Create Spend Authorization
Quick Reference Guide

Create Spend Authorization Overview

This Quick Reference Guide (QRG) is designed to walk Employees through the process of creating a Spend Authorization in Workday. To better comply with the Internal Revenue Service (IRS), UVA is implementing the Spend Authorization process for **companion travel**.

Companion travel must have a bona fide business purpose to be an allowable expense and reimbursable by UVA. To establish the companion travel as bona fide and request approval for your estimated travel companion expenses, you must submit a Spend Authorization. Companion travel expenses require approved spend authorizations ***before*** you can create an expense report.

Refer to policy FIN-004 for more details and what qualifies as companion travel.

The following companion travel expenses (domestic and international) require a spend authorization: agency fee, airfare, air upgrade, baggage fees, entrance fees, public transit, rail, and rail upgrade. These are the only expense items that require a spend authorization.

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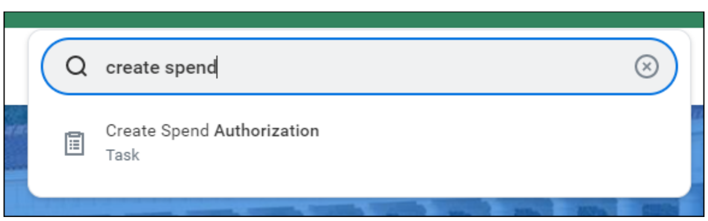
Create Spend Authorization Procedure

On the Workday Home screen:

1. Type **create spend authorization** (or similar text) in the **Search** field.

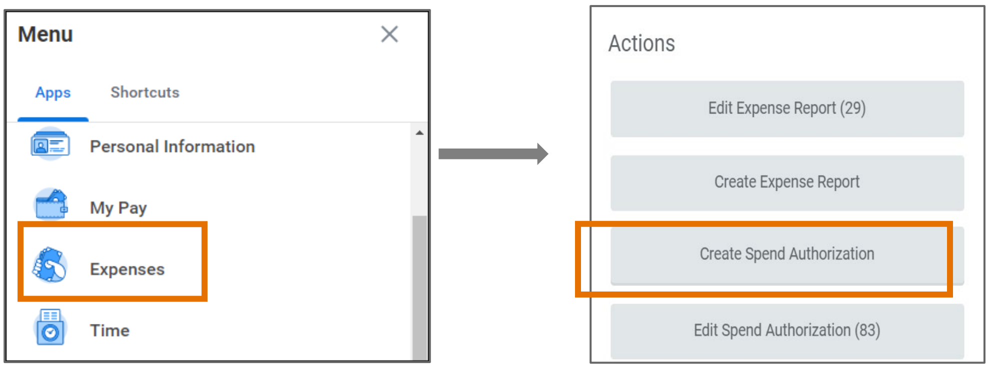


NOTE

Depending on your security role, the **Create Spend Authorization for Worker** task may also be available. Select this task to create a spend authorization on behalf of another employee. You will need to identify the employee in the **For** field; otherwise, the remaining fields are the same as a regular Spend Authorization.

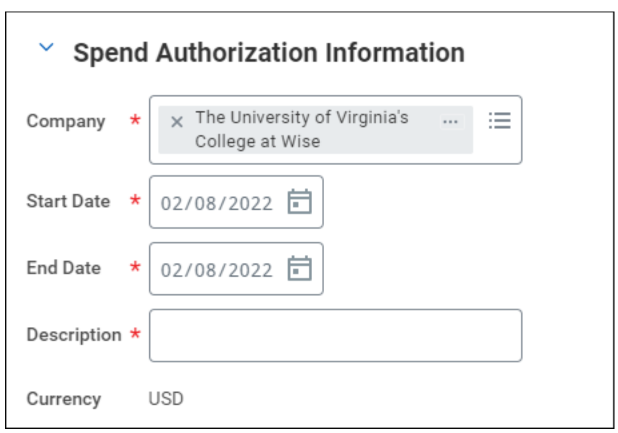
NOTE

The Create Spend Authorization task is also available via the Expenses app/worklet. Refer to the *Workday Navigation* QRG for the steps to add this app to your Menu of apps.



In the Spend Authorization Information section:

2. Complete the following required fields:
   - **Company** – will auto-populate to your associated company.
   - **Start** and **End date** – will auto-populate to the current date. Update the dates to the start and end dates of the travel.
   - **Description** – describe who the travel is for and the reason for the companion travel expense. Remember, it must be a bona fide business purpose.

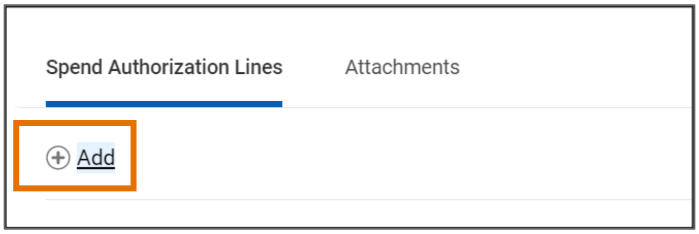


In the Spend Authorization Details section:

3. The **Justification** field is optional; however, it is suggested you complete this field. Be a descriptive as you can to provide the approvers with adequate information about your request.

In the Spend Authorization Lines tab:

4. Click **Add** to add an expense item. Multiple line items can be added to a spend authorization as needed.



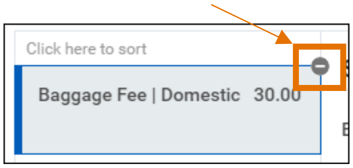
5. Complete the following required fields:
    - **Expense Item** – type search text to find your item or you can search by *Expense Item Group* or *Spend Category*.
    - **Total Amount** – enter the amount needed for the expense item, you may need to estimate the amount.
    - **Budget Date** – will auto-populate to the current date. You can leave this as is.
6. Complete the required fields in the Worktags section:
    - Enter either a **Gift**, **Grant**, **Designated** *or* **Project** worktag for the expense. Depending on your entry, other worktag fields may update accordingly. Be sure to review the worktag fields carefully to ensure the proper ones are displayed.
    - **Fund** – will auto-populate based on the worktag value entered above (Gift, Grant, Designated or Project).
    - **Cost Center** – will auto-populate based on your associated cost center or other worktag entry. Update as needed.
    - **Function** – will auto-populate based on the value entered in the Grant, Designated, Gift or Project fields. Update as needed.
7. Complete the required fields in the Item Details section.

    The fields in the **Item Details** section depend on the Expense Item that you select. As such, the mandatory fields will vary depending on the selected expense item.

    All expense items will require that you complete the **Bona Fide Business Purpose** field. Type a detailed description that explains why the expense is a bona fide business purpose. Provide as much information as you can, so the approvers have enough information to verify your request is bona fide.

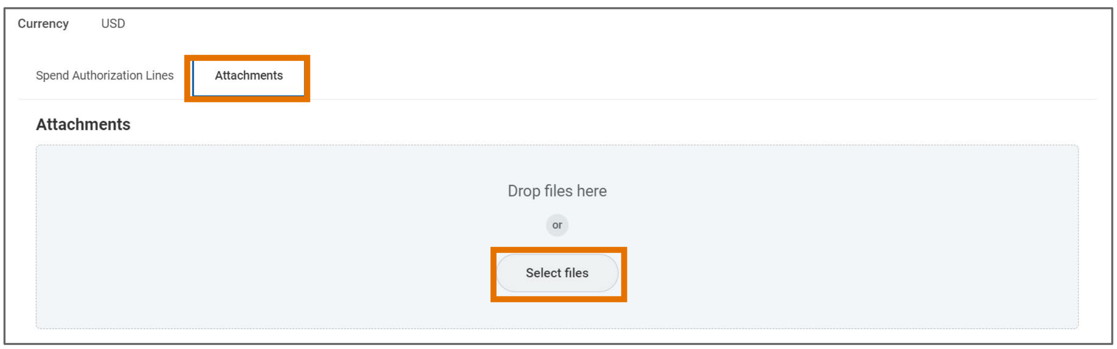
NOTE	Companion travel expense items require that you enter the companion (passenger). See Create a Guest at the end of this QRG for the steps to add a passenger.

8. Repeat steps 4 – 7 to add lines as needed.

HINT	To remove a Spend Authorization line, select the line on the left side of the screen, then click the – (minus sign) that displays at the top right of the expense line. 

In the Attachments tab:

9. Select **Attachments.**
10. Click **Select files** to upload any documents related to the spend authorization or drag and drop files into the field.



11. Click **Submit.**

HINT	To view your Spend Authorization after it has been submitted: • Search for the **My Spend Authorizations** report from the main **Search** field. • Click the **Expenses** worklet, then select **Spend Authorizations** under **View**. Once the report displays, click the **Magnifying Glass** icon next to the Spend Authorization you want to view.

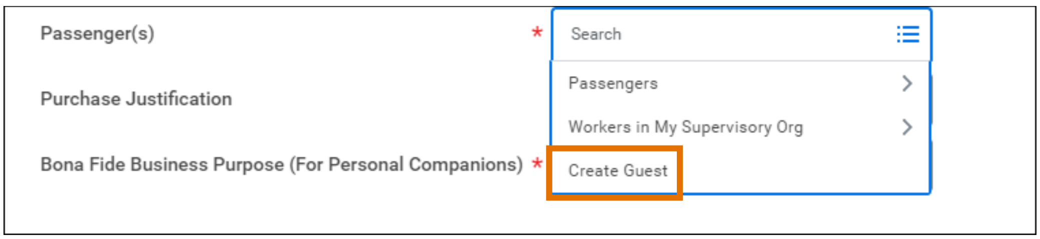
You have successfully completed this task. It will now be routed based on the business process workflow.

Create a Guest

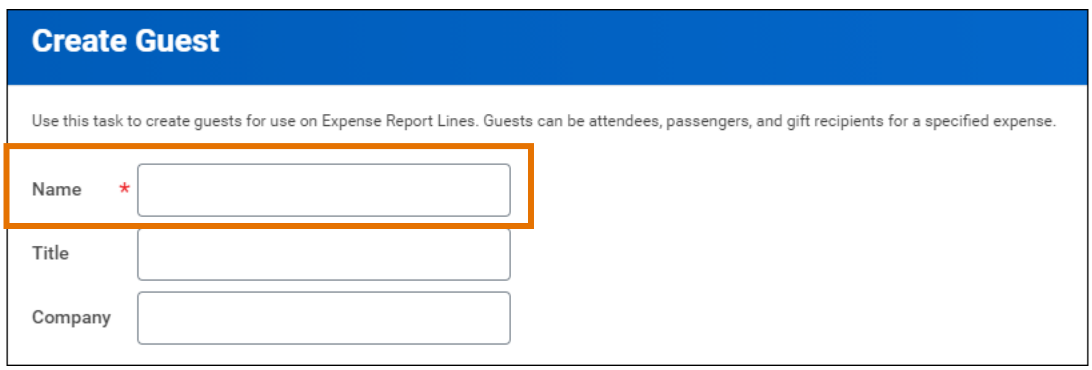
Companion travel expense items require you to enter the travel companion's name (passenger). Use the following steps to create a guest.

In the Item Details section for the Spend Authorization Line:

1. Click the **Passenger(s)** field and select **Create Guest**.



2. Type the travel companions name in the **Name** field. Optionally, enter a title and company for the travel companion.



3. Click **OK**.
4. The passenger is added to the system and can be retrieved in future transactions.

You have successfully completed this task.

NOTE	The next time you need to enter this same travel companion (passenger): • Click the **Passenger** field and select **Passengers**. • Select the passengers name from the list.