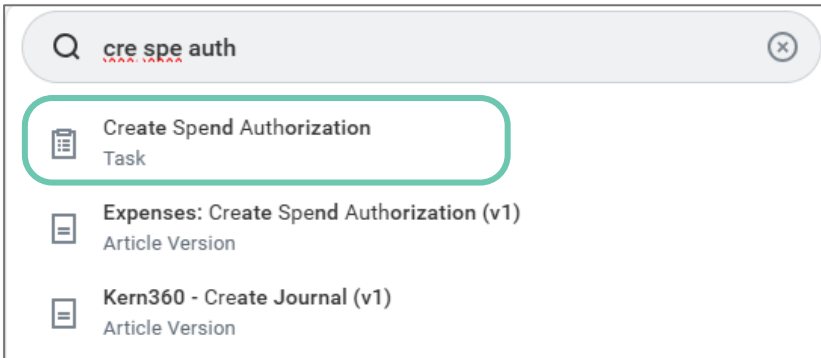


Audience / Role	All Employees, Expense Data Entry Specialists
Description	This job aid explains how to create and submit a spend authorization, which is used to request approval for anticipated business expenses, such as travel.
Before You Start	Set up your payment elections.

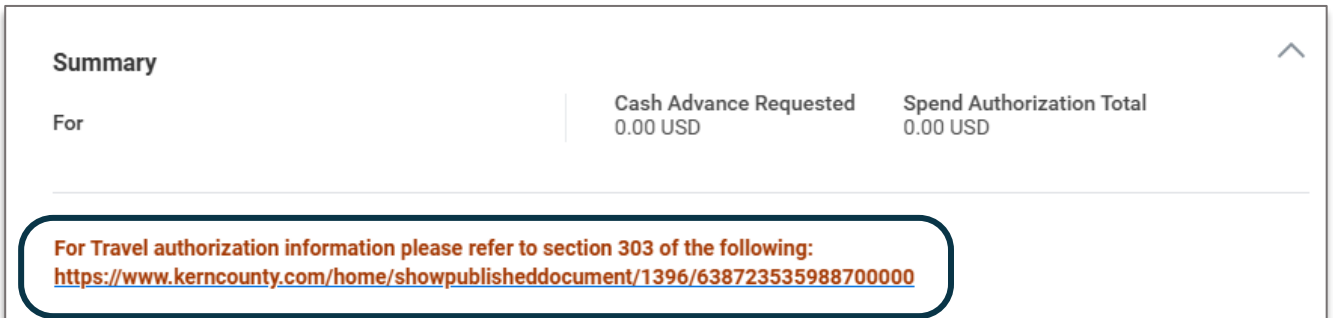
1

In your global search bar, type **Create Spend Authorization** and select the **Create Spend Authorization** task from your search results.



2

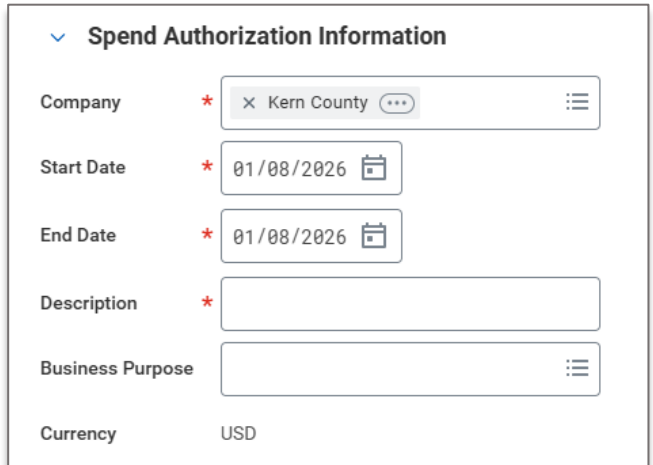
Review the Travel Authorization information linked at the top of the spend authorization form.



3

Under **Spend Authorization Information**, fill out the following fields:

- Company:** Use the default Kern County.
- Start Date:** Enter the date travel begins or the date the expense is proposed to occur.
- End Date:** Enter the date the travel ends.
- Description:** Provide an explanation for future expenses.
- Business Purpose:** Select the reason for travel from the dropdown list.
 - Assessment
 - Audit
 - Business Reimbursement



- 4

▼

Spend Authorization Details

Reimbursement Payment Type

*

×

Direct Deposit

⋮

Justification

5

2

Fill out the required fields for the expense item line. Some selections will prompt additional item detail requirements like arrival and departure dates for lodging.

- **Expense Item:** Select the expense item type from the multi-level dropdown menu. The dropdown contains items like mileage, airfare, and registration. Items can be found under expense item group, spend category, or an alphabetical list of all expenses.
- **Quantity:** Enter the item amount if prompted. If there is a preset quantity (for example, Airfare defaults to a quantity of one, you will not see an option to edit this field.
- **Per Unit Amount:** Like **Quantity**, this field only populates for items that may be submitted with a quantity greater than one.
- **Total Amount:** Enter the total cost of the line item. This field auto-populates based on **Quantity** and **Per Unit** amount if those fields are applicable.
- **Memo:** Enter a description and reason for the spend authorization line.
- **Cash Advance Requested:** Check this box to request a cash advance for travel costs greater than \$50. To cap the cash advance below the total projected cost of the line item, create two separate line items for the expense and split the cost accordingly (for example, to receive half of your per diem in advance for a four day trip, enter one line item for two days of per diem with cash advance selected and one line item for two days of per diem with cash advance unchecked). An attachment is required when you select cash advance.
- **Worktags:**
 - **Project Task:** Optional field. Populate to assign your line item to a project task.
 - **Grant:** Optional field. Populate to assign your line item to a specific grant.
 - **Cost Center:** Automatically populates based on your assigned cost center. It can be changed if needed.
 - **Fun/Activity (Listed Under Additional Worktags):** Defaults based on the selected Cost Center.

Add required attachments by clicking the **Attachments** tab. Click **Select files** and use the file selector to locate and open your attachment, or drag and drop your attachment directly into the file upload box. Once you have uploaded a file, you may remove it by clicking the trash can icon that appears once a file is uploaded.

Spend Authorization Lines
Attachments

Attachments

Drop files here

or

Select files

7

Once you've added all relevant line items and attachments, click **Submit**. If you would like to save a draft for later submission, you may select **Save for Later** instead.

Submit

Save for Later

Cancel

What Happens Next?

- Your spend authorization is routed for review and approval, which may vary based on its details.
- View the process and approvals in the Process History tab.
- If requested, a cash advance is issued after approval.
- The spend authorization appears in the Expense Hub for use in an expense report.

Related Reports

- My Expense Report
- My Spend Authorizations

Related Job Aids

- Add and Maintain Payment Elections
- Create Expense Report