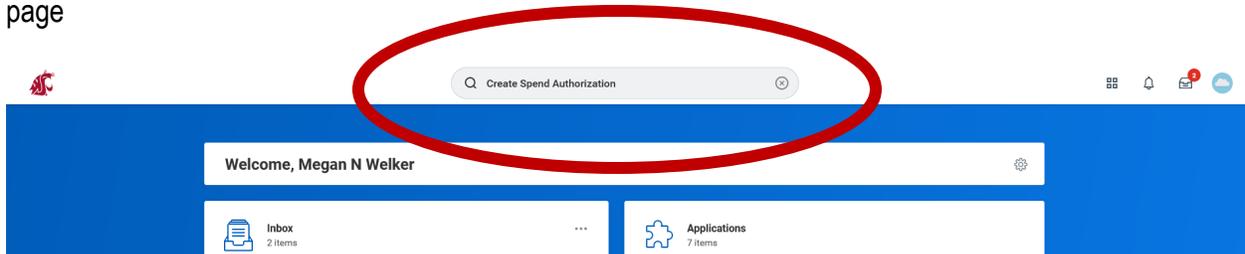


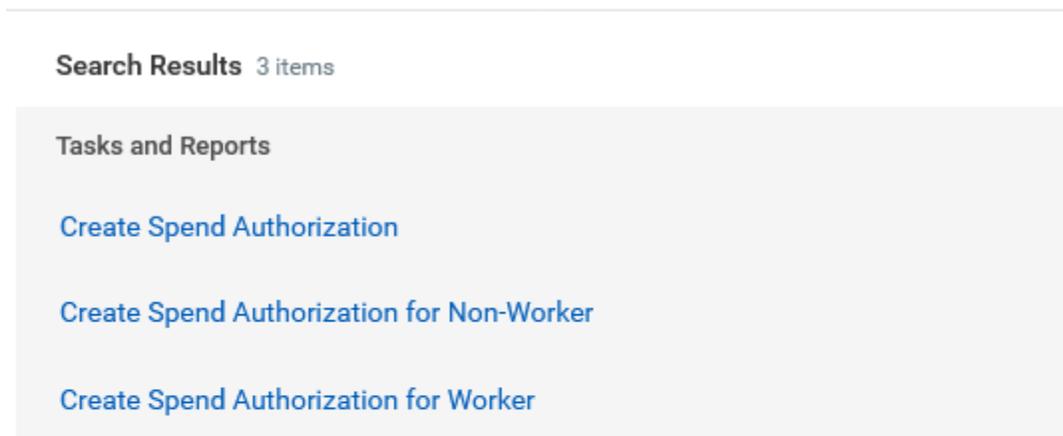
How to create a Spend Authorization in Workday Step by Step Instructions for TFREC

From your homepage in Workday, type in Create Spend Authorization in the Search bar at the top of the page



And then click ENTER

Your screen may look a little different than mine because I am the Data Specialist, but you should see under the Tasks and Reports a blue line that says Create Spend Authorization.



Tip: try selecting another category from the left to see other results

If nothing is listed in the Search Results, Click all of Workday at the bottom of the Categories, then your Search Results will come up.

Search Results

Categories

Common

Assets

Banking and Settlement

Budgets

Endowments

Expenses

Financial Accounting

Grants

Inventory

Organizations

Payroll

People

Processes

Procurement

Projects

Recruiting

Revenue

Staffing

Student

Tasks and Reports

Time Off and Leave

Workteam

All of Workday

Then a new screen will appear that looks like this:

Create Spend Authorization

For **Employee: Megan N Welker** | **Cash Advance Requested** 0.00 USD | **Spend Authorization Total** 0.00 USD

Need help? Find guidance for completing this process [here](#) and for information on how to create an External Committee Member for Spend Authorization [here](#).

Any attachments must be in PDF format

RESEARCH-RELATED TRAVEL (See Executive Policy 27.) - Public Health Service Requirement for Significant Financial Interests - NOTE: If this investigator receives any funding from a Public Health Service (PHS) entity or a non-PHS source that has adopted the PHS regulations, the investigator must submit an online SFI Travel Disclosure form through MyResearch. For instructions and a list of complying non-PHS entities, see DOI website: <https://research.wsu.edu/resources/researchers/operations-support/col/>

Travel Expenses
See BPPM 90 for policy information.

▼ **Spend Authorization Information**

Company *

Start Date *

End Date *

Description *

Business Purpose

Currency **USD**

▼ **Spend Authorization Details**

Reimbursement Payment Type *

Justification

Spend Authorization Lines | Attachments

You will notice that it will say For and then your name at the top of the page, along with the totals for your Spend Authorization.

Create Spend Authorization

For **Employee: Megan N Welker** | **Cash Advance Requested** 0.00 USD | **Spend Authorization Total** 0.00 USD

Under your Spend Authorization Information you will see that the Company is already filled in as Washington State University.

Travel Expenses

See BPPM 90 for policy information.

▼ **Spend Authorization Information**

Company *

You will need to change the Start Date and End Date to the dates of your travel.

Start Date * 04/15/2022 

End Date * 04/15/2022 

Under the Description you will need to put what your travel is for and where it is located. For example, ASHS Conference in San Diego, California will be what we use for this example. You must remember to put where the event is located or the Spend Authorization will be sent back to you for that change.

▼ Spend Authorization Information

Company *  

Start Date * 04/15/2022 

End Date * 04/15/2022 

Description * ASHS Conference in San Diego, CA

Next you are going to add what the Business Purpose is. If you click the Twinkie's you will get a list of Business Purposes that come up.

RESEARCH-RELATED TRAVEL through MyResearch. For more information, see C...

Travel Expenses
See BPPM 90 for poli...

▼ **Spend Authorizations**

Company *

Start Date *

End Date *

Description *

Business Purpose

- 3rd Party CTA Transaction Reconciliation
- Confirming Reimbursement
- Travel - Athletics
- Travel - Capital Outlays
- Travel - Conference
- Travel - Development
- Travel - Events
- Travel - Faculty Led (Foreign)
- Travel - Faculty Led (In-State/Out of-State)
- Travel - Interview
- Travel - Meeting
- Travel - Mileage

Search



The above red circle is around the Twinkie's. And you can see there are several drop down items to choose from. You will never use most of them. For this we are going to select Travel – Conference because our trip is a conference. For our Center I think most Spend Authorizations will be for Conferences, Meetings or Training.

▼ Spend Authorization Information

Company	*	<input type="text" value="Washington State University"/>
Start Date	*	<input type="text" value="04/15/2022"/>
End Date	*	<input type="text" value="04/15/2022"/>
Description	*	<input type="text" value="ASHS Conference in San Diego, CA"/>
Business Purpose		<input type="text" value="Travel - Conference"/>
Currency		USD

Now we will add our Reimbursement Payment Type. If you would like to sign up for Direct Deposit for Travel, please see the additional Step by Step Instructions for Direct Deposit Signup on the Admin page. For this example, we are going to use check. Click the Twinkie's to change your Reimbursement Payment Type.

▼ Spend Authorization Details

Reimbursement Payment Type	*	<input type="text" value="Check"/>
Justification		<input type="text"/>

Search

Check

Direct Deposit

Wire

Then in the Justification you need to put why this travel is justified to be reimbursed by WSU. For example, you are presenting at the conference, it is important information that you need for your program, it will give you information on

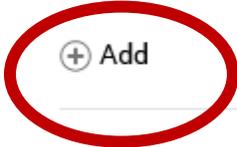
a specific study that you are working on, etc. For this we are going to say that we are presenting research on Blister Spot.

▼ Spend Authorization Details

Reimbursement Payment Type *

Justification

Now we will add the specific lines for what will be needed for this travel. Click on the Add button under the Spend Authorization Lines

Spend Authorization Lines	Attachments
	

A tip here is if you accidentally add too many lines, you can click the garbage can and that line will delete



Expense Item	Amount	Action
<input type="text"/>	0.00	

So our first line we are going to do is for the flight. A tip is to think about the trip, and what you will need along the way, so the first thing is to get there, second thing is where I will stay, and so forth, that way you don't miss anything that you might need on the trip. If you do miss a line, I will normally catch it and send it back to you for revision, but if not, you can always add it on the Expense Report after you come back from your trip. So click on the Twinkie's for the Expense Item

Spend Authorization Line 

Expense Item	*	Search 
Quantity	*	By Expense Item Group >
Per Unit Amount	*	By Spend Category >
Total Amount	*	By Alphabetical Order >
Total Amount	*	0.00

You can type in airfare in the search bar, or you can click Expense Item Group. You can search by the Spend Category or by Alphabetical Order, but I find those a little bit more difficult to find what I need. So if you click Expense Item Group this is what comes up:

Spend Authorization Line 

Expense Item	*	Search 
Quantity	*	← By Expense Item Group
Per Unit Amount	*	Capital Outlays Travel >
Total Amount	*	Confirming Reimbursement >
Total Amount	*	Foreign Travel >
Budget Date	*	In-State Travel >
Budget Date	*	Out-of-State Travel >
Memo		
Cash Advance Requested		<input type="checkbox"/>

And we are going to California so it would be Out-of-State Travel so click on that and get this screen:

Spend Authorization Line

Expense Item	*	Search 
Quantity	*	 Out-of-State Travel
Per Unit Amount	*	<input checked="" type="radio"/> Out-of-State Air Transportation 
Total Amount	*	<input type="radio"/> Out-of-State Air Transportation Fee
Budget Date	*	<input type="radio"/> Out-of-State Lump Sum Lodging
Memo		<input type="radio"/> Out-of-State Lump Sum Meals
Cash Advance Requested		<input type="radio"/> Out-of-State Motor Pool Services
Worktags		<input type="radio"/> Out-of-State Other Travel Expenses
Project		<input type="radio"/> Out-of-State Per Diem Lodging
Program		<input type="radio"/> Out-of-State Per Diem Meals
Gift		<input type="radio"/> Out-of-State Private Airplane Mileage
Cost		<input type="radio"/> Out-of-State Private Automobile Mileage 

Then we will select Out-of-State Air Transportation. Next we will enter an approximate amount of our flight. For this example, we are going to use 500.00. Make sure the Budget Date is the first date of your trip. In the memo field add Will pay by CTA card if you are planning on paying with the Center CTA card instead of paying for the airfare yourself.

+ Add

Out-of-State Air Transportation	500.00	Spend Authorization Line 	
Expense Item	*	<input type="text" value="x Out-of-State Air Transportation"/>	
Quantity		1	
Per Unit Amount		500.00	
Total Amount	*	<input type="text" value="500.00"/>	
Budget Date	*	<input type="text" value="04/15/2022"/> 	
Memo		<input type="text" value="Will pay by CTA card"/>	
Cash Advance Requested		<input type="checkbox"/>	

We are not going to ask for a Cash advance because our trip isn't longer than 15 days, so we wouldn't qualify for a cash advance. Next we will add our Worktags (budget) for this trip. For this example, we are going to use PG00016792. Note that Program budgets start with PG, Gift with GF and Grants with GR. The rest of the information will automatically fill in once you put in the Project, Program, Gift or Grant.

Worktags

Project

Program

× PG00016792 WEN | ...

Operations

Gift

Grant

*Cost Center

× CC0326 CAHNRS | ...

Wenatchee Tree Fruit
Research and Extension
Center

*Fund

× FD001 General Fund

*Function

× FN013 Ag Research Centers ...

and Institutes

*Region

× RG10 Pullman ...

Additional Worktags

× Alt Reporting: AF0002 ...

Research

× Assignee: Kruger, Chad ...

Then you can check at the top of the page and see that right now our total Spend Authorization is now 500.00 USD

Create Spend Authorization

For [Employee: Megan N Welker](#)

Cash Advance Requested
0.00 USD

Spend Authorization Total
500.00 USD

Now we will add another line for lodging. Click the Add button under the Spend Authorization Lines

Spend Authorization Lines Attachment

+ Add

Click here to sort

	0.00	Sp
		Ex
Out-of-State Air Transportation	500.00	Qt
		Pe

Then again, click the Twinkie's by the Expense Item

Spend Authorization Line

Expense Item	*	Search
Quantity	*	By Expense Item Group >
		By Spend Category >
Per Unit Amount	*	By Alphabetical Order >
Total Amount	*	0.00

This time we are just going to type lodging in the search bar, instead of clicking by the Expense Item Group, but you can do it either way you want, I just want to show you another example.

Spend Authorization Line 

Expense Item	*	lodging	<input type="text"/>
Quantity	*	Search Results	(23)
Per Unit Amount	*	<input checked="" type="radio"/> Capital Outlays Per Diem Lodging	
Total Amount	*	<input type="radio"/> Foreign Lump Sum Lodging	
Budget Date	*	<input type="radio"/> Foreign Per Diem Lodging	
Memo		<input type="radio"/> In-State Lump Sum Lodging	
Cash Advance Requested		<input type="radio"/> In-State Per Diem Lodging	
Worktags		<input type="radio"/> Out-of-State Lump Sum Lodging	
Project		<input type="radio"/> Out-of-State Per Diem Lodging	
Program		<input type="radio"/> z - Hotel Item - Capital Outlays Lodging Room over 150% per diem	
Gift		<input type="radio"/> z - Hotel Item - Capital Outlays Lodging Room up to 150% per diem	
		<input type="radio"/> z - Hotel Item - Capital Outlays Lodging Room up to 150% per diem	

So you can see all the lodging that is available to choose from. The choices at the bottom that have a z in front of them are only used on rare occasions, normally if you are an External Committee Member. So for this example because I am a regular employee I am going to choose Out-of-State Per Diem Lodging. To find if your hotel is within Per Diem, go to www.gsa.gov, click the travel page and enter your location, then click Search. You will see that for April 2022 Per Diem Lodging for San Diego is \$181.00 per night excluding taxes, and the hotel I found is \$175.00 a night, so I am within Per Diem for my lodging. If you cannot find lodging that fits within your Per Diem, you would still select Out-of-State Per Diem Lodging, but on the Expense Report you will break out the overage. See the Step by Step Instructions for Expense Report when you are ready to do that.

Primary Destination	County	2021 Oct	Nov	Dec	2022 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
San Diego	San Diego	\$161	\$161	\$161	\$161	\$181	\$181	\$181	\$181	\$181	\$181	\$161	\$161

Showing 1 to 1 of 1 entries

Then in the right in the Item Details we are going to put our Destination, which for this example is San Diego, CA.

Instructional Text

Please refer the [Create Spend Authorization](#) and [Create Expense Report](#) reference guides for instructions to complete expense items.

Item Details

Destination

× SAN DIEGO, SAN DIEGO COUNTY, California, United States of America

Next we will add our meals while on our trip. Add a new line

+ Add

Click here to sort

		Spe
	0.00	Expe
Out-of-State Per Diem Lodging	175.00	Quar
Out-of-State Air Transportation	500.00	Per l
		Total
		Budg

And then either click the Twinkie's or do the Search feature to find Out-of-State Per Diem Meals

› Spend Authorization Line 

Expense Item	*	<input type="text" value="× Out-of-State Per Diem Meals ..."/>
Quantity		1
Per Unit Amount		0.00
Total Amount	*	<input type="text" value="0.00"/>

You will again check the Per Diem Meals allowance at www.gsa.gov
And for San Diego it says we are allowed \$74.00 a day for meals, along with \$5.00 for snacks (if needed)
So for this trip it is just one day, and I am leaving at 5:00am on April 15th and returning at 8:00pm on April 16th. To qualify for a meal, you must be in travel status during the entire meal period(s) in order to qualify for meal reimbursement (SAAM 10.40.50.b)

Breakfast: 7am – 9am

Lunch: 12pm - 2pm

Dinner 5pm – 7pm

So for my example I am in travel status from 5am on April 15 to 8pm on April 16th, so that means I would qualify for all 3 meals for both days. So I will enter \$148.00 for my meals for my trip (I don't need snacks so I am not adding that)

› Spend Authorization Line 

Expense Item	*	<input type="text" value="× Out-of-State Per Diem Meals ..."/>
Quantity		1
Per Unit Amount		148.00
Total Amount	*	<input type="text" value="148.00"/>
Budget Date	*	<input type="text" value="04/15/2022"/> 
Memo		<input type="text"/>
Cash Advance Requested		<input type="checkbox"/>

Then I will add my destination, because Per Diem Meals are paid at the destination of your trip. Even though I actually ate breakfast on the plane, and I was still in Washington, I will still get paid on destination for my meals.

Instructional Text

Please refer the [Create Spend Authorization](#) and [Create Expense Report](#) reference guides for instructions to complete expense items.

Item Details

Destination

x SAN DIEGO, SAN DIEGO COUNTY, California, United States of America ...

So now I am going to need to add my rental car for my trip. WSU has an Enterprise Rental car contract, so after my Spend Authorization is approved, I can make my rental car reservation using that contract and save some money. Please see the Office Assistant for the contract number.

So I am going to click the Add button under the Spend Authorization Lines:



Click here to sort		
	0.00	Spend Au
		Expense Ite
Out-of-State Per Diem Meals	148.00	Quantity
Out-of-State Per Diem Lodging	175.00	Per Unit Arr
Out-of-State Air Transportation	500.00	Total Amou
		Budget Dat
		Memo

And then I will choose Out-of-State Other Travel Expenses. And add my estimated amount of \$125.00 for my car rental along with in the memo field put Car Rental.

Spend Authorization Line 

Expense Item *  

Quantity 1

Per Unit Amount 125.00

Total Amount *

Budget Date * 

Memo

Cash Advance Requested

Then I need to add an Uber for a ride from the airport to my house on April 16th, because I don't have a ride home. Again I click the add button under Spend Authorization Lines:



Click here to sort		
		0.00
Out-of-State Other Travel Expenses	125.00	
Out-of-State Per Diem Meals	148.00	
Out-of-State Per Diem Lodging	175.00	
Out-of-State Air Transportation	500.00	

Spend Aut
Expense Ite
Quantity
Per Unit Am
Total Amou
Budget Date
Memo
Cash Advan
Worktaas

And then I put in Out-of-State Other Travel Expenses again, but this time it is for an Uber.

Spend Authorization Line

Expense Item

*  ... 

Quantity

1

Per Unit Amount

25.00

Total Amount

*

Budget Date

* 

Memo

Cash Advance Requested

I am also going to pay for the Conference Registration, so I need to again add a new line



Click here to sort		Spend Au
	0.00	Expense It
Out-of-State Other Travel Expenses	25.00	Quantity
Out-of-State Other Travel Expenses	125.00	Per Unit An
Out-of-State Per Diem Meals	148.00	Total Amou
Out-of-State Per Diem Lodging	175.00	Budget Dat
Out-of-State Air Transportation	500.00	Memo
		Cash Advai
		Worktags
		Project
		Program

But for the Conference Registration, that is not included in the Out-of-State Travel Expense Item Group, for that you will just add Conference in the Search field and find Spend Category SC00092. I am going to use my P card to pay

for the Conference Registration, but because it is part of my trip it should be included in my Spend Authorization so my Supervisor knows exactly how much money I am going to need to go to this conference.

Spend Authorization Line 

Expense Item	*	<div style="border: 1px solid #ccc; padding: 2px;"><div style="background-color: #f0f0f0; padding: 2px;">x Conference Registration Fees ...</div><div style="border: 1px solid #ccc; padding: 2px;">Search</div></div>	<div style="border: 1px solid #ccc; padding: 5px;"><h3>Expense Item</h3><p>Conference Registration Fees</p><hr/><table><tr><td>Item Name</td><td>Conference Registration Fees</td></tr><tr><td>Item Description</td><td>(empty)</td></tr><tr><td>Spend Category</td><td>SC00092 Conference Registration Fees</td></tr><tr><td>Expense Item Group</td><td>Confirming Reimbursement</td></tr><tr><td>Expense Policy Group</td><td>Unrestricted Expense Policy</td></tr><tr><td>Default Tax Applicability</td><td>(empty)</td></tr><tr><td>Instructional Text</td><td>Please refer the Create Expense Report reference guides for instructions to complete expense items.</td></tr></table></div>	Item Name	Conference Registration Fees	Item Description	(empty)	Spend Category	SC00092 Conference Registration Fees	Expense Item Group	Confirming Reimbursement	Expense Policy Group	Unrestricted Expense Policy	Default Tax Applicability	(empty)	Instructional Text	Please refer the Create Expense Report reference guides for instructions to complete expense items.
Item Name	Conference Registration Fees																
Item Description	(empty)																
Spend Category	SC00092 Conference Registration Fees																
Expense Item Group	Confirming Reimbursement																
Expense Policy Group	Unrestricted Expense Policy																
Default Tax Applicability	(empty)																
Instructional Text	Please refer the Create Expense Report reference guides for instructions to complete expense items.																
Quantity	*	<input type="text" value="1"/>															
Per Unit Amount	*	<input type="text" value="0.00"/>															
Total Amount	*	<input type="text" value="0.00"/>															
Budget Date	*	<input style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 5px; width: 100%;" type="text" value="04/15/2022"/>															
Memo		<input type="text"/>															
Cash Advance Requested		<input type="checkbox"/>															
Worktags		<input type="text"/>															
Project		<input type="text"/>															

I will enter my Quantity (1) and my Per Unit Amount (\$200.00) and in the memo field I put will pay by P Card

Spend Authorization Line 

Expense Item	*	<div style="border: 1px solid #ccc; padding: 2px;"><div style="background-color: #f0f0f0; padding: 2px;">x Conference Registration Fees ...</div><div style="border: 1px solid #ccc; padding: 2px;">Search</div></div>
Quantity	*	<input type="text" value="1"/>
Per Unit Amount	*	<input type="text" value="200.00"/>
Total Amount	*	<input type="text" value="200.00"/>
Budget Date	*	<input style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 5px; width: 100%;" type="text" value="04/15/2022"/>
Memo		<input type="text" value="Will Pay by P card"/>
Cash Advance Requested		<input type="checkbox"/>
Worktags		<input type="text"/>

Then I take a quick look and make sure I have everything that I will need for my trip. If you forget something, you can always edit your Spend Authorization after it has been approved. If your trip changes dates you would need to edit

your Spend Authorization, or if it is cancelled you would want to cancel your Spend Authorization. Creating a Spend Authorization in Workday puts a hold on the funds in your program's budget so if you don't need it, you want to cancel it so your program can use those funds somewhere else.

If you are traveling internationally, you need to provide additional documentation supporting your travel itinerary. This information, along with a copy of the Spend Authorization will be forwarded to the Dean for approval, then attached to your Spend Authorization in Workday. Please complete the International Travel – Required Additional Detail under the Other Forms at <https://business-center.cw.wsu.edu/travel/>

So now we will click Submit. You will want to go into your Archive folder in Workday and write down your Spend Authorization Number, that way you can track it to see who needs to approve it next. Once you receive a notification in Workday that your Spend Authorization is approved, you can go ahead and make your travel arrangements.