

FIN: Create Spend Authorization or Cash Advance for Departments

Overview

- A **spend authorization** is a budget of expenditures planned for and approved for a future purpose. These used to be known as travel authorizations.
- **After requested, approved and the expenses have been incurred you, or your specialist, must create an expense report to reconcile the spend authorization.** Select 'Create New Expense Report from Spend Authorization' when creating the Expense Report. *Some details from the Spend Authorization will automatically populate, this does not include the expense lines.*
- **Cash advances** are requested through the same task as a spend authorizations in Workday. A cash advance is money loaned or 'advanced' to an employee for covering travel related costs incurred prior to trip departure. These are currently referred to as travel advances.
- Spend authorizations may be required by some supervisors or in accordance with travel policies and procedures established by the department or college.
- If an employee is not directed to create a spend authorization prior to foreign travel, they must still **inform ISD of international travel plans prior to departure.**
- All employees can create **their own** spend authorization or cash advance in Workday, or request that a Procurement and Expense Specialist do so on their behalf.
 - *If a specialist creates one on behalf of an employee, it will route to that employee for review*
- Employees **cannot** create a spend authorization or cash advance in Workday on behalf of another employee.
- Submitted spend authorizations route through the following review/approvals:
 - *If submitted by employee, reviewed by Procurement and Expense Specialist*
 - *If submitted on behalf of employee by Procurement and Expense Specialist, review by employee*
 - *If authorization contains Grant Worktag, review by the Grant Finance Specialist*
 - Approval by the employee's Manager
 - Approval by Cost Center Manager associated with funding for the authorization
- **For more information, reference the 'Creating Spend Authorizations' computer-based training on Learn@ISU (WKC-TRN-FIN-SPEND-ON)**

Create Expense Report

Expense Report Information

Expense Report For * Employee: Elisabeth Schnell

Creation Options

Create New Expense Report

Copy Previous Expense Report

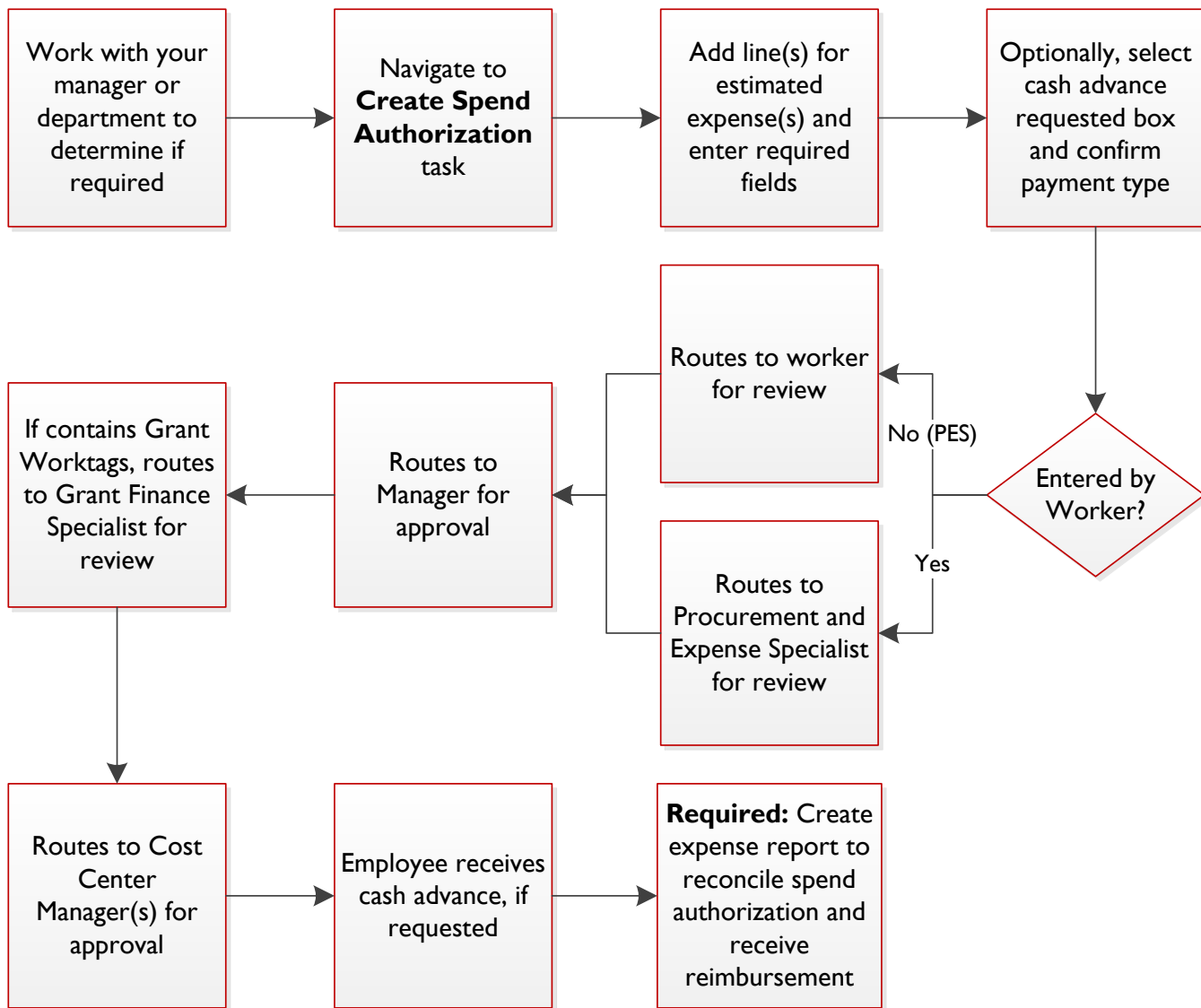
Create New Expense Report from Spend Authorization

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Business Process Flow

Initiators: Either the worker incurring expenses or their Procurement and Expense Specialist

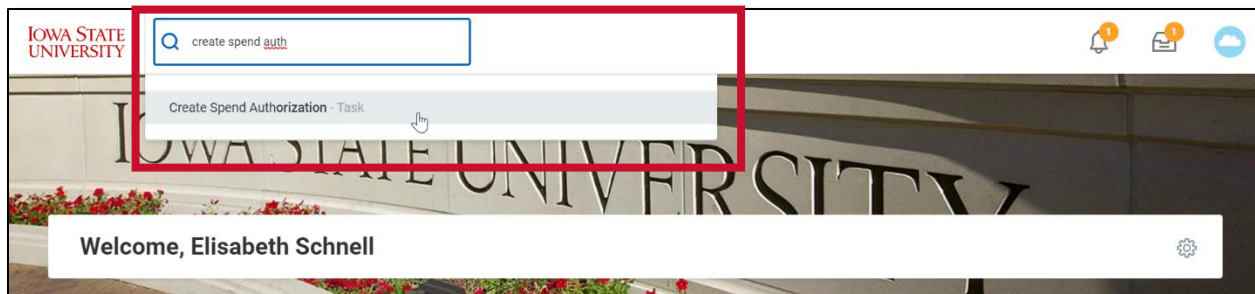
Key Fields: Business Purpose, Worktag (optional), estimated travel details



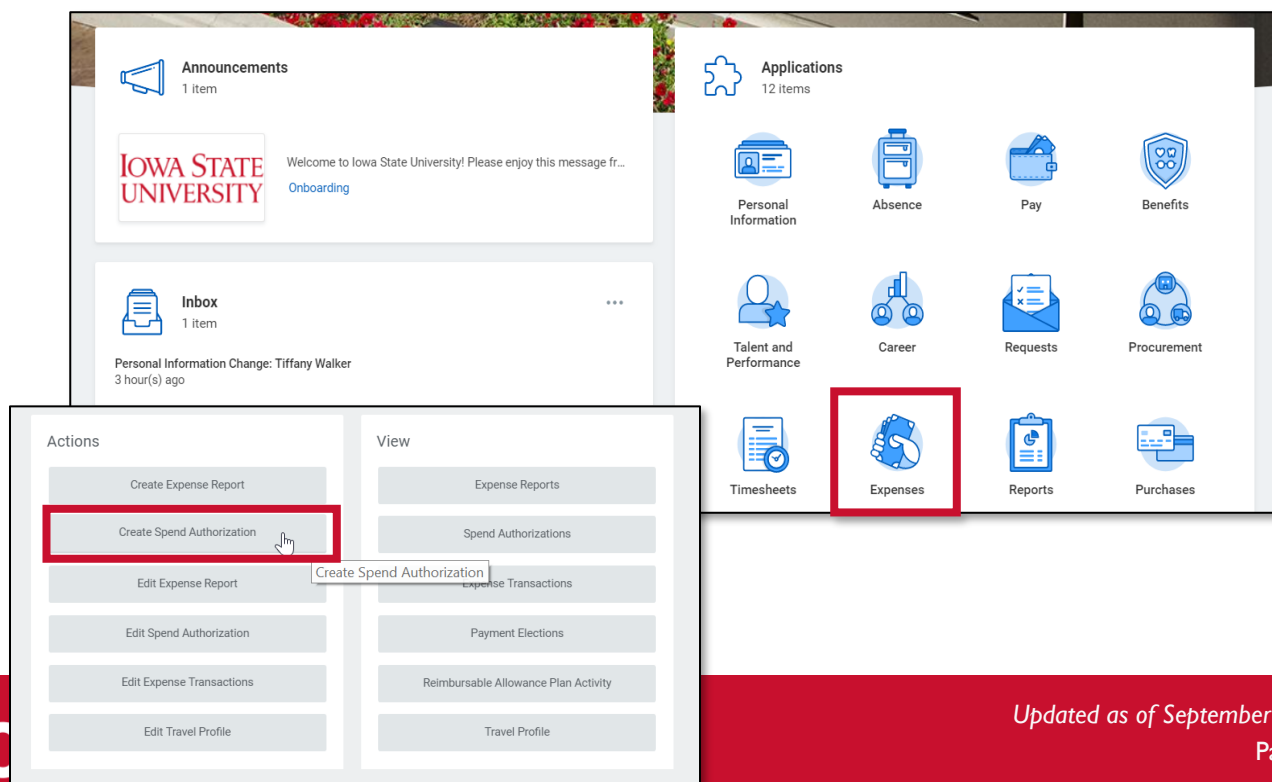
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I. Navigate to the Create Spend Authorization Task

- I. You can access the **Create Spend Authorization** task in two ways:
 - a. Searching **Create Spend Authorization** in the search bar on the Workday Landing Page



- b. By selecting the **Create Spend Authorization** task within the Expenses Application



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2. Complete the Spend Authorization Information

- I. Enter the **Spend Authorization Information**, required fields are noted with an asterisk:
 - a. The **For** field indicates who the spend authorization is for. You'll notice that the **Company** field defaults in based on the worker that we've chosen.
 - b. The **Start Date** and **End Date** are the dates the expense(s) will be incurred. This will default to the today's date and can be changed as needed.
 - c. The **Description** indicates the reason for the Spend Authorization.
 - d. Search for the appropriate **Business Purpose** from the drop-down menu. Examples include, conference, non-travel, professional development.
 - e. **Spend Authorization Total** is the total cost associated with the spend authorization.

Create Spend Authorization

For Employee: Elisabeth Schnell

▼ **Spend Authorization Information**

Company *

Start Date * 06 / 03 / 2019

End Date * 06 / 03 / 2019

Description *

Business Purpose

Spend Authorization Total * 0.00

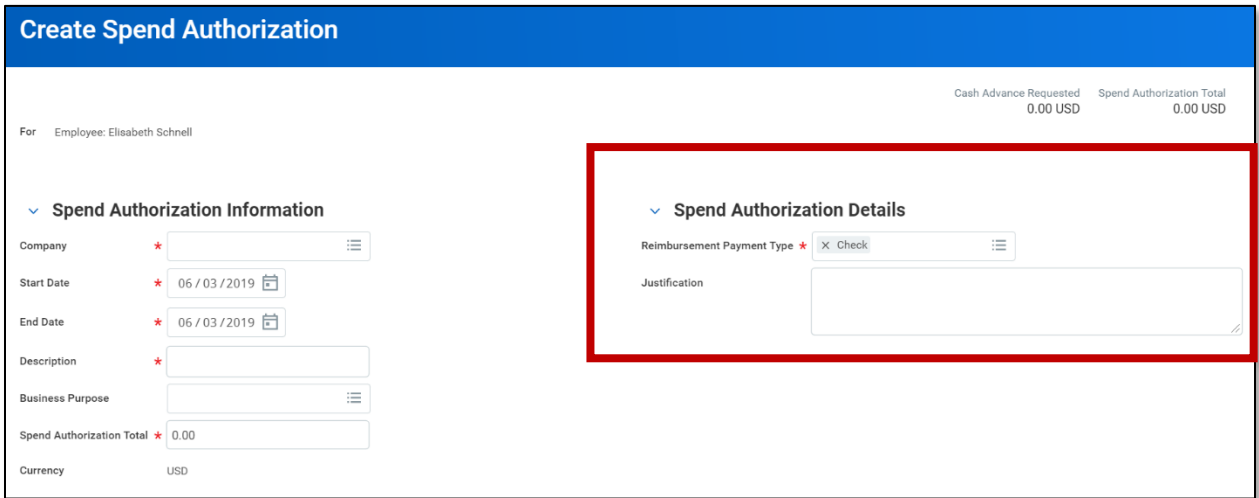
Currency USD

Spend Authorization Lines Attachments

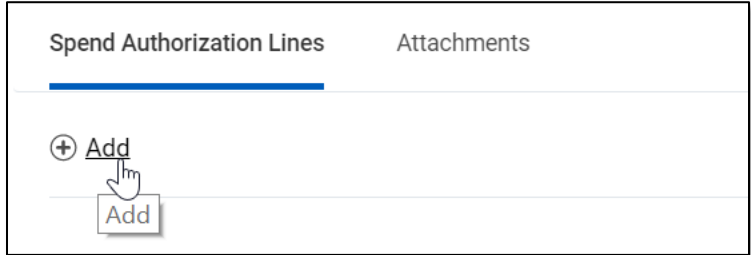
+ Add

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- 2. Complete the **Spend Authorization Details** section.
 - a. **Reimbursement Payment Type:** If requesting a cash advance, select the preferred payment method. If not, leave the defaulted value.
 - i. The reimbursement payment type defaults in from whatever the employee has preferred for their expense payment election options
 - ii. Adjust default payment elections for expense reports through the Expense Application (under view payment elections) or through the Pay Application (under payment elections)
 - b. **Justification:** Optionally, enter additional detail related to the purpose of the authorization. May include location, conference titles, other attendees and benefits. This is a required field.



- 3. Create the **Spend Authorization Lines**. You will see the **Spend Authorization Lines Tab** and **(+) Add** right below it. Once you select the plus (+) sign, more fields will become visible for you to enter information specific to the spend authorization.



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4. The following fields will need to be filled out in order to create a Spend Authorization Line.
 - a. **Expense Item:** The type of item the expense is for.
 - i. Examples of items include Airfare, Car Rentals, Lodging, Meals, Parking, Supplies, Tolls, Etc.
 - ii. *Note: Each expense item may prompt additional information needed to fill out the Spend Authorization.*
 - b. **Quantity:** The number of items associated with the spend authorization line.
 - c. **Per Unit Amount:** The cost associated with each single item.
 - d. **Total Amount:** Total cost associated with this spend authorization line.
 - e. **Memo:** Enter a brief description for the line.
 - i. *Note: the memo field is not required. This information can also be documented in the "Item Details" section*
 - f. **Cash Advance Requested:** Select this box if a cash advance is requested.
 - g. Enter the **Worktags** for the Cash Advance. A **Driver Worktag (Program, Grant, Project, Gift)** is required.
 - i. Additional Worktags will populate from the related Worktag
 - h. Adding new lines allows for additional expense items and driver Worktags to be included.
 - i. Once all information is entered, select **Submit** at the bottom of the page.
 - i. The details and process screen will appear with details for the spend authorization, as well as who is up next in the approval routing
 - ii. You may also reference the **Find Spend Authorization** report to see the status after submitting

The screenshot shows a web form for creating a Spend Authorization Line. The form is titled "Spend Authorization Line" and has a sub-header "Airfare - Foreign" with a value of "0.00". The form is divided into several sections:

- Expense Item:** A dropdown menu showing "Airfare - Foreign".
- Quantity:** A text input field with the value "1".
- Per Unit Amount:** A text input field with the value "0.00".
- Total Amount:** A text input field with the value "0.00".
- Memo:** A text input field.
- Cash Advance Requested:** A checkbox that is currently unchecked.
- Gift, Project, Program, Grant, Department Detail, Assignee, and *Additional Worktags:** Each of these is a dropdown menu.
- Instructional Text:** A section on the right with text: "Receipt required. Actual cost of the least expensive class available. Business class and first class are not reimbursable excepting documented medical cases. Acceptable documentation includes the airline itinerary showing names, fare class, dates of travel, all legs of the trip, and the amount paid. Please review the [Travelers' Responsibilities](#), [Summary of Unallowable Expenses](#), and [Internet Travel Sites](#) sections before purchasing tickets from a source other than ISU's contracted travel agency. For additional information, please see [FAQ - Air Travel](#).".
- Item Details:** A section on the right with fields for "Departure Date" (MM / DD / YYYY), "Arrival Date" (MM / DD / YYYY), "Origination", "Destination" (with a red asterisk), "Country" (with a red asterisk), and "Document Number".

At the bottom of the form, there are three buttons: "Submit" (orange), "Save for Later" (grey), and "Cancel" (grey). A red circle with the letter "h" is in the top left corner of the form area.