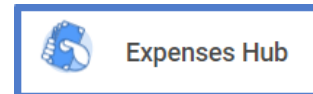


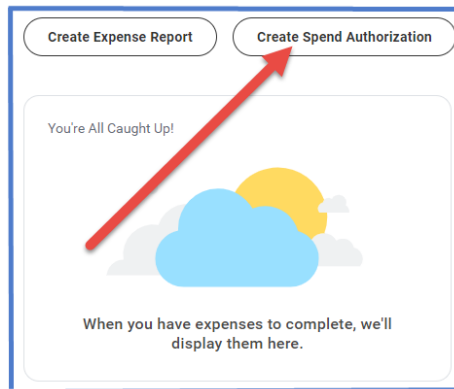
## SPEND AUTHORIZATION - GRANTS

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

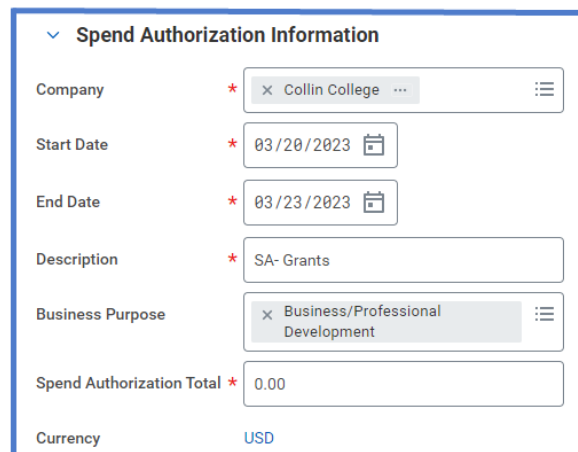
1. From the menu on the Home Screen - Click on the **Expense Hub** worklet.  
(If preferred, Create Spend Authorization can be typed into search bar.)



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



3. Complete the following:
  - a. **Company** -- Collin College auto-populates.
  - b. **Start Date** -- Enter date of first day of travel.
  - c. **End Date** -- Enter date of last day of travel.
  - d. **Description** -- Type name of conference, training, etc., and year.
  - e. **Business Purpose** -- From drop down menu choose appropriate reason for travel.
  - f. **Spend Authorization Total** -- This box will auto-populate based on line item totals.

A screenshot of a form titled "Spend Authorization Information". The form contains several fields:

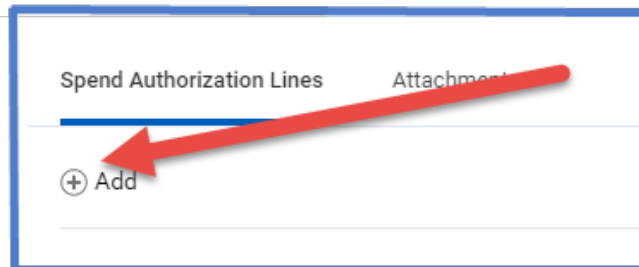
- Company**: A dropdown menu with "Collin College" selected and a close button (X).
- Start Date**: A date picker showing "03/20/2023".
- End Date**: A date picker showing "03/23/2023".
- Description**: A text input field containing "SA- Grants".
- Business Purpose**: A dropdown menu with "Business/Professional Development" selected and a close button (X).
- Spend Authorization Total**: A text input field containing "0.00".
- Currency**: A label "USD" is positioned below the total field.

4. Spend Authorization Details:

- a. Justification -- Provide a brief explanation why trip is being requested.

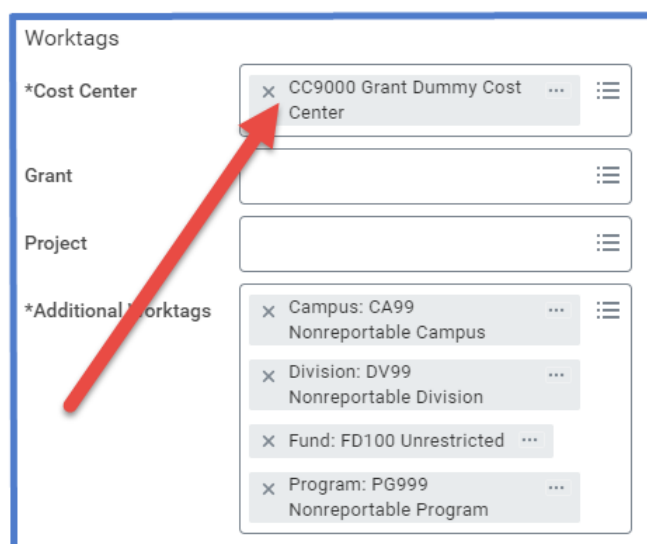
5. Scroll down to Spend Authorization Lines.

- a. Click the **Add Row** icon (+) to add an expense line item.
- b. Example: Registration, Airfare, Hotel, Per Diem, ect.



6. Complete the following for each Spend Authorization line:

- a. **Expense Item** -- Type or choose expense item from drop-down menu. (For mileage: Choose Mileage – Travel and appropriate year. Two entries will need to be made – one for the estimated miles TO the conference location and one for the miles FROM the conference. Assigned campus will be used in mileage calculations.)
- b. **Quantity** -- Enter quantity.
- c. **Per Unit Amount** -- Amount of one item on this expense type line. (Example: Cost of one night of hotel charges.)
- d. **Total Amount** -- Will auto-populate (WorkDay calculates the Quantity times Per Unit Amount).
- e. **Memo** -- Add any pertinent information.
- f. **Cost Center** -- Type in assigned **GRANT** Cost Center or choose from drop-down menu. (The Cost Center - CC9000 Grant Dummy Cost Center - auto-populates, this is not a valid grant and must be changed.)



- g. **Additional Worktags** -- Will auto-populate based on the Cost Center.
- h. **Item Details** – Needs to be completed and depends upon expense type selected. (Additional information required for Per Diem, Airfare, and Hotel.)

The screenshot shows a web-based expense report form. On the left side, there are several input fields: 'Expense Item' (dropdown menu with 'Hotel / Lodging' selected), 'Quantity' (text box with '1'), 'Per Unit Amount' (text box with '500.00'), 'Total Amount' (text box with '500.00'), 'Budget Date' (calendar icon with '01/24/2023'), 'Memo' (text box), and 'Billable' (checkbox). Below these are 'Worktags' including '\*Cost Center' (dropdown menu with 'CC1285 Grants Management' selected and circled in red), 'Grant', 'Project', and '\*Additional Worktags' (list of dropdown menus). On the right side, there is 'Instructional Text' (orange text: 'When completing an EXPENSE REPORT, please be sure to attach a receipt. Attaching only the credit card bill is not sufficient'), 'Item Details' section with 'Hotel' (dropdown menu with 'Courtyard by Marriott' selected), 'Arrival Date' (calendar icon), and 'Departure Date' (calendar icon). Red arrows point to the 'Expense Item', 'Quantity', 'Per Unit Amount', 'Budget Date', and 'Hotel' fields.

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