

Workday Expenses

Reference Guide

Create your Spend Authorization

The spend authorization is the electronic replacement for the paper F2 advanced airfare form (pre-trip approval)



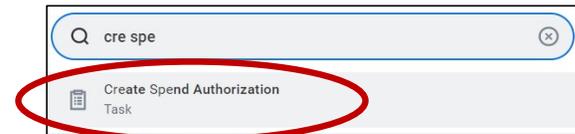
UNIVERSITY *of* ROCHESTER

Create your Spend Authorization

This reference guide will show you how to Create a Spend Authorization in Workday

Login to Workday using your Active Directory username and password [UR Financials WORKDAY](#)

- Type “cre spe” in the search bar, select **Create Spend Authorization** task from the dropdown search results OR from your homepage select the Expenses app, then Create Spend Authorization



- Your name will appear next to “**For**” because you are the traveler
- Review the Instructional text

Create Spend Authorization

For **Employee: Erin Johnson** Spend Authorization Total
0.00 USD

The Spend Authorization is used to request permission for future travel expenses.

The following fields are required:

- A Spend Authorization is for employee use only, one Spend Authorization per employee
- The FOR name listed above should be the traveler's name
- All University staff traveling internationally for business are required to register well in advance of departure. Faculty are strongly encouraged to register. Register [here](#)
- A Workday Spend Authorization number is required to book travel online when using Concur (Deprez Travel) or Etta (Town & Country Travel)

Spend Authorization (SPA) requirements starting FY2023:

- In addition to the header items marked with a red asterisk (*) and the Justification for travel, you must add lines for each expense item by clicking the +Add button below



Create your Spend Authorization

Enter the required Spend Authorization Information (this is the header section):

- **Company**-defaults to the traveler's primary company, you are required to change the company when the pre-populated company number does not match the company number associated with the FAO (worktags) you are using. To remove the company number, select the X, then type in the new company number and hit enter.
- **Start Date**-first day of travel
- **End Date**-return date for travel
- **Description**-a very brief description of the travel
- **Business Purpose** (Optional)-select the appropriate category from the drop down

▼ Spend Authorization Information

Company *

Start Date *

End Date *

Description *

Business Purpose

Currency USD

Spend Authorization Lines Attachments

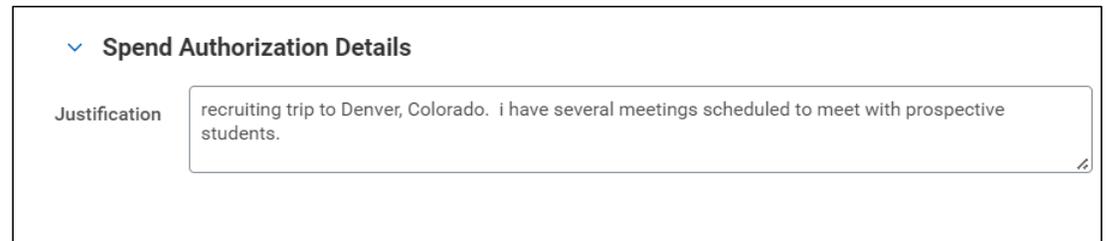
⊕ Add



Create your Spend Authorization

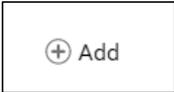
Enter the Spend Authorization Details:

- **Justification**-detailed explanation and business reason for the trip

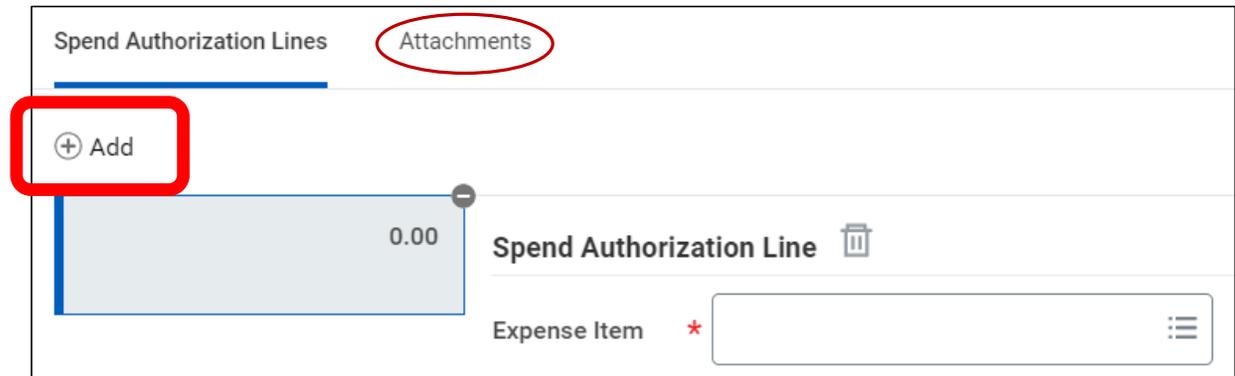


▼ Spend Authorization Details

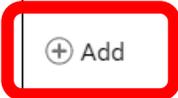
Justification recruiting trip to Denver, Colorado. i have several meetings scheduled to meet with prospective students.

Select  to add a Spend Authorization Line.

- **You are required to add one Spend Authorization Line**, additional lines are optional.
- Attachments are optional



Spend Authorization Lines Attachments

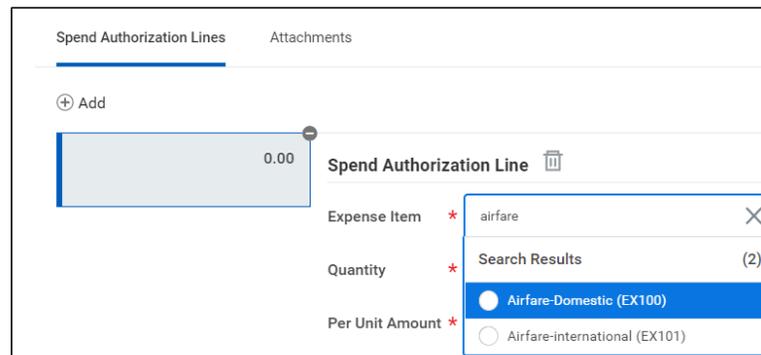
| Spend Authorization Lines | Attachments |
|---|--|
|  | |
| <div style="border: 1px solid #ccc; padding: 5px;">0.00</div> | <div style="border: 1px solid #ccc; padding: 5px;">Spend Authorization Line </div> <p>Expense Item * <input type="text"/></p> |



Create your Spend Authorization

Most users will select **Airfare** for their Spend Authorization Line. The Spend Authorization number should be given to the University's preferred travel agencies (DePrez or Town & Country) to book reservations.

In addition to the SPA# you are required to provide your employee id number (6-digits) and your urid number (8-digits) to the travel agent.



The screenshot shows a web form for creating a Spend Authorization Line. The form has two tabs: "Spend Authorization Lines" (active) and "Attachments". Below the tabs is an "Add" button. A table with one row is visible, showing a "Spend Authorization Line" with a value of "0.00". To the right of the table is a dropdown menu for "Expense Item" with "airfare" selected. Below the dropdown is a "Search Results" section showing two options: "Airfare-Domestic (EX100)" (selected) and "Airfare-international (EX101)".

Your employee id and urid numbers are in HRMS on the home screen in the **Your Information** section.



Create your Spend Authorization

Enter the **Spend Authorization Line** required fields:

- **Expense Item**-select from the dropdown, usually **Airfare-Domestic** or **Airfare-International**
- **Total Amount**-estimated cost for the expense item
- **Budget Date**-defaults to the first day of travel
- **Memo**-brief description business purpose
- **Worktags**-type in the FAO you anticipate the actual cost will be charged to and hit **ENTER**.

Company, Cost Center, and Fund will auto-populate.

The screenshot displays the 'Spend Authorization Lines' interface. On the left, a table lists the authorization lines:

| Expense Item | Amount |
|--------------------------|--------|
| Airfare-Domestic (EX100) | 350.00 |

On the right, the details for the selected line are shown:

- Spend Authorization Line**: Includes a trash icon for deletion.
- Expense Item**: * Airfare-Domestic (EX100) ...
- Quantity**: 1
- Per Unit Amount**: 350.00
- Total Amount**: * 350.00
- Budget Date**: * 06/20/2022 (with a calendar icon)
- Memo**: * Denver recruiting trip
- *Worktags**: A dropdown menu showing:
 - Company for FAO: 010 ...
 - Cost Center: CC16001-000 Senior Vice President Advancement ...
 - Fund: Current Fund - ...



Create your Spend Authorization

Enter the required **Item Details**:

- **Origination**-city and state where your trip started, type the city name and hit enter.
- **Destination**- city and state of the final destination for your trip, type the city name and hit enter.

Instructional Text

Identify airline used. If UR's travel agents were not used, explain.

Enter a brief business purpose for the airfare (event attended) and explain/justify any extra expenses incurred such as first class, seat selection fee, seat upgrade, additional baggage fee, change fee and business purpose of change. Identify whether personal amounts were excluded from receipt total.

Item Details

Origination *

Destination *



Create your Spend Authorization

Once you have completed the first Spend Authorization Line, your options are:

- **+ADD** to add another spend authorization line for additional travel expense items.
- **SUBMIT** to send the spend authorization to your manager for approval.
- **SAVE FOR LATER** saves the spend authorization in “Draft” status. You can edit it later, add more spend authorization lines or submit for approval.
- **CANCEL** will close the expense report, your changes will not be saved.

The screenshot displays the 'Spend Authorization Lines' interface. At the top, there are tabs for 'Spend Authorization Lines' and 'Attachments'. Below the tabs, there is an '+ Add' button. A table shows one line item: 'Airfare-Domestic (EX100)' with a value of 350.00. To the right of the table, there is a 'Spend Authorization Line' section with a trash icon. This section includes fields for 'Expense Item' (Airfare-Domestic (EX100)), 'Quantity' (1), 'Per Unit Amount' (350.00), 'Total Amount' (350.00), 'Budget Date' (06/20/2022), and 'Memo' (Denver recruiting trip). Below these fields, there is a '*Worktags' section with a list of tags: 'Company for FAO: 010', 'Cost Center: CC16001-000 Senior Vice President Advancement', 'Fund: Current Fund - Unrestricted', and 'UR Operating Program: OP216021 ESM'. At the bottom of the interface, there are three buttons: 'Submit', 'Save for Later', and 'Cancel'.



Create your Spend Authorization

- When you're ready to SUBMIT your Spend Authorization, select **SUBMIT**

Spend Authorization Lines Attachments

⊕ Add

| | |
|--------------------------|--------|
| Airfare-Domestic (EX100) | 350.00 |
|--------------------------|--------|

Spend Authorization Line 🗑️

Expense Item * × Airfare-Domestic (EX100) ... ☰

Quantity 1

Per Unit Amount 350.00

Total Amount * 350.00

Budget Date * 06/20/2022 📅

Memo * Denver recruiting trip

*Worktags

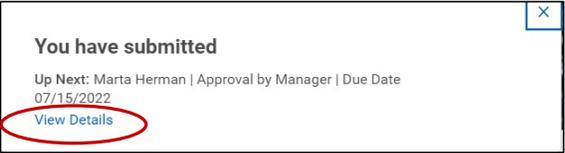
- × Company for FAO: 010 ... ☰
- × Cost Center: CC16001-000 Senior Vice President Advancement ...
- × Fund: Current Fund - Unrestricted ...
- × UR Operating Program: OP216021 ESM ...

Submit Save for Later Cancel

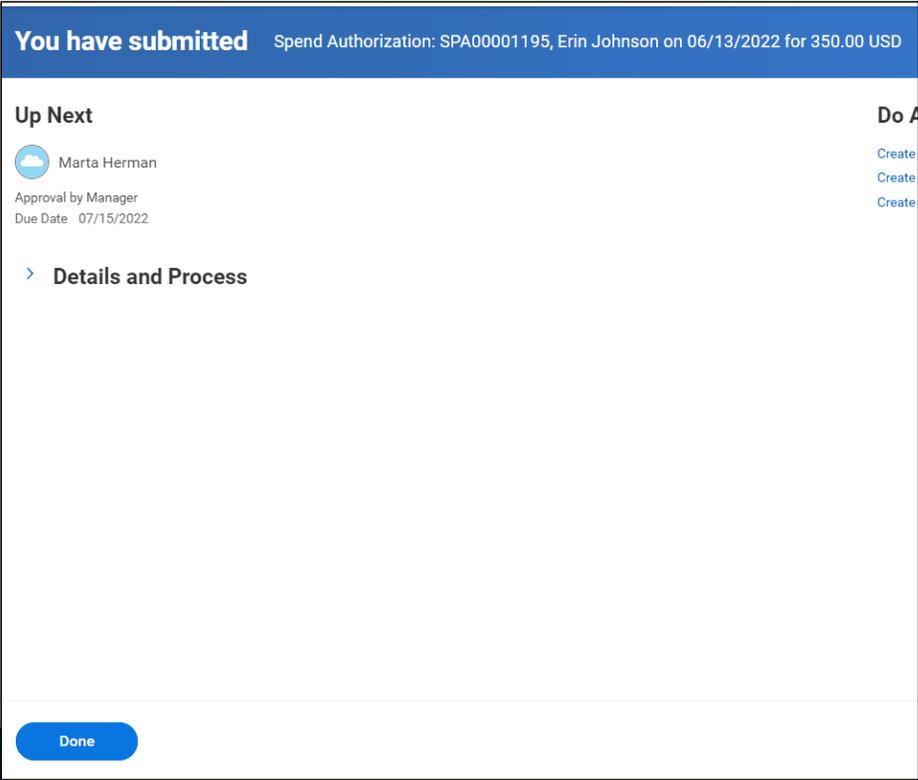


Create your Spend Authorization

- A pop up will appear notifying you that the Spend Authorization has been submitted. Selecting VIEW DETAILS shows:



- The Spend Authorization number
- The traveler's name
- The amount of the Spend Authorization
- Who the Spend Authorization is routed to for approval. The **Manager** is the traveler's Supervisor.



Select DONE to return to the home page

