

Create Spend Authorization (for Pre-Trip Approval or a Cash Advance)

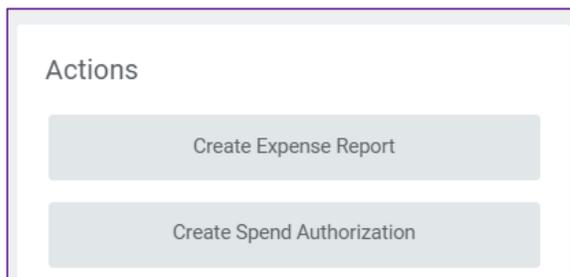
Spend Authorizations are used to receive permission for future expenses before you enter the actual expenses into Workday. Spend Authorizations confirm budget is available and encumber funds once approved.

Prior to completing an expense report, you should confirm your expense direct deposit account is set up. (Type **Payment Elections** in the Workday Search Box and hit enter. If not set up, use the **Add Direct Deposit** job aid to set this up for yourself).

1. Select the **Expenses** application on your Workday homepage.



2. Under the **Actions** menu, select **Create Spend Authorization**.



3. **Spend Authorization Information:** Fill out the following details:
 - a. **Company:** Defaults to **Emerson College**.
 - b. **Start Date:** When your first date for the authorization is.
 - c. **End Date:** When your last date for the authorization is.
 - d. **Description:** Enter a brief description of the request.

- e. **Business Purpose:** Select the purpose of the spend authorization from the list.
- f. **Currency:** Defaults to USD.

▼ **Spend Authorization Information**

Company * ⋮

Start Date * 📅

End Date * 📅

Description *

Business Purpose ⋮

Currency USD

4. **Spend Authorization Details:** Fill out the following fields:
 - a. **Reimbursement Payment Type:** Reimbursements will be made by direct deposit. (If you have not provided your banking information, use the **Add Direct Deposit** job aid to learn how to set this up before proceeding.)
 - b. **Justification:** Indicate the purpose and benefit of these items/trip.

▼ **Spend Authorization Details**

Reimbursement Payment Type * ⋮

Justification

5. Click the **Add Row** icon to add line items.

Spend Authorization Lines Attachments

⊕ Add

6. For each spend authorization line item, fill out the following fields:

- a. **Expense Item:** Select the appropriate item type from the list.
- b. **Quantity:** Enter the number for the expense, if more than 1.
- c. **Per Unit Amount:** Enter the cost per item.
- d. **Total Amount:** Defaults from the **Per Unit Amount** multiplied by the **Quantity**.
- e. **Memo:** Enter a brief description of the item.
- f. **Cash Advance Requested:** Check this box if requesting a cash advance for the item.

Spend Authorization Line 

Expense Item *

Quantity *

Per Unit Amount *

Total Amount *

Memo

Cash Advance Requested

- g. **Cost Center:** Defaults based on your department.
- h. **Program:** Defaults, but it is editable.
- i. **Fund:** Defaults, but it is editable.
- j. **Additional Worktags:** If this item corresponds to a **Grant** or **Project**, select them from the options listed.

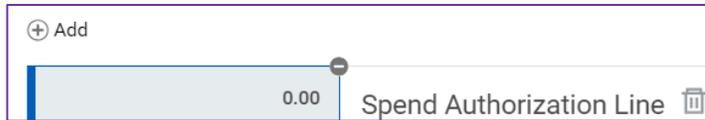
*Cost Center

*Program

*Fund

Additional Worktags

7. Continue to select the  **Add** button for each item you are requesting. Click the  icon at the top of the item if you no longer need to request a spend authorization for it.



 Add	 0.00	Spend Authorization Line 
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8. Review all items and click **Submit** at the bottom of the page.
9. If you are not ready to submit your spend authorization, click **Save for Later** at the bottom of the page. The spend authorization will then be accessible by searching for **My Spend Authorizations** in Workday.

What happens next?

After submitting, there are two ways to know what happens next:

1. At the top of the page there is an **Up Next** section. You will see who or what is next in the approval process.
2. You may expand the **Detail and Process** section and click the **Process** tab.

At the bottom of that section, click the icon:



Remaining Process

- The spend authorization will route to your manager, and depending on the dollar amount, it may go to the Cost Center Approver and AP for review and approval.
- If the item(s) correspond to a project, they will also route to the Project Manager for approval.
- Once approved, you will receive a notification in Workday.
- If a cash advance was requested, AP will contact you when it is available.
- Upon the conclusion of the trip or event, you must complete an expense report pulling in the lines from the spend authorization.