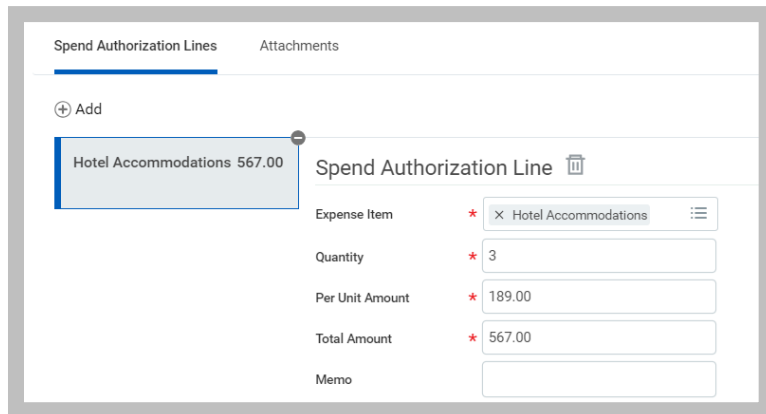## CREATE A SPEND AUTHORIZATION REQUEST

Spend authorizations are used to grant permission for future expenses. Workers initiate these authorizations. Managers approve or take other actions on them.

From the Expenses application:

1. Click the **Create Spend Authorization** button under Actions.

2. Complete the required fields, including Company, Start Date, End Date, Description, Spend Authorization Total, and Reimbursement Payment Type.

3. In the Justification field, you can clarify the reason for the future expense.

4. Click the **Add Row** icon ⊕ to add spend authorization line item details.

5. Complete all required fields for each spend authorization line, adding additional lines as needed. Attachments such as hotel and airfare itineraries can be submitted as part of the spend authorization request.
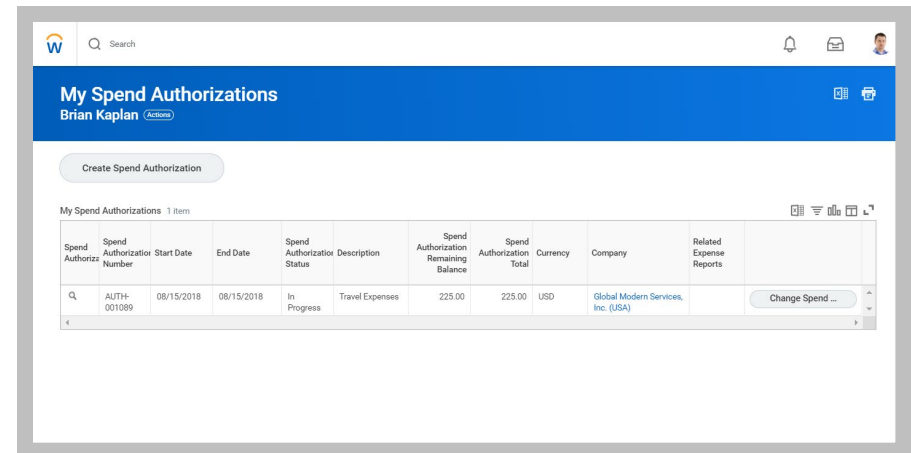

6. Click the **Attachments** tab.

7. Drag and drop, or click the **Select files** button to upload one or more files.

8. Click **Submit**.

VIEW AN EXISTING SPEND AUTHORIZATION

From the Expenses application:

1. Click the **Spend Authorizations** button under View.

2. Click **Change Spend Authorization** to modify an existing spend authorization.

3. Click the **Magnifying Glass** icon 🔍 to view authorization details.

4. Click the **Process History** tab to check the status of the spend authorization request.

You can also start a new spend authorization from the My Spend Authorizations page:

1. Click the **Create Spend Authorization** button to create a new spend authorization. Enter spend authorization details.

2. Click **Submit,** then **Done.**