Pre-Travel: Create Spend Authorization

1. Search for ‘Create Spend Authorization’ in Workday

   ![Select this task to create a spend authorization for yourself]

2. Enter the required **Spend Authorization Information**
   - **Company**: Always WSU
   - **Start Date**: Beginning date of travel
   - **End Date**: End date of travel
   - **Description**: Reason for traveling/destination
   - **Business Purpose**: Use the drop-down menu to select purpose (i.e., conference)

   Enter the required **Spend Authorization Details**
   - **Reimbursement Payment Type**: Check, Direct Deposit, or Wire
   - **Justification**: Use this box if you need to include additional details about your trip

3. Under **Spend Authorization Lines** select the add button. Then add the **estimated** cost of any airfare, lodging, meals, mileage, and other travel expenses. You **must** enter at least one line of expenses into the spend authorization.

   *Note: The mileage is based on the main destination. If your travel is out-of-state but you are driving in-state to the airport, you must use out-of-state private auto mileage as the expense item.*

   Expense item notes:
   - For lodging and meals use the per diem option
   - Do not use “lump sum”
   - “Z” Coding is used for daily expenses only

4. Submit for review and approval.

5. Once you have returned from your travel, you will create an expense report for reimbursement.