CREATE A SPEND AUTHORIZATION REQUEST - AKA TRAVEL REQUEST (NO CASH ADVANCE)

The majority of the Spend Authorization (aka Travel Requests) instructions are laid out in the online Instructional Text. Therefore, this job aid is basically to help guide you to those instructions.

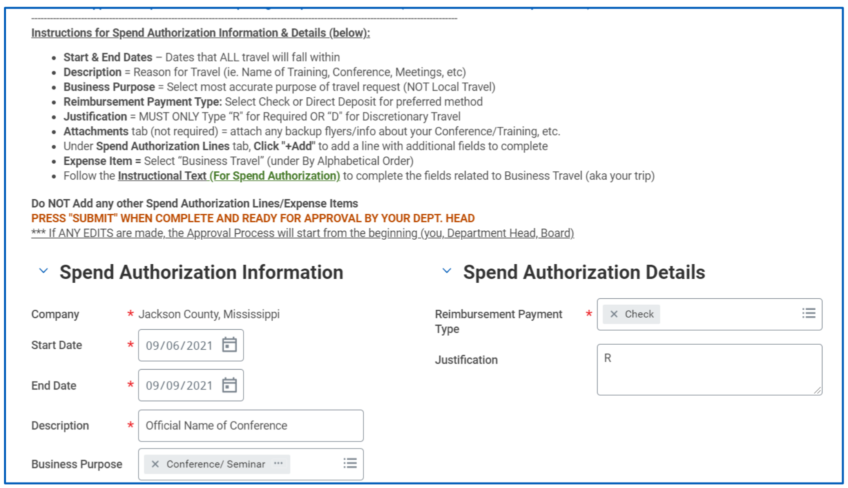
1. From the **Expenses** application
2. Under Actions, click the **Create Spend Authorization** button.

Note: The top portion of the form that opens is important information about the Travel Request process:

- When to Create (or not create) a Spend Authorization,
- How/When to Receive Payments, and
- Deadlines to Remember

3. Follow the **"Instructions for Spend Authorization Information & Details"** to:

   - Complete the required fields for these sections AND
   - "⊕ **Add**" Business Travel as an Expense Item under Spend Authorization Lines.



Instructions for Spend Authorization Information & Details (below):

- **Start & End Dates** – Dates that ALL travel will fall within
- **Description** = Reason for Travel (ie. Name of Training, Conference, Meetings, etc)
- **Business Purpose** = Select most accurate purpose of travel request (NOT Local Travel)
- **Reimbursement Payment Type:** Select Check or Direct Deposit for preferred method
- **Justification** = MUST ONLY Type "R" for Required OR "D" for Discretionary Travel
- **Attachments** tab (not required) = attach any backup flyers/info about your Conference/Training, etc.
- Under **Spend Authorization Lines** tab, **Click "+Add"** to add a line with additional fields to complete
- **Expense Item =** Select "Business Travel" (under By Alphabetical Order)
- Follow the **Instructional Text (For Spend Authorization)** to complete the fields related to Business Travel (aka your trip)

Do NOT Add any other Spend Authorization Lines/Expense Items
PRESS "SUBMIT" WHEN COMPLETE AND READY FOR APPROVAL BY YOUR DEPT. HEAD
*** If ANY EDITS are made, the Approval Process will start from the beginning (you, Department Head, Board)

Spend Authorization Information

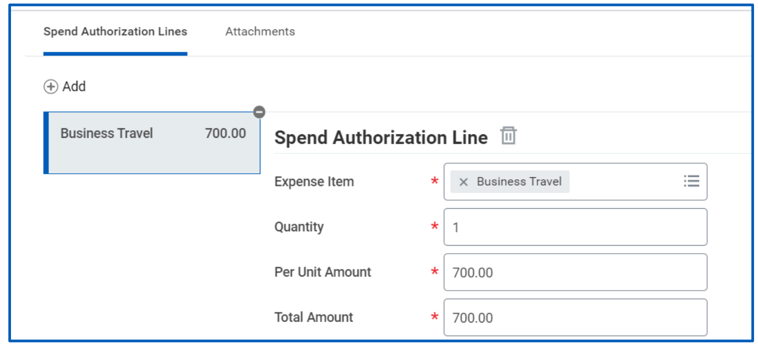
Company * Jackson County, Mississippi
Start Date * 09/06/2021
End Date * 09/09/2021
Description * Official Name of Conference
Business Purpose * Conference/ Seminar

Spend Authorization Details

Reimbursement Payment Type * Check
Justification R

4. Once "Business Travel" is selected as the **Expense Item**, follow the **Instructional Text (For Spend Authorizations)** to complete the fields related to your Business Travel (trip)

*There are some **Item Details** fields below the Instructions*



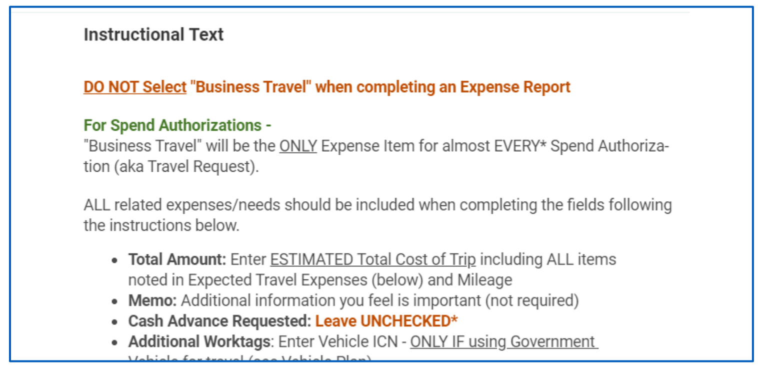
Spend Authorization Lines | Attachments

⊕ Add

Business Travel 700.00

Spend Authorization Line

Expense Item * Business Travel
Quantity * 1
Per Unit Amount * 700.00
Total Amount * 700.00



Instructional Text

DO NOT Select "Business Travel" when completing an Expense Report

For Spend Authorizations -
"Business Travel" will be the ONLY Expense Item for almost EVERY* Spend Authorization (aka Travel Request).

ALL related expenses/needs should be included when completing the fields following the instructions below.

- **Total Amount:** Enter ESTIMATED Total Cost of Trip including ALL items noted in Expected Travel Expenses (below) and Mileage
- **Memo:** Additional information you feel is important (not required)
- **Cash Advance Requested:** Leave UNCHECKED*
- **Additional Worktags:** Enter Vehicle ICN - ONLY IF using Government

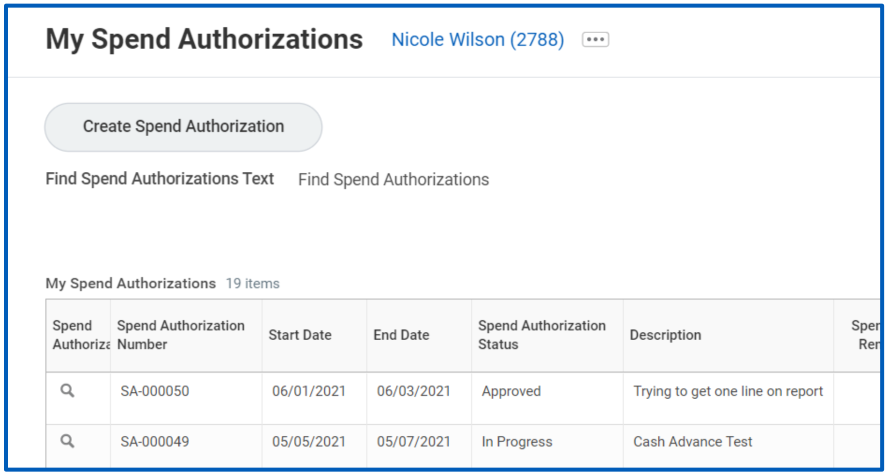
Note: **Business Travel** should be the ONE and ONLY **Expense Item** for all Spend Authorizations for almost all Travel Requests.

The individual expenses will be handled after expenses occur when completing the **Expense Report**.

5. Click **Submit**.to begin the approval process

VIEW AN EXISTING SPEND AUTHORIZATION

1. From the **Expenses** application
2. Under View, click the **Spend Authorizations** button.
3. Click the **magnifying glass** icon 🔍 to view authorization details.



My Spend Authorizations Nicole Wilson (2788)

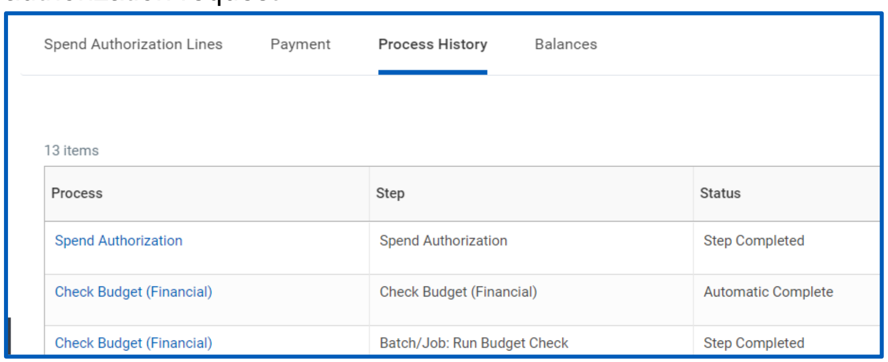
Create Spend Authorization

Find Spend Authorizations Text Find Spend Authorizations

My Spend Authorizations 19 items

Spend Authoriz	Spend Authorization Number	Start Date	End Date	Spend Authorization Status	Description	Sper Rer
🔍	SA-000050	06/01/2021	06/03/2021	Approved	Trying to get one line on report	
🔍	SA-000049	05/05/2021	05/07/2021	In Progress	Cash Advance Test	

4. Click the **Process History** tab to check the status of the spend authorization request.



Spend Authorization Lines Payment **Process History** Balances

13 items

Process	Step	Status
Spend Authorization	Spend Authorization	Step Completed
Check Budget (Financial)	Check Budget (Financial)	Automatic Complete
Check Budget (Financial)	Batch/Job: Run Budget Check	Step Completed

Note: The step "Approval by Expense Partner" is the Board of Supervisors. If the status says "Awaiting Action" by the deadline, it will be on the upcoming agenda for approval.

MODIFY A SPEND AUTHORIZATION

1. From the **Expenses** application
2. Under View, click the **Spend Authorizations** button.
3. Click **Change Spend Authorization** to modify an existing spend authorization (far right of table).

WARNING: **DO NOT** Changing a Spend Authorization if status is Approved. **There is NO Workday Alert on this**.

IF You NEED to Change ANY Spend Authorization that has already been Submitted AND Approved by Your Department Head – **contact the County Admin's office** so proper steps are taken to ensure it gets on the Board agenda for approval.

Changing the Spend Authorization starts the entire approval process over and may result in your modified version not being approved by the Board. Keep in mind, the deadline to get the request on the Board agenda is the Monday BEFORE the meeting.

Approved = Board Approved.
In Progress = Waiting on Dept Head/Board Approval (ie. it may already be included on the next Board agenda awaiting approval)

You can also start a new spend authorization from the My Spend Authorizations page:

1. Click the **Create Spend Authorization** button to create a new spend authorization. Enter spend authorization details.
2. Click **Submit**.