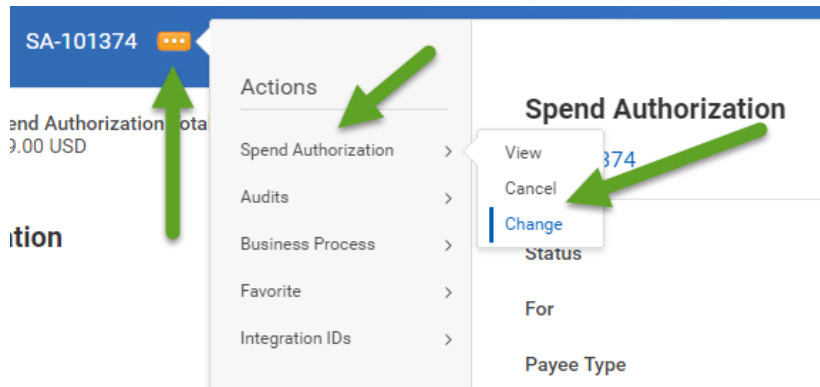
Note -- A notification box pops up showing the Spend Authorization has been submitted. Authorization will go to approver.

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:**

- Open up report.
- Click on the action items (box with three dots). This brings up a menu.
- Hover over the words Spend Authorization. This brings up another menu.
- 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.