

SPEND AUTHORIZATION QUICK REFERENCE GUIDE for Employee Group Overnight Travel

(It is required to have an Approved Spend Authorization BEFORE booking travel or incurring expenses.)

FOR EMPLOYEE GROUP BUSINESS TRAVEL – Each employee must fill out their own individual Spend Authorization that includes their own airfare, lodging, meals, and other misc. expenses.

FOR DEPARTMENT OVERNIGHT LOCAL RETREATS: One employee in the department can submit a Spend Authorization for the group's expenses. IF a participant in the group has individual expenses covered by the University, they must create their own individual Spend Authorization.

1. LOG IN TO WORKDAY

Click on the 'Expenses' App or search for 'Create Spend Auth'

2. CHOOSE 'CREATE SPEND AUTHORIZATION'

3. ENTER DATES OF BUSINESS TRAVEL

If personal travel is associated with this trip, you will have a chance to enter those dates in the questionnaire.

4. PROVIDE A DESCRIPTION

Choose a description that will help you differentiate between Spend Authorizations. (e.g. Accounting Expedition, FGSA Conference, or Art Festival)

5. CLICK ON THE THREE BARS IN THE BUSINESS PURPOSE BOX

Search in the Business Purpose box or scroll until you find the BYU-Idaho Business purposes.
Choose Employee Travel.

6. ENTER EXPENSES BY CLICKING ON THE + ADD ICON

You can search for Expense Items in two ways: Search by key words in the Expense Item box (fleet, lodging, fuel, etc.) OR use the drop-down menu and search 'By Expense Item Group'. Select 'Travel-Employee'. This will provide you with a list of expenses associated with travel.

WARNING: Wait to click on submit until you have added all of your expense items. Clicking submit will submit your Spend Authorization. To add each additional expense item, click the +Add icon. If you need to remove an expense item, click on the minus sign in the top right corner of each expense item box.

7. CHECK YOUR COST CENTER

The Cost Center you are paid from will automatically populate into your Spend Authorization. If you need to change the Cost Center – X out of the Cost Center in the box, then search for the name of the Cost Center you are looking for.

8. SUBMIT

When you have finished entering expense items, click **SUBMIT**.

9. COMPLETE QUESTIONNAIRE

You will be asked to complete a questionnaire providing specific details of your trip.

WARNING: Your Spend Authorization will not route for approval until the questionnaire has been completed and submitted. If you exit the page without completing your questionnaire, you can find the questionnaire in your Workday Inbox.

10. APPROVAL – Once you have submitted, you will see who is UP NEXT in the approval process.