Create a Spend Authorization for Personal Reimbursement

1. Open the **Expenses Hub** app in the Personal section of the **Workday Menu**.
2. In the **Tasks** section, select the **Create Spend Authorization** button.
3. In the **Spend Authorization Information** section, enter the **Start Date** and **End Date**.

   For personal reimbursement this is usually the same day, since you're being reimbursed for one or two transactions (as opposed to travel spend authorizations, which may last several days/weeks).
4. In the **Description** field, enter a brief summary of your request.

   How will the requested funds be used? Why is reimbursement necessary rather than using a PO?
5. In the **Spend Authorization Details** section, **Direct Deposit** is already selected. To be reimbursed by check, change the selection and enter a reason in the **Justification** field.
6. Scroll down to the **Spend Authorization Lines** tab and select ⊕**Add** to start a line.
7. Select the appropriate option in the **Expense Item** drop-down menu.

   For personal reimbursement, this will likely be found in the Procurement section. Common options are educational supplies and food or food-related items.
8. Enter the **Quantity**, **Per Unit Amount**, and **Total Amount**. If you're not sure, enter a quantity of 1 for the estimated total amount you will need.

   Example: you want to buy food from Publix. You estimate you won't need more than $50. Enter a quantity of 1 and a unit/total amount of $50.00.
9. The **Budget Date** is today's date. The **Memo** line is optional.
10. Do not check the **Cash Advance Requested** box without prior approval. (Cash advances are very rarely used and require extensive approvals.)
11. Your default **Worktags** are populated for you. Leave these as they are unless you're requesting funds from another account; in which case, change the **Additional Worktag**.
12. Scroll back up to the **Spend Authorization Lines** tab. Next to it is the **Attachments** tab. Select this tab to upload any documents corresponding with this request.

    Example: you want to order a cake from Northwest Bakery for an event, so you requested a quote. Upload that quote here to support the spend authorization.
13. To add additional lines: select ⊕**Add** on the left underneath the Spend Authorization Lines tab. Repeat steps 7-12 for each line item.
14. When all line items are added and any documents attached, click **Submit** to send the Spend Authorization for approval. You can also **Save for Later** or **Cancel** if needed.

Troubleshooting

If the Expenses Hub app is not in the Personal section of your Workday Menu:
Use the ⊕ Add button at the bottom of the menu and type in "expenses hub". This app shows you all your Spend Authorizations, Expense Reports, P-Card Transactions, and travel info.

If you don't know which Expense Item to choose:
Consult your supervisor or Cost Center Manager. If you're unable to find anything relevant to your request, contact Finance (Accounts Payable or Purchasing) to help you on Teams.

If your Spend Authorization has not been approved after some time:
Remind your Cost Center Manager that they must approve the authorization before you can make the purchase. Grant funds will also need Grant Manager approval.

To receive reimbursement after making your purchase:
Create an Expense Report (see Job Aid) for the approved Spend Authorization. It will appear as an option in the Create from Spend Authorization field.

IMPORTANT

Spend Authorizations are just that: authorizations to spend college money. **You must have an approved Spend Authorization BEFORE making any purchase.** Conversations, emails, and/or in-progress Spend Authorizations are not sufficient; the Spend Authorization must be fully approved in Workday before the purchase is authorized. **The college is not obligated to reimburse anyone for something they did not get permission to buy.**