

Spend Authorizations - Travel

Overview

Effective March 9, 2024 with the 2024R1 Feature Release, the previous Expenses app has been retired, and Spend Authorizations now reside within the Expenses Hub.

Spend Authorizations for travel expenses will be submitted in through Workday and routed for electronic approval. All documents relating to travel preparation (airline ticket cost, hotel cost, rental car & fuel cost, meals, mileage verification from Google Maps, etc) must be attached to the Spend Authorization.

If a traveler does not have an Expense Card or access to a Department Expense Card, a non-traveler (such as a dept. Administrative Assistant) can request travel-related expenses on behalf of the traveler. The non-traveler will submit a Spend Authorization for the traveler's expenses that will be charged to the non-traveler's Expense Card – and then the non-traveler will reconcile these expenses on a coinciding Expense Report.

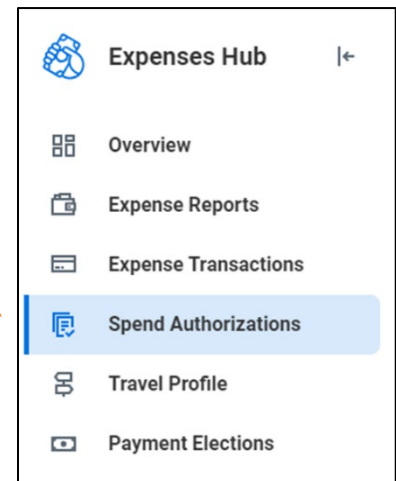
Initiation Process

1. Within the **Menu**, select the **Expenses Hub** application



2. Select **Spend Authorizations** from within the left sidebar menu

3. Select **Create Spend Authorization**



Note the helpful text in green at the top of the page. There are links to the Promissory Note and International Travel Questionnaire, if needed for your trip.

4. **Spend Authorization Information**

Complete all the required fields (indicated with a red asterisk *)

- a. Company – Defaults to initiator's company, typically **Florida Institute of Technology, Inc.**
- b. Start and End Dates – Enter anticipated dates of travel
- c. Description – Enter a brief description for the travel
 - i. You can enter more detailed information in the Justification box under the Spend Authorization Details section, if necessary
- d. Business Purpose – Select from available options (any except Departmental Expenses (Non-Travel))


5. **Spend Authorization Details**

Complete all the required fields (indicated with a red asterisk *)

- a. Reimbursement Payment Type – Defaults to Direct Deposit, but can be changed to Check Payment
- b. Justification – Large text field to type additional or detailed information

6. **Spend Authorization Line(s)**

Complete all the required fields (indicated with a red asterisk *)

- a. Click the Add  Add button to add lines for each type of travel-related expense

- b. Expense Item – Travel-related expenses (such as Airfare, Hotels, Rental Car, Meals – Travel, etc)
 - i. These items map to the proper ledger accounts behind the scenes
- c. Quantity – Number of items or days
- d. Per Unit Amount – Cost per item
- e. Total Amount – Automatically calculates (Quantity x Per Unit Amount) or enter if single amount
- f. Cash Advance Requested – Check this box if requesting a cash advance from Accounts Payable
 - i. This will require an attachment of the Promissory Note

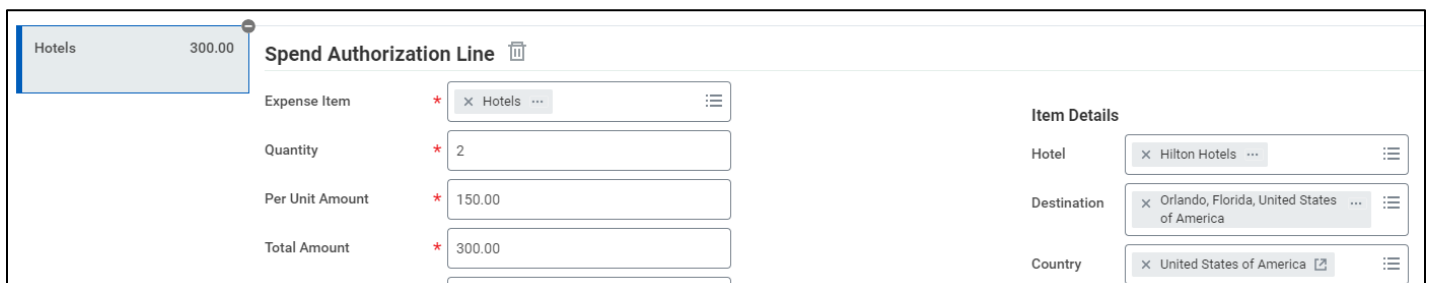
7. Worktags = Funding Source

- a. Defaults to initiator’s worktags, but can change if needed per line
 - i. If the Cost Center is entered, the default Fund and Program will automatically populate
 - ii. If a Grant, Gift, or Project are entered, the default Cost Center, Fund, and Program will automatically populate

8. Item Details = Destination

*A destination is required on at least one travel-related expense line, even though it is not marked with a red asterisk *.* This will ensure that the request is routed appropriately through approvals if travel is domestic versus international.

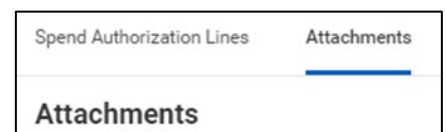
- a. Just type part of the destination name (i.e. San Fran versus San Francisco) and hit Enter to search
 - i. Typing too much of the destination name may not result in the location you are searching for
- b. Include Hotel or Airline name, as appropriate or required



Spend Authorization Line		Item Details	
Expense Item	* x Hotels ...	Hotel	x Hilton Hotels ...
Quantity	* 2	Destination	x Orlando, Florida, United States of America ...
Per Unit Amount	* 150.00	Country	x United States of America
Total Amount	* 300.00		

9. Attachments

- a. Select the Attachments tab to include attachments to this Spend Authorization



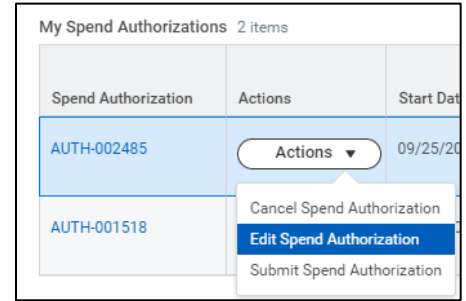
10. Click Submit when finished

- a. You may **Save for Later**, this will save the request in your inbox, as well as in your My Spend Authorizations area

Save for Later Process

When ready to continue completing your Spend Authorization:

1. Within the **Menu**, select the **Expenses Hub** application
2. Select **Spend Authorizations** from within the left sidebar menu
3. Click on the Actions dropdown, then select either:
 - a. **Cancel Spend Authorization**
 - i. Click **OK** to cancel
 - b. **Edit Spend Authorization**
 - i. Follow steps 3-9 in the Initiation Process above and click **Submit** when finished
 - c. **Submit Spend Authorization**
 - i. Click **OK** to submit

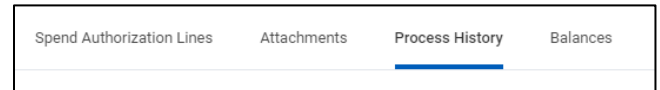


Approval Business Process

Spend Authorizations undergo several levels of approvals.

To view the approval process at any time:

1. Within the **Menu**, select the **Expenses Hub** application
2. Select **Spend Authorizations** from within the left sidebar menu
3. Click on the **blue AUTH number** link
4. Select the **Process History** tab



Next Steps

1. Enter an Expense Report once travel is complete, per the Travel Policy guidelines
 - a. Be sure to select **Create New Expense Report from Spend Authorization** to link the Spend Authorization and the Expense Report together