

FACULTY LEARNING FELLOWSHIP QUICK REFERENCE GUIDE

Submitting a Spend Authorization for a Faculty Learning Fellowship

1. LOG IN TO WORKDAY

Click on Create Spend Authorization

2. ENTER DATES OF FLF Travel

In most cases, you will enter the dates of the entire semester you will be on FLF. This will facilitate entering expenses for multiple trips or expenses throughout your FLF semester.

3. PROVIDE A DESCRIPTION

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

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

Choose Faculty Learning Fellowship as the Business Purpose. The Business Purpose determines approval routing and the ledger that is used for accounting and reporting.

5. 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 the expense items associated with this trip. 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.

NOTE: Budget Date must always be the start date of the trip.

6. 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.

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 Worktag setting.

7. SUBMIT

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

8. 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.

9. APPROVAL - Once you submit the questionnaire, you will see who is UP NEXT in the approval process.