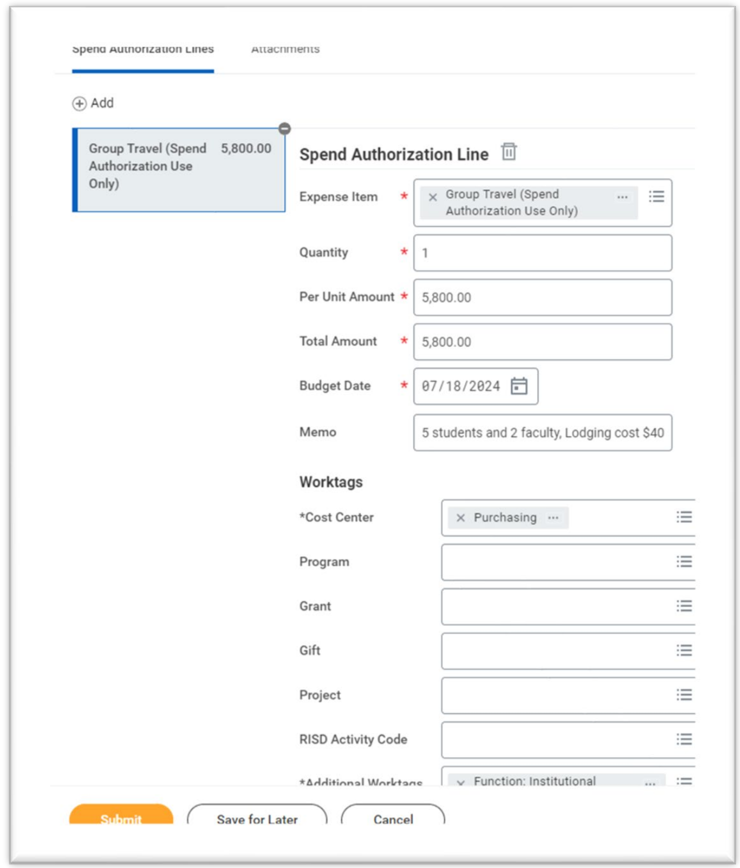
# **Expenses:** Group Travel / International Travel Requests – Spend Authorization

Employee

## CREATE A SPEND AUTHORIZATION REQUEST

Spend authorizations are used to grant permission for group and/or international travel requests. *Note – if you are requesting permission for Educational Assistance, please use the “Employee Instructions for Educational Assistance” job aid located on RISD’s Human Resources website (hr.risd.edu). ****Please note**, if submitting request on behalf of another employee – you would use the **Create Spend Authorization for Worker** task, entering the employee’s name into the **Worker** field.

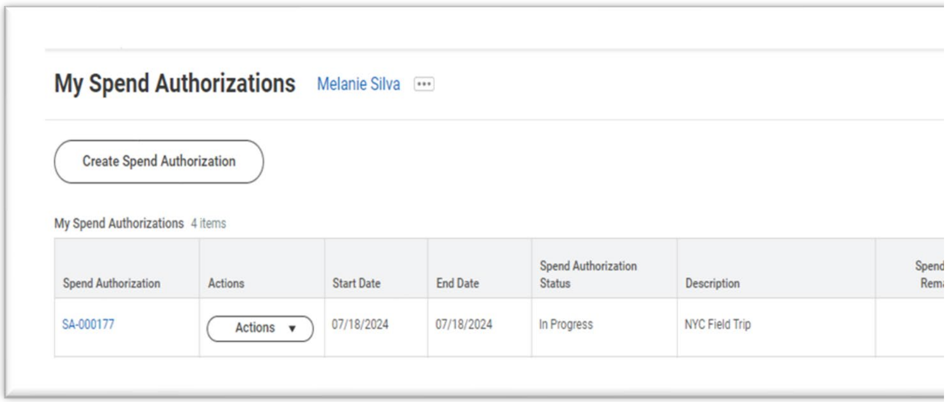
1. Click on the **Menu** button on the top left corner of the Workday homepage.
2. Click on the **Expenses** application
3. Click the **Create Spend Authorization** button under Actions.
4. Enter the travel start date into the **Start Date** field and the travel end date into the **End Date** field.
5. Enter the business purpose details into the **Description** field.
6. You can skip the **Business Purpose** drop down menu field.
7. In the **Justification** field, you can add more detail about the travel request.
8. Click the **Add Row** icon ⊕ to add spend authorization line item details.
9. For group travel – select the “**Group Travel (Spend Authorization Use Only)**” expense item. For international travel – select the “**International Travel (Spend Authorization Use Only)**” expense item.
10. Enter the total amount of anticipated spend into the **Total Amount** field.
11. Use today’s date for the **Budget Date** field.
12. Itemize the spend breakdown in the **Memo** field (flight cost, hotel cost, etc).
13. Select the appropriate accounting string (**Cost Center, Program**, etc).
14. Click the **Attachments** tab and attach any and all available documentation (quotes, estimated costs spreadsheet, list of participants, etc).
15. Click **Submit.**



## VIEW AN EXISTING SPEND AUTHORIZATION

From the Expenses application:

1. Click the **Spend Authorizations** button under **View**.
2. Click on the SA-XXXXXX hyperlink on the left-hand side to view the Spend Authorization




3. Click the **Actions** button to either change or cancel the Spend Authorization.
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.**