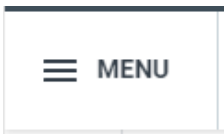


Expenses: Create Spend Authorization

Audience / Role	Employee Expense Data Entry Specialist
Description	This job aid provides instructions to create and submit a spend authorization. A spend authorization is used to request permission for future business-related expenses, often for future travel plans.
Before You Start	Set up your payment elections.

Create Spend Authorization

1	Navigate to and select the Menu icon. 
2	From the Applications , select Expenses Hub . If it is not visible, use Add Apps to search for and add the hub to the menu.
3	From the Expenses Hub , under Tasks, select Create Spend Authorization .
4	Under Create Spend Authorization , read the instructions in the link and complete the fields for this task.
5	Under Spend Authorization Information, enter the following into the fields: • Company – defaults to Kern County. • Start Date – enter the date that travel begins or the date the expense is expected to occur. • End Date – enter the date that travel ends. For non-travel expense items or for single day travel, set the End Date the same as the Start Date. • Description – provide explanation for future expense. • Business Purpose – select reason for travel from the following list: ○ Assessment ○ Audit ○ Business Reimbursement ○ Client Visit ○ Conference ○ Internal Meeting ○ Outside US Travel ○ Relocation ○ Supplier Meeting ○ Training • Currency – defaults to USD.

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6	Under Spend Authorization Details, enter the following into the fields: • Reimbursement Payment Type – defaults based on personal payment elections. These are maintained on the Worker Profile. • Justification – clarify the reason for the requested travel or expense. This field will be required if there is no attachment for the authorization.
7	On the Spend Authorization Lines tab, click the Add button to add a spend authorization line item. Enter the following into the fields for the expense item line. Some selections will also have additional Item Details options, such as Arrival and Departure date for lodging, that must also be completed • Expense Item – select the expense item from dropdown menu for what the spend is for such as airfare, car rental, hotel, supplies, etc. • Quantity – enter amount of item. • Per Unit Amount – populates based on expense item. • Total Amount – populates based on quantity and per unit amount. • Budget Date – defaults to start date and can be changed as needed. • Memo – enter a description and reason for the spend authorization line. • Cash Advance Requested – select this checkbox if your travel costs exceed \$50 and you wish to have the amount advanced. If you would like to limit the amount advanced you will need to add another line to the Spend Authorization to split the amount (ex. 1st line would be for two days of per diem with cash advance selected, 2nd line would be for two days of per diem without the box checked). For Worktags: • Project Task – select the Project Task if necessary. • Grant – select the Grant if necessary. • Cost Center – select the Cost Center. Automatically populates and can be changed as needed • Fund/Activity (Listed Under Additional Worktags)– will default in based on selected Cost Center.
8	Under the Attachments tab, add attachments if helpful. Click Select files>find and click on the file you want to attach>click open>Successfully Uploaded! message displays. To add more than one attachment: Click Upload>find and click on the new file you want to attach>click open>Successfully Uploaded! message displays. To remove an attachment altogether, click the Trash Can icon.
9	Select Submit.

What Happens Next?



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- Your spend
authorization routes for review and approval. The approvals vary depending on the details of the spend authorization.
- To view the process and approvals, navigate to the Process History tab in the task
- Once approved, the Cash Advance Payment occurs, if requested.
- The Spend Authorization is displayed in the Expense Hub and available for use when creating an expense report.

Related Reports

- My Expense Report
- My Spend Authorizations

Related Job Aids

- Add and Maintain Payment Elections
- Create Expense Report