SPEND AUTHORIZATION QUICK REFERENCE GUIDE

Submitting a Spend Authorization for Student Overnight Travel Secondary Employee-Chaperone

1. **LOG IN TO WORKDAY**
   Click on the Expenses Application

2. **CHOOSE 'CREATE SPEND AUTHORIZATION'**

3. **ENTER DATES OF STUDENT TRAVEL**
   NOTE: The budget date should always be the first date of travel.

4. **PROVIDE A DESCRIPTION**
   Choose a description that will help you differentiate between Spend Authorizations. For example: Accounting Expedition, FGSA Conference, or Course Name – Field Trip.

5. **CLICK ON THE THREE BARS IN THE BUSINESS PURPOSE BOX**
   Choose **"Student Overnight Travel – Secondary Employee/Chaperone"** as the Business Purpose.
   NOTE: If you are the faculty member leading the student travel, use "**Student Overnight Travel – Lead" as the Business Purpose.** Only one faculty member or employee for the student group travel should include student expenses on the Spend Authorization.

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 Expenses". This will provide you with a list of expenses associated with travel.
   WARNING: Wait to click on submit until you have added all of the expense items associated with this trip. 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 the 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 a name of the Cost Center you are looking for.
   You should **NOT** need to adjust the **Additional Work tags**.
   WARNING: If one of your Additional Work tags are missing and giving you an **ERROR** you will need to take the Cost Center out and then enter it back in to restore the original Additional Work tag setting.

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.