


CREATE A SPEND AUTHORIZATION REQUEST - AKA TRAVEL REQUEST WITH A CASH ADVANCE



Spend authorizations are used to grant permission for future travel expenses related to Conferences, Training/Certifications, and non-local Meetings that require over-night stays.



Note: Spend Authorizations MUST be Submitted and approved by Department Head ONE WEEK prior to the Board Meeting.

From the Expenses application:


1. Under Actions, click the **Create Spend Authorization** button.
2. Follow the “Instructions for Specific Fields” to Complete the required fields, including Company, Start Date, End Date, Description, Business Purpose, Reimbursement Payment Type, and Justification.
3. Click the **Add Row** icon  to add the Spend Authorization Line
4. Select “**Business Travel**” as the **Expense Item (REQUIRED)**

Spend Authorization Lines		Attachments
 Add		
Business Travel	700.00	
Expense Item	*	<input type="text" value="Business Travel"/>
Quantity	*	<input type="text" value="1"/>
Per Unit Amount	*	<input type="text" value="700.00"/>
Total Amount	*	<input type="text" value="700.00"/>

5. Follow the **Instructional Text For Spend Authorizations use ONLY** to Complete all required fields, including **Item Details**

ADDING EXPENSE ITEMS THAT REQUIRE CASH ADVANCE

Cash Advances should **ONLY** be used in Special Circumstances and **Authorized by your Department.**

1. Click the **Add Row** icon  to add the Spend Authorization Line
2. Select the Expense Item requiring Cash Advance
3. Follow the **Instructional Text For Spend Authorizations** to complete all required fields, including **Item Details** (for Per Diem - Meals)
4. Repeat Steps 1-3 for each Expense Item being requested as Cash Advance.
5. Once completed, click **Submit**



Note: Cash Advance cannot be paid for Ground Transportation, Mileage, and some fees

Note: Payment for the Cash Advance item(s) will be made the Thursday following Board approval. This is the same timeframe as you would get payment if you pay an expense prior to travel (ie. airline, hotel, conference fees) and ask for reimbursement vs requesting Cash Advance.

Note: Upon return from travel, Itemized receipts must be attached with the Expense Report, otherwise employee will be responsible for reimbursing the County.

IMPORTANT - Regardless if you request Cash Advance for an item(s) or not, Business Travel MUST be the FIRST Expense Item you select and complete in full, following the Instructions provided. Make sure you list ALL Expected Travel Expenses even if you are requesting Cash Advance for any of them.

The Cash Advance items are only added to generate the Cash Advance payment.