# Create Spend Authorization

This How-To Guide covers how to create a **Spend Authorization**.

**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.

## Start Here

1. Open **Google Chrome**.
2. Navigate to **Workday**.
3. If prompted, login with your **College email** and **password**.
4. In the top-left corner, select **Menu**.
5. Select the **Expenses Hub** app.
6. Under **Tasks**, select **Create Spend Authorization**.
7. Review the instructions listed under **SPEND AUTHORIZATION/CASH ADVANCE INSTRUCTIONS** at the top of the screen before continuing.
8. Enter/Review the following information:
    - **Company:** This field defaults to **Bryn Mawr College.**
    - **Start and End dates:** Enter a timeframe for the travel or advance.
    - **Description:** Enter a detailed description of the purpose of the expenses. Include **dates**, **details**, **participants** (name and/or count) and **location**.
    - **Business Purpose:** Select the item associated with the purpose of travel or reimbursement from the list of options.
9. In the **Spend Authorization Details** section complete the following:
    - **Reimbursement Payment Type:** Choose **Check** or **Direct Deposit**.
    - **Justification:** Enter **additional information** about why you are requesting pre-approval for travel expenses or an advance of funds.
10. From the **Spend Authorization Lines** tab, select the **(+) Add** button to create a line for each expense. Complete the following required fields:

- **Expense Item:** Enter the name of the **expense item**. This field is searchable by typing the name of the item. Examples of items include **Mileage**, **Airfare**, **Car Rentals**, **Parking**, etc.

- **Total Amount: Total dollar amount** for each item.

- **Budget Date:** Automatically defaults to the **Start Date** you enter for the trip or event. Only update if **the expense should be charged to a different fiscal year or budget period**.

- **Memo:** Enter a **brief description** of the specific expense item selected. For example: Conference Travel Expenses 6/10-6/15/25.

- **Cash Advance Requested:** Check this box if a cash advance is being requested.

- **Grant, Project, Cost Center,** and **Additional Worktags** will automatically populate based on your Supervisory Organization. If changes are needed, search for and select the correct Worktags. Some Worktags will auto-populate other fields. Do not change these defaulted values.

- **Travel Worktag:** This is only required when selecting a travel expense item. Select the appropriate choice based on the type of travel: **Domestic**, **Foreign**, **Student Domestic**, **Student Foreign**.

- **Item Details:** Additional fields will populate based on the expense item selected. Fill in the required details.

11. **To Split a Line Item**: The requester should add a separate line for the same expense item and indicate the amount assigned to each specific Cost Center, gift, or grant.

    - **Example:** A hotel room expense was split between a Cost Center and a grant. The first line of the spend authorization should read **Lodging**. The Worktags should reflect the first Cost Center, Grant, and partial Amount requested. Add more lines for remaining portions of the overall expense.

12. **Attachments** are required and should include the **conference/meeting details**, any **meals** that will be provided, **estimated costs**, and any other documentation required by the Cost Center Manager or expense item.
13. **Save for Later,** or **Submit** when you have filled in **all the required information** and are ready for approval.
    - The Spend Authorization will route for a **budget check** and may need to go to more than one approver. The status will update as it flows through the business process.

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