



Create, Edit, and Close Spend Authorizations



The Create, Edit, and Close Spend Authorizations tip sheet is for all employees.

Spend Authorizations (required for all travel-related expenses) are used to grant permission for future expenses related to travel. Employees initiate these authorizations and managers will approve or take other actions.

Once approved, the Spend Authorization will encumber the amount of the request against the associated Cost Center budget.

NOTE: Spend Authorizations must be completed before the expense is incurred.

Create Spend Authorization

1. Beginning on the Workday home page, type “**Create Spend Authorization**” in the Workday Search bar and select the task.
2. On the **Create Spend Authorization** page, each institution has a link to their appropriate travel policy; please review.
3. As you complete the request, complete the following fields:
 - **Company:** This field will default to your college.
 - **Start Date:** Select the start date for your trip.
 - **End Date:** Select the end date for your trip.
 - **Description:** Enter the title of the request (e.g., name of the event or conference).
 - **Business Purpose:** Select the item associated with the purpose of the travel by typing the classification in the field (e.g., conference) or by using the drop-down menu.
4. Under **Spend Authorization Details**, enter the following information:
 - **Reimbursement Payment Type:** This field will default, leave as default.
5. Under **Spend Authorization Lines**, select **Add** to create a line for each anticipated expense.
6. As you complete the request, complete the following fields:
 - **Expense Item:** Enter the name of the expense item. The field is searchable (e.g., airfare, meals, hotel), or by selecting the field and searching by **expense item group** or **business travel** to view all travel-related expense items.

NOTE: Fields will vary depending on expense type.

- **Quantity:** Enter the total number of items (e.g., nights at a hotel).

- **Per Unit Amount:** Enter the dollar amount per item (e.g., estimated cost per night).
- **Total Amount:** Enter the total dollar amount per item.
- **Budget Date:** Leave as default date.
- **Memo:** Enter any additional information as needed.
- **Entity:** You should only see the Entity for the college you work for.
- **Cost Center:** This field will default, leave as default.

Note: If expense is being covered by a grant or project, enter the name in **Grant** or **Project** field. The **Cost Center** and **Additional Worktags** auto-populate.

- **Additional Worktags:** This field will default, leave as default.
 - **Item Details:** Fill out all fields with asterisks.
7. If there are additional expense items, repeat step 4 as needed.
 8. An attachment is required. Select the **Attachments** tab and select or drop supporting documentation for payment.
 9. Once all expense items are entered, select **Submit**.

NOTE: Once approved, the funds will be reserved until liquidated via an expense report, or by closing the spend authorization.

View Existing Spend Authorizations


1. Beginning on the Workday home page, use the search bar to locate and select the report, **My Spend Authorizations**.
2. The report will display the description and status of each spend authorization. Select the magnifying glass for detailed information. You may create a new Spend Authorization by selecting the **Create Spend Authorization** button.

Edit Existing Spend Authorizations

1. Beginning on the Workday home page, use the search bar to locate and select the report, **My Spend Authorizations**.
2. Locate the appropriate Spend Authorization and select **Change Spend Authorization**. Or **Edit Spend Authorization** if status is in draft.

NOTE: Spend Authorizations may be edited if an associated expense report has not been initiated. Once an expense report has been tied to a Spend Authorization, it can no longer be edited. Edited spend authorizations will be rerouted for approvals.

Cancel or Close Spend Authorizations

1. Beginning on the Workday home page, use the search bar to locate and select the report, **My Spend Authorizations**.
2. Locate the appropriate Spend Authorization and hover your cursor near the magnifying glass to reveal the Related Action icon . Select the **Related Actions Icon > Spend Authorization > Cancel** or **Close**.
 - **CANCEL:** Select this option if the spend authorization has not been approved.
 - **CLOSE:** Select this option if the spend authorization has been approved. The encumbrance accounting is released and the funds become available for another expense.

College Specific Considerations

CCC	TravelPolicy.pdf (clovis.edu)
CNM	IS-2512 Travel — CNM
NNMC	Business Office Northern New Mexico College (nnmc.edu)
SFCC	Travel Policy - SFCC