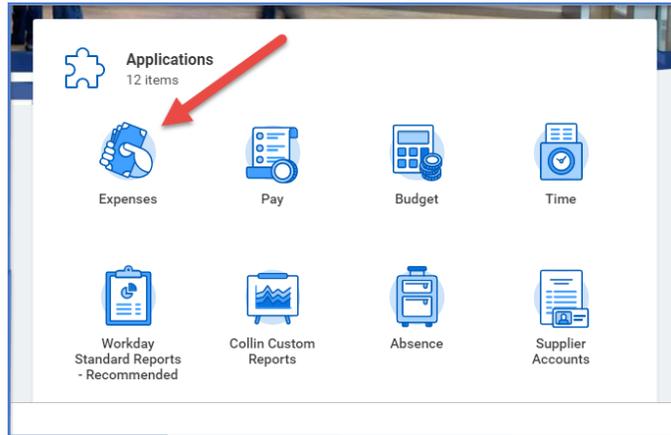


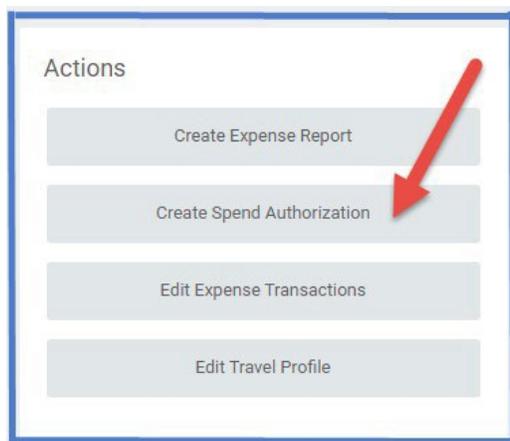
## SPEND AUTHORIZATION

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

1. On the Home Screen - Click on the **Expenses** worklet.  
(If preferred, Create Spend Authorization can be typed into search bar.)



2. Under Actions – Choose Create Spend Authorization.  
(If using search bar, then Create Spend Authorization Task needs to be selected.)



3. Complete the following:
  - **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** -- From drop down menu choose appropriate reason for travel.  
**Note:** Faculty requesting COE funds need to select Council on Excellence (COE).
  - **Spend Authorization Total** -- This box will auto-populate based on line item totals.

▼ **Spend Authorization Information**

Company \*

Start Date \*

End Date \*

Description \*

Business Purpose

Spend Authorization Total \*

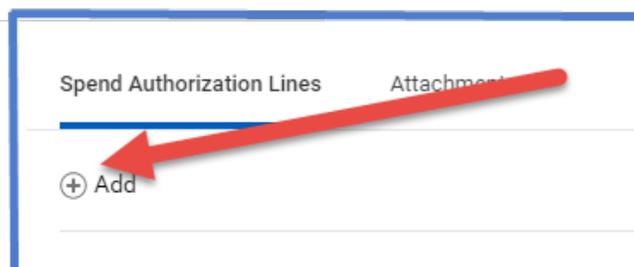
Currency USD

4. Spend Authorization Details:

- Reimbursement Payment Type -- Direct Deposit-Electronic Disbursements should be listed. If not, then a check will be issued at time of reimbursement.
- Justification -- Provide a brief 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, ect.



6. Complete the following for each Spend Authorization line:

- **Expense Item** -- Type or choose expense item from drop-down menu.
- **Quantity** -- Enter quantity.  
(For mileage: This will be the estimated miles driven to and from conference location. Assigned campus will be used in mileage calculations.)
- **Per Unit Amount** -- Amount of one item on this expense type line.  
(Example: Cost of one night of hotel charges.)
- **Total Amount** -- Will auto-populate  
(WorkDay calculates the Quantity times Per Unit Amount).
- **Memo** -- Add any pertinent information.

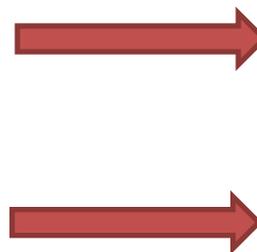
- **Cost Center** -- Type in assigned Cost Center or choose from drop-down menu. (If Cost Center auto-populates, then verify it is correct.)  
**Note:** If COE is selected as the Business Purpose, then COE must also be selected as the Cost Center – CC1561.
- **Additional Worktags** -- Will auto-populate based on the Cost Center.
- **Item Details** -- Needs to be completed and depends upon expense type selected.

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

**Note -- If requesting COE funds and amount of request is over COE limit (\$1600.00/\$1800.00 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.**

**\*\*\*\*\* 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

8. Go to Attachments tab -- Click here to add the conference agenda and any other appropriate documents. (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, click on Details and Process. Details of the authorization will be shown. Click on Process to see the status of the report.