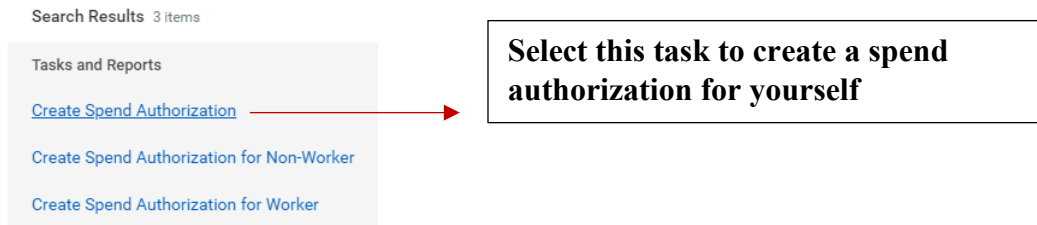


# Pre-Travel: Create Spend Authorization

1. Search for 'Create Spend Authorization' in Workday



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 **always** 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.