

Job Aid | Workday for Core Users: Finance

SA - Create a Spend Authorization

A Spend Authorization is required for all business travel and must be approved prior to departure and before the purchase of any travel-related expense.

Only one Spend Authorization permitted per business travel - caution should be taken to not create duplicate Spend Authorizations!



Refer to the [Travel Website \(https://busfin.osu.edu/buy-schedule-travel/travel\)](https://busfin.osu.edu/buy-schedule-travel/travel) for trip planning resources and the [Travel Policy \(https://busfin.osu.edu/sites/default/files/211_travel.pdf\)](https://busfin.osu.edu/sites/default/files/211_travel.pdf) for rules and restrictions.



Before starting a Spend Authorization, be sure you have a comprehensive list of the expense estimates, required attachments and necessary [comparison documentation \(https://busfin.osu.edu/sites/default/files/comparison_form_june_2021.pdf\)](https://busfin.osu.edu/sites/default/files/comparison_form_june_2021.pdf) (when applicable).

To create a Spend Authorization, follow steps below through submission:

▼ Step 1: Access Spend Authorization Form

Workday offers three access options for creating a Spend Authorization. Make a selection below to navigate to the appropriate Spend Authorization Form in [Workday \(https://workday.osu.edu/\)](https://workday.osu.edu/). Follow the prompts thoroughly for the option you select in

order to proceed to Step 2.

▼ Create Spend Authorization for Yourself (You are the Employee-Traveler)

1. Type **Create Spend Authorization** in the search field at the top of the Workday homepage.
2. Select **Create Spend Authorization** from options list. This will take you to a new Spend Authorization Form – **proceed to Step 2.**

▼ Create Spend Authorization for Worker (You are the EDES)

You are creating a Spend Authorization for an OSU Employee who is traveling (known in Workday as “Worker”)

1. Type **Create Spend Authorization for Worker** in the search field at the top of the Workday homepage. This will take you directly into a new Spend Authorization Form (for Worker).
2. Under Spend Authorization Information, type the worker (employee who is traveling) name into the **“For”** field and click enter – **proceed to Step 2.**

▼ Create Spend Authorization for Non-Worker (You are the EDES)

You are creating a Spend Authorization for a Guest or Non-Employee who is traveling (known in Workday as “Non-Worker”). An External Committee Member (ECM) record must be established. See

[Create an External Committee Member Job Aid](https://admin.resources.osu.edu/ecm-create-an-external-committee-member)
(<https://admin.resources.osu.edu/ecm-create-an-external-committee-member>)

to continue with entry.

1. Type **Create Spend Authorization for Non-Worker** in the search field at the top of the Workday homepage. This will take you directly into a new Spend Authorization Form (for Non-Worker).
2. Under Spend Authorization Information, type the non-worker (ECM) name into the **“For”** field and click enter – **proceed to Step 2.**

▼ Step 2 : Complete Spend Authorization Form

Spend Authorization Information & Details: This section captures the summary details of a specific business travel.



Important: Review instructional notes for requirements that may impact your business travel (specifically international travel requirements).

Complete all fields as prompted.

- **Company** - This field auto populates with the company associated with the traveler’s primary assignment. If the traveler is traveling on behalf of another company, you must change the default.
- **Start/End Date** - This is the departure and return date for the trip. These fields default to today’s date. Click on calendar icon within each date field to select the appropriate travel dates.
- **Description** - This is a free form field to enter a short description of the trip. This description is useful in differentiating between other Spend Authorizations for business travel when prompted with other tasks in Workday. Description should be unique to this trip (e.g., SCTEM Conference, Texas, 2021).

- **Business Purpose** – Select the applicable business purpose that best describes the type of travel (e.g., Conference)
 - If this travel has no expected costs (e.g.: third party host is paying all costs), select Travel Without Expenses. A small dollar Spend Authorization Line is still required.
- **Reimbursement Payment Type** – This field defaults to what the employee traveler has selected with their payroll elections. ECM (non-employee or guest) traveler will default to check. **No changes are permitted.**
- **Justification** - Enter a statement that explains the reason behind the business travel. It must include details of the business travel (who, what, when) and how/why the business travel benefits the mission of the university.

Proceed to Step 3 – Add Spend Authorization Lines.

▼ Step 3: Add Spend Authorization Lines

Spend Authorization Lines: This section captures the expense line estimates that make up your business travel budget (including expenses that are prepaid and/or anticipated for reimbursement as permitted by the [Travel Policy \(https://busfin.osu.edu/sites/default/files/211_travel.pdf\)](https://busfin.osu.edu/sites/default/files/211_travel.pdf)).



Important: A typical Spend Authorization may have multiple lines to cover each estimated expense item but must have at least one Spend Authorization Line with an amount entered to permit submission.

Add Lines:

- Navigate to the [Spend Authorization Lines](#) section, just below the Spend Authorization Information on the header.

- Click the (+) **Add** icon to activate line entry.
 - Add a new line for each estimated expense and complete all fields as prompted.

Detailed Entry Information:

EXPENSE ITEM: Enter or select an **Expense Item** (e.g., airfare or lodging).

▼ Additional Guidance

- If you don't know the exact expense item name in Workday, click on the **List Icon > By Expense Item Group > *Travel Expenses** to display all travel-related expense items.
- Expense Item must be from the *Travel Expenses group when added to a Spend Authorization
- Each Expense Item has unique item details fields and instructional text that will populate once the Expense Item is selected.

QUANTITY | PER UNIT AMOUNT | TOTAL

AMOUNT: Enter the quantity and per unit amount as prompted by the Expense Item selection.

▼ Additional Guidance

- The Total Amount will populate automatically based on the quantity and per unit amount.

BUDGET DATE: This field will auto-populate with the start date entered at the header (step 2). No entry needed – leave the default date.

MEMO: This field is not required. Enter a note when applicable relative to the specific expense line (e.g., airfare round-trip).

CASH ADVANCE: This box should only be checked when the traveler meets eligibility requirements.

▼ Additional Guidance

- Cash advance is not permitted for airfare.
- Some units or funding sources DO NOT permit cash advances.
- Consult the [Travel Policy \(https://busfin.osu.edu/sites/default/files/211_travel.pdf\)](https://busfin.osu.edu/sites/default/files/211_travel.pdf) for eligibility options.
- Consider other [payment sources \(https://admin.resources.osu.edu/workday/workday-for-core-users-finance/procuring-goods-and-services\)](https://admin.resources.osu.edu/workday/workday-for-core-users-finance/procuring-goods-and-services) for procuring travel expenses.

WORKTAGS: The Cost Center and related worktags will default from the traveler's primary assignment (except for a non-worker). Make sure the correct cost center and associated worktags are being used.

▼ Additional Guidance

- Worktags cannot be split between companies.
- When estimated expenses must be shared/split between different worktags, the estimated amount should be split into two separate lines with the unique worktag assignments.
- A Cost Center Manager can modify the worktags in the approval process if necessary.

ITEM DETAILS: The Expense Item selection will trigger the display of Item Details fields. Review the instructional text for important information. All fields must be completed as prompted for successful submission.

▼ Additional Guidance

Airfare (Expense Item) – Item Details

- Departure/Arrival dates must be within the same time frame as the Start/End dates entered in the Spend Authorization header.
- First class is prohibited. Refer to [Travel Policy \(https://busfin.osu.edu/sites/default/files/211_travel.pdf\)](https://busfin.osu.edu/sites/default/files/211_travel.pdf) for restrictions for class of service – domestic flights must be economy and international flights with 5 consecutive hours are eligible for business class.
- Airfare for business travel must be procured through the university’s contracted agency and should be indicated in the Travel Agency field. Refer to [Travel Website \(https://busfin.osu.edu/buy-schedule-travel/travel\)](https://busfin.osu.edu/buy-schedule-travel/travel) for more information.

Lodging (Expense Item) – Item Details

- Click the List Icon in the **Hotel** field and choose the hotel name from the options list. The option of “Other Hotel” is available if you cannot find your specific hotel.
- Click in the **Destination** field and type the city where the hotel is located. If you cannot find the city, type ***ALL** to return additional options for cities not listed. Enter the specific city in the memo field for the lodging line.
- The destination will pull in the [GSA \(https://www.gsa.gov/travel/plan-book/per-diem-rates\)](https://www.gsa.gov/travel/plan-book/per-diem-rates)
or
[DOS \(https://aoprals.state.gov/content.asp?content_id=184&menu_id=78\)](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78)
lodging rate for the city. If the per Unit amount is over two times the [GSA \(https://www.gsa.gov/travel/plan-book/per-diem-rates\)](https://www.gsa.gov/travel/plan-book/per-diem-rates)

or
[DOS \(https://aoprals.state.gov/content.asp?content_id=184&menu_id=78\)](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78)
lodging rate you will get an alert to remind you of
[Travel Policy \(https://busfin.osu.edu/sites/default/files/211_travel.pdf\)](https://busfin.osu.edu/sites/default/files/211_travel.pdf)
lodging rate thresholds.

Per Diem Pre-Trip (Expense Item) – Item Details

- Click in the **Destination** field and type the city. If you cannot find the city, type ***ALL** to return additional options for cities not listed. Enter the specific city in the memo field for the per diem line.
- The destination will pull in the [GSA \(https://www.gsa.gov/travel/plan-book/per-diem-rates\)](https://www.gsa.gov/travel/plan-book/per-diem-rates)
or
[DOS \(https://aoprals.state.gov/content.asp?content_id=184&menu_id=78\)](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78)
per diem rate for the city.

Mileage (Expense Item) – Item Details

- Click in the the **Origination** and **Destination** fields and type the city. If you cannot find the city, type ***ALL** to return additional options for cities not listed.

Proceed to Step 4 – Add Attachments. If no attachments, proceed to Step 5.

▼ Step 4: Add Attachments

This section allows upload of attachments that further supports the justification (business purpose), expense line estimate and/or other details that will assist the approver in determining the full business scope and cost to determine eligibility for approval.

Common attachments include:

- Conference or meeting invitation documentation
- Agenda and itinerary details that justify meal calculations
- Expense line estimate documentation to demonstrate expected cost

Travel Comparison Worksheet

(<https://busfin.osu.edu/sites/default/files>

- [/comparison_form_june_2021.pdf](#))

to demonstrate cost comparison when personal travel is added to business

Acknowledgement of Understanding Form

(<https://www.docusign.net/Member>

[/PowerFormSigning.aspx?PowerFormId=857c8564-b5bf-4ff6-b52b-8f1a5ce25295&env=na1&](#)

- [acct=387d1013-fb1c-4705-9bd9-7cf575f484ce&v=2](#))

with all international travel

- Other details that cannot be articulated in the header or line memo can be attached for reference



Important: Review attachments to ensure personal or secure data is not visible (e.g., social security # or credit card #). Redact secure content before upload.

1. Navigate to the Attachments section, just below the Spend Authorization Information on the header.
2. Drag, drop or select attachment(s) for upload.
 - a. Use the Comment box to name your attachment for easier identification and selection. (e.g., conference agenda)

Proceed to Step 5 – Save or Submit for approval.

▼ Step 5: Save or Submit for Approval

Upon completion of the previous steps, you may **Save for Later** or **Submit**.



Important: Although a Spend Authorization # is assigned upon Save or Submit, **no travel related expenses should be procured until after approval.**

Save for Later will save content in a “Draft” status until you return to edit or submit.

- Upon save, a Spend Authorization # will be assigned (e.g., SA-0000000001)
- After Saving and while in “Draft” status, you can make edits (see [Edit or Change Spend Authorization Job Aid \(https://admin.resources.osu.edu/sa-edit-or-change-spend-authorization\)](https://admin.resources.osu.edu/sa-edit-or-change-spend-authorization)) to the content of the Spend Authorization. However, the Company and For (traveler) name cannot be edited. If either are incorrect, you must cancel (see [Cancel or Close Spend Authorization Job Aid \(https://admin.resources.osu.edu/sa-cancel-or-close-spend-authorization\)](https://admin.resources.osu.edu/sa-cancel-or-close-spend-authorization)) the Spend Authorization and create a new Spend Authorization.

Submit will route the Spend Authorization into the business process flow pending the approval by the applicable approvers based on your assignment and the worktags entered.

- At submission, you may receive alerts (reminder notifications only) or error indicators (prompts that prevent submission until additional action or correction).
- Upon submission, a Spend Authorization # will be assigned (e.g., SA-0000000001), but should not be considered an authorization for travel or purchase travel-related expenses until the status is “Approved”.

Once the Spend Authorization has been approved, a notification will be sent in Workday to the traveler (employee) and the EDES (when applicable). In addition, a system generated email will be sent to

notify the traveler of approval.

If a transaction is denied, a notification of the denial is sent to the initiator, a user who submitted the request on behalf of someone, and any previous approvers. The notification includes a link to comments with

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