CREATE SPEND AUTHORIZATION

The spend authorization must be completed and fully approved prior to booking any University business travel. Spend authorizations may be created for workers, which includes employed graduate and undergraduate students who travel on University business.

1. Type Create Spend Authorization in the search box. Select the Create Spend Authorization task from the drop-down menu.

2. Complete the following fields under Spend Authorization Information:
   a. Company – Defaults to worker's company.
   b. Start Date – Select the first actual date of your departure.
   c. End Date – Select the last actual date of your return.
   d. Description – Enter the business travel description in the following format:
      i. Departure City/State/Country > Destination City/State/Country (Acronym of conference or title of research project) Departure date – Return Date
      ii. EXAMPLE:
      Baton Rouge, LA > Arlington, VA (AHRD) 02/21/2024 – 02/24/2024
   e. Business Purpose – Select appropriate type of travel.
      i. If attending a virtual conference, select Travel – In State
   f. Spend Authorization Total – Defaults to 0. Will populate as estimates lines are added

3. Complete the following fields under Spend Authorization Details:
   a. Reimbursement Payment Type: Do not change
   b. Justification: Enter a detailed purpose of travel, including departure and destination location. If multiple destinations are included in the travel event (business or personal)

5. For each spend authorization line, complete the following information under Spend Authorization Line:
   a. Expense Item – From the Business Travel expense item group, select the expense item that is most appropriate for the spend authorization line.
      i. Registration (Fees) is used for conference registration
      ii. Mileage – Select options to use Google to determine mileage
      iii. Per Diem – Rates can be found here: [Domestic](#) | [International](#)
   b. Memo – Additional details about the spend authorization line may be provided. A red asterisk to the left of this field indicates it is required for the expense item.
   c. Cash Advance Requested – See the School's Business Manager prior to submitting SA
   d. Worktags – Select the appropriate driving worktag (e.g., Program, Project, Gift, Grant). All related worktags (e.g., Cost Center, Fund, Function, Additional Worktags) will automatically populate.
      i. Program: Use PG000825 for all School level funding allotments and awards. Most external award recipients should review their award email and use the appropriate account number. A copy of the award letter/email should be attached to the SA.
      ii. Gift: Professorships
      iii. Grant: Any grant funding received through SPA *except* internally funded grant awards (i.e. Provost

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