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)
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

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
Create your Spend Authorization

Enter the Spend Authorization Details:
- **Justification** - detailed explanation and business reason for the trip

Select [Add] to add a Spend Authorization Line.
- **You are required to add one Spend Authorization Line**, additional lines are optional.
- Attachments are optional
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.

Your employee id and urid numbers are in HRMS on the home screen in the Your Information section.
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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.*
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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**: Rochester, New York, United States of America  
- **Destination**: Denver, Colorado, United States of America
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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.
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- When you’re ready to SUBMIT your Spend Authorization, select SUBMIT
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