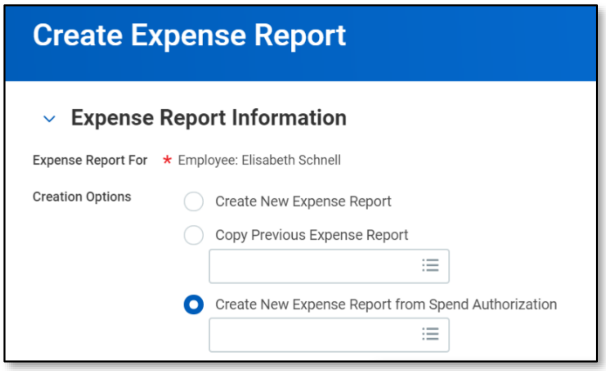
FIN: Create Spend Authorization or Cash Advance for Departments

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.*

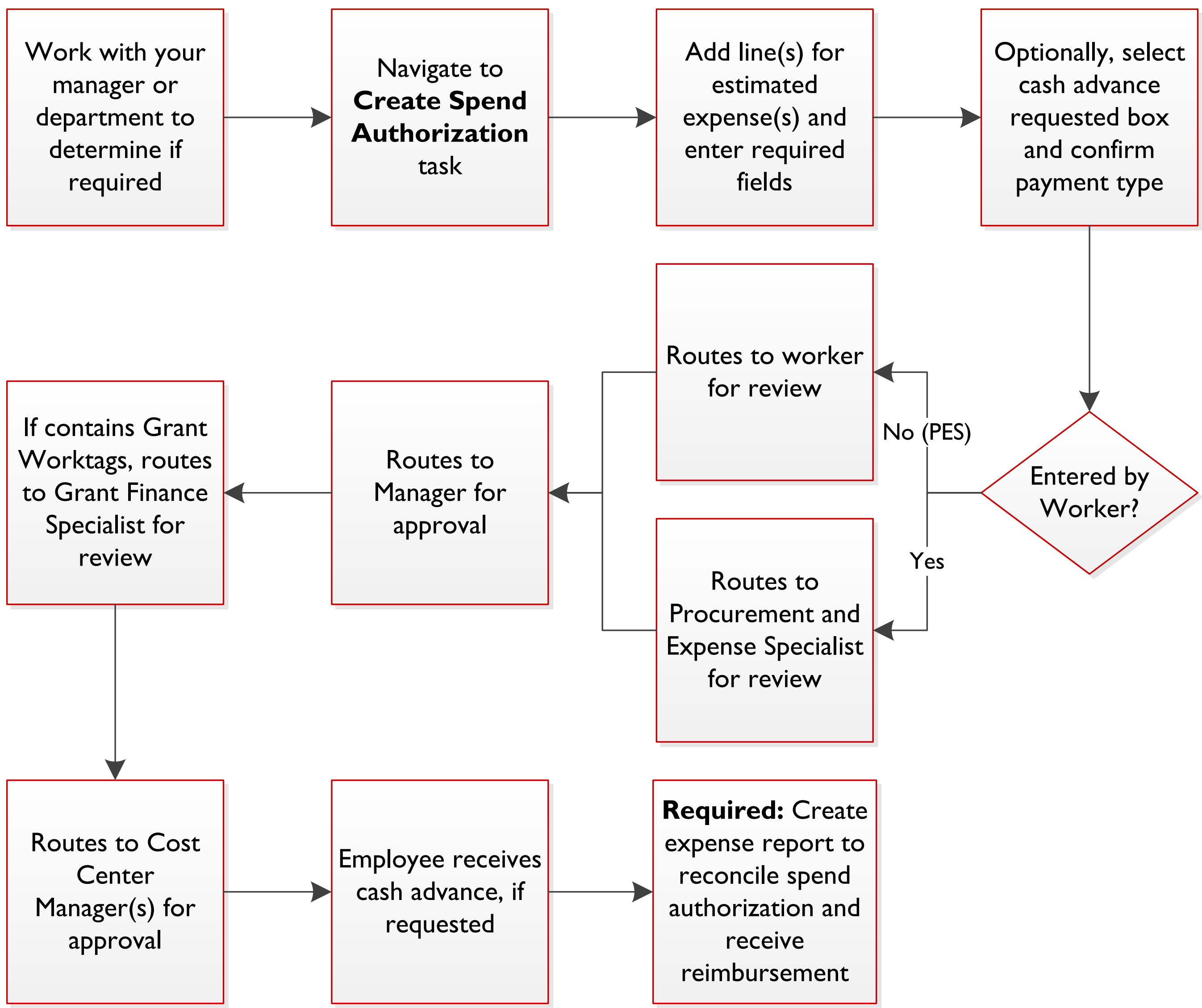


- **Cash advances** are requested through the same task as a spend authorizations in Workday. A cash advance is money loaned or 'advanced' to an employee for covering travel related costs incurred prior to trip departure. These are currently referred to as travel advances.
- Spend authorizations may 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)**

Business Process Flow

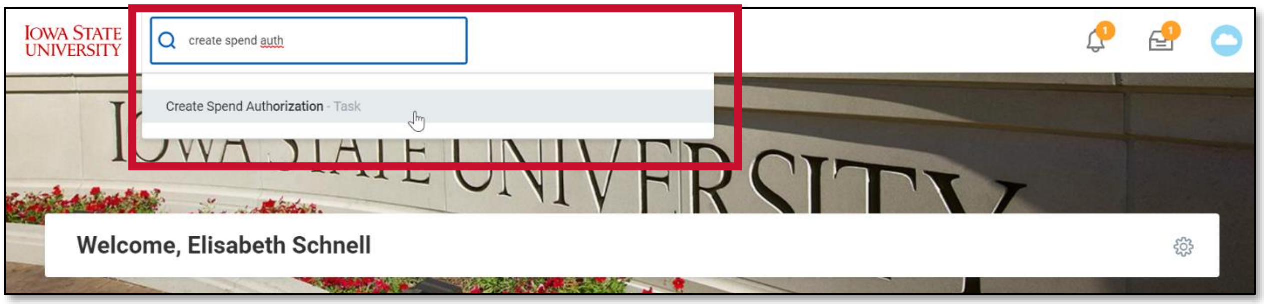
Initiators: Either the worker incurring expenses or their Procurement and Expense Specialist

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

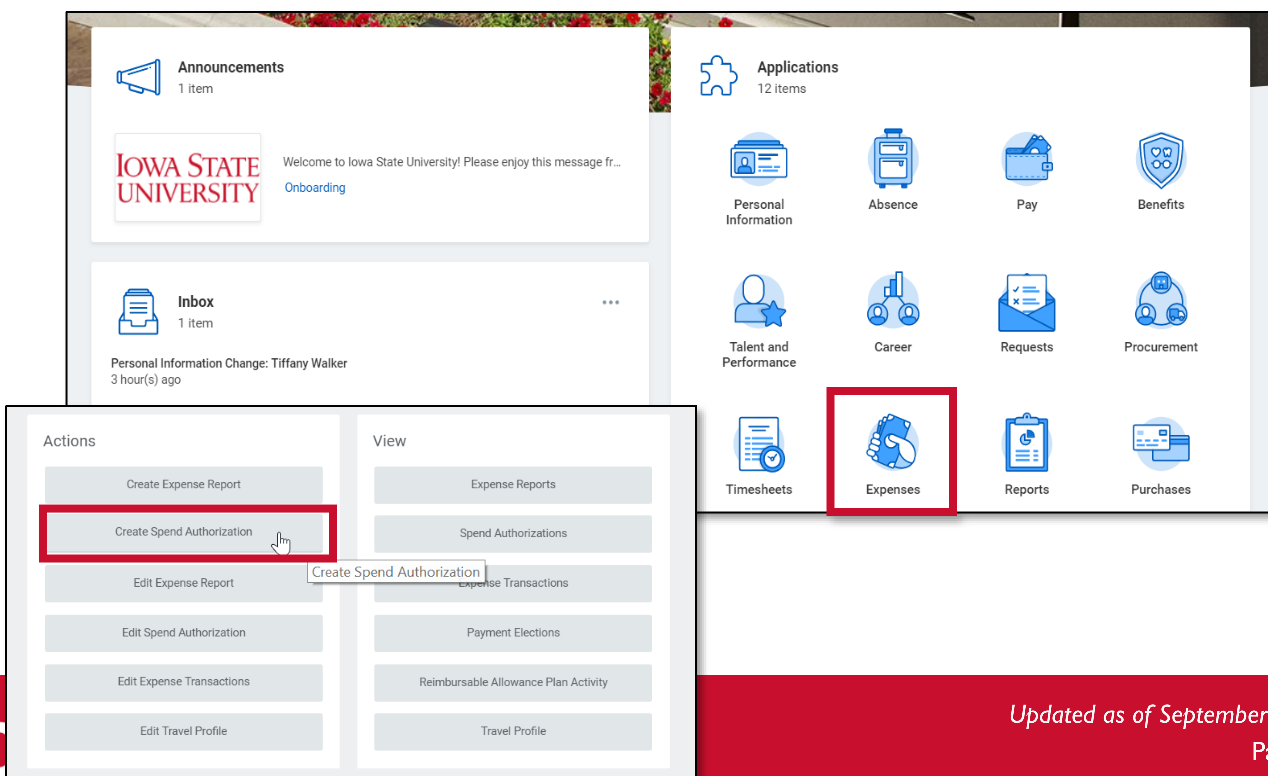


I. Navigate to the Create Spend Authorization Task

1. 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

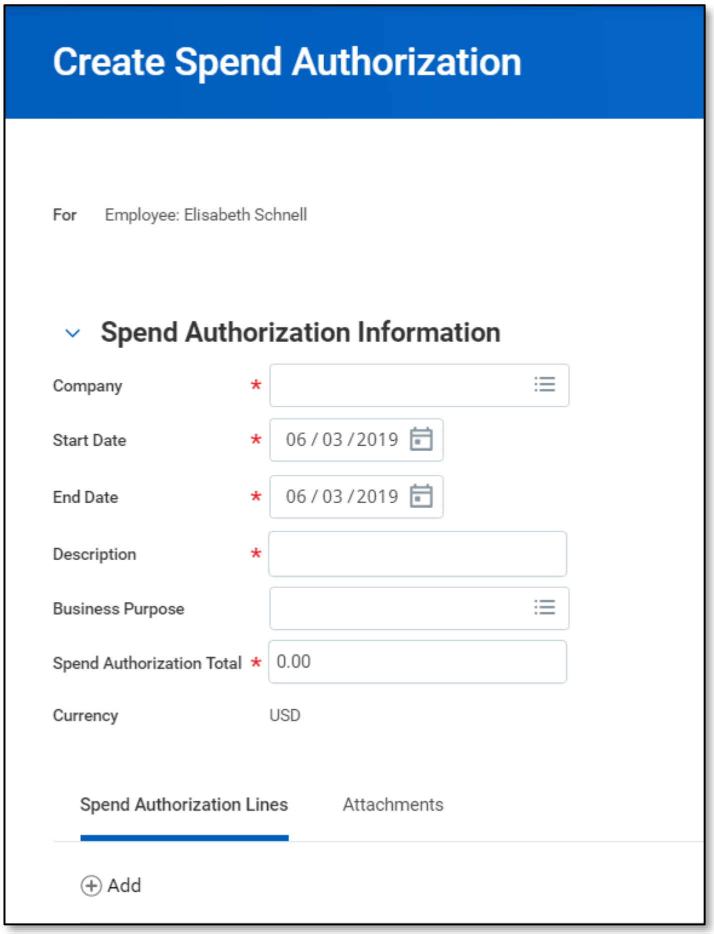


   b. By selecting the **Create Spend Authorization** task within the Expenses Application

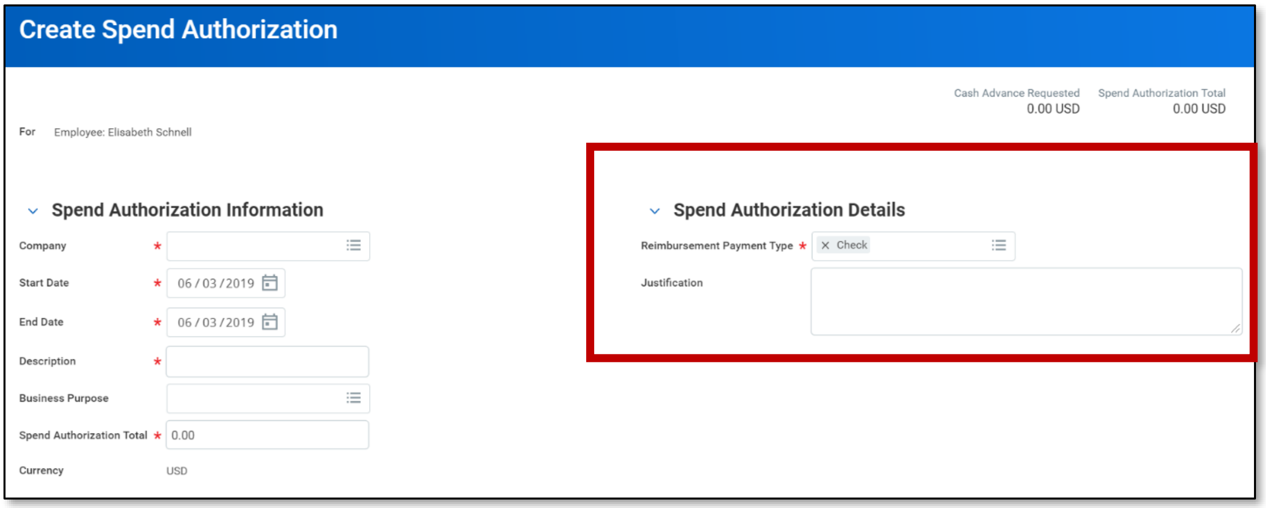


2. Complete the Spend Authorization Information

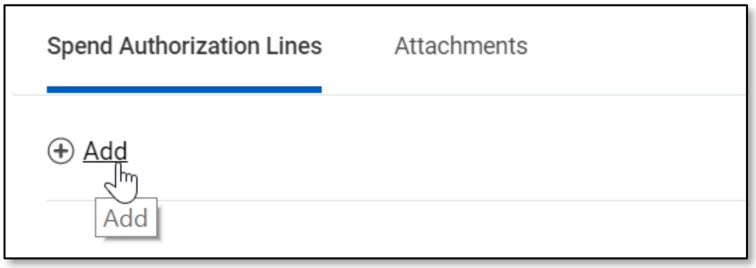
1. Enter the **Spend Authorization Information**, required fields are noted with an asterisk:
    a. The **For** field indicates who the spend authorization is for. You'll notice that the **Company** field defaults in based on the worker that we've chosen.
    b. The **Start Date** and **End Date** are 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.



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 preferenced 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.



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