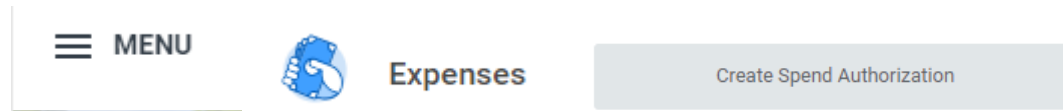


1. Click the Menu, from top right of Workday Home Screen. Go down to **Expenses** option and then **Create Spend Authorization** under Actions.



Be sure to read the NOTES on the Create Spend Authorization initial page.

- When creating a Spend Authorization, you must select a business purpose and then provide a more detailed description for the request.
- "Other Business Purpose" is intended to be used only when no other selections are applicable. If "Other Business Purpose" is selected then you must include further explanation in the **Justification** box.
- Please review the Travel Policy [here](#).
- The University's preferred vendor for booking travel accommodations is Egencia. If you do not already have an account with Egencia, you may contact Purchasing, Administrative and Campus Services to have an account set up for you.

2. Fill in the Start and End date of the trip. Today's date defaults but you must clear and enter when the trip is going to be. The Description can be something general. The Business Purpose is a drop down and is required.

✓ Spend Authorization Information

Company	*	<input type="text" value="x Bentley University ..."/>	:
Start Date	*	<input type="text" value="07/20/2023"/>	
End Date	*	<input type="text" value="07/20/2023"/>	
Description	*	<input type="text"/>	
Business Purpose		<input type="text"/>	:
Currency		USD	

3. If Other Business Purpose is used, then this box must be filled out as well.

✓ Spend Authorization Details

Justification	<input type="text"/>
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4. Begin adding line items by clicking on +Add

Spend Authorization Lines
<hr/>
Add
<hr/>

5. Enter an Expense Item from the drop down, Quantity, Amount and Budget Date is travel begin date, and cost center.

0.00	Spend Authorization Line
Expense Item *	<input type="text"/>
Quantity *	<input type="text" value="1"/>
Per Unit Amount *	<input type="text" value="0.00"/>
Total Amount *	<input type="text" value="0.00"/>
Budget Date *	<input type="text" value="07/20/2023"/>
Memo	<input type="text"/>
Worktags	
*Cost Center	<input type="text" value="2020 Financial Operations"/>

Hotel & Lodging 500.00	Spend Authorization Line
Expense Item *	<input type="text" value="Hotel & Lodging"/>
Quantity *	<input type="text" value="1"/>
Per Unit Amount *	<input type="text" value="500.00"/>
Total Amount *	<input type="text" value="500.00"/>
Budget Date *	<input type="text" value="07/20/2023"/>

6. Continue adding using +Add until all items are input

Add

Click here to sort	
Airfare 1,000.00	Spend Authorization Line
Hotel & Lodging 500.00	Expense Item *
	<input type="text" value="Airfare"/>
	Quantity *
	<input type="text" value="1"/>

7. Airfare will require a Country

Item Details

Country *

8. Submit when ready and you should get this message. This is correct.

You have submitted

Up Next: Jenny Lau | Approval by Manager | Due Date
07/22/2023