



Approve Spend Authorization

This How-To Guide covers how managers **approve spend authorizations**.

Note:

- A Spend Authorization can be used to request **Pre-approval of Travel** or a **Cash Advance**. Pre-approval is required for travel charged to a restricted grant.
- Approvers are expected to review all **expense items, worktags, details** and **attachments**. Approval certifies that all expenses requested in the report align with [College Policy](#).

Start Here

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email** and **password**.
4. On the Workday homepage, find the **Awaiting Your Action** card and select the **Spend Authorization** task.
5. Review the **Submitted Spend Authorization**:
 - **Dates**: Confirm start and end dates of the travel/spend are accurate.
 - **Description and Justification**: Ensure the description of the request and justification are clear, appropriate, and align with College policies.
 - **Business Purpose**: Confirm that the business purpose selected matches the description and justification of this request.
 - **Totals**: Confirm the amounts are within budget and appropriate for this request.
 - **Cash Advance Requested**: displays amount of lines marked for advance payment.
 - **Spend Authorization Total**: total of all lines.
 - **Spend Authorization Lines**:
 - **Expense item**: Confirm alignment with the expected purchases.
 - **Worktags**: Confirm Cost Center, Grant, or Project is correct.
 - If Travel related, confirm the **Travel type** is accurate (**foreign** or **domestic**) and the country populated matches the destination.



- **Item Details:** Confirm that all information is accurate.
- When there are multiple authorization lines, they will appear in a grid along the left side of the task. Select each to review associated Worktags and expense item details.

Click here to sort		Spend Authorizati
Airfare	600.00	Expense Item
Business Meals	250.00	Quantity
		Per Unit Amount
Hotel	400.00	Total Amount
		Budget Date
		Memo
		Cash Advance Requested

- **Attachments:** Confirm supporting documentation matches the request.
- **Budget:** Ensure that sufficient funds are available to cover the expense.

6. Select one of the following actions:

- **Approve**
- **Send Back** if additional documentation, explanation, or changes are needed. Include a **Reason**, then **Submit**.
- **Deny** to terminate the authorization and prevent it from moving forward. Only use this option if the request does not align with College policy or if you do not want to provide an employee with a cash advance.

Note: You can review prior spend authorization actions by navigating to the **Archive** in **My Tasks**. Use **Search** to narrow your search results.

Have Questions? For assistance, please contact help@brynmawr.edu or 610-526-7440.