SPEND AUTHORIZATION QUICK REFERENCE GUIDE
for Employee Overnight Travel

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

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 I: in the Business Purpose box or scroll until you find I: these are the BYU-Idaho Business purposes. (U: is Ensign College, H: is BYU-Hawaii) Choose I: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.