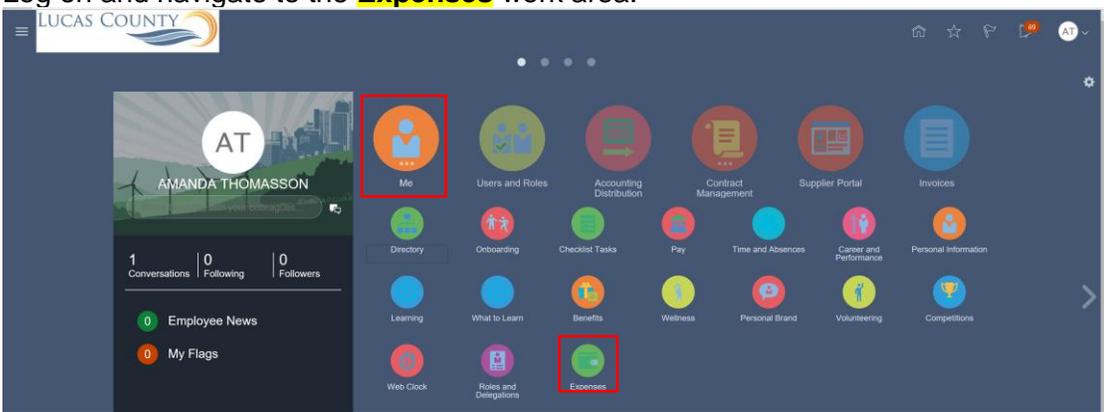
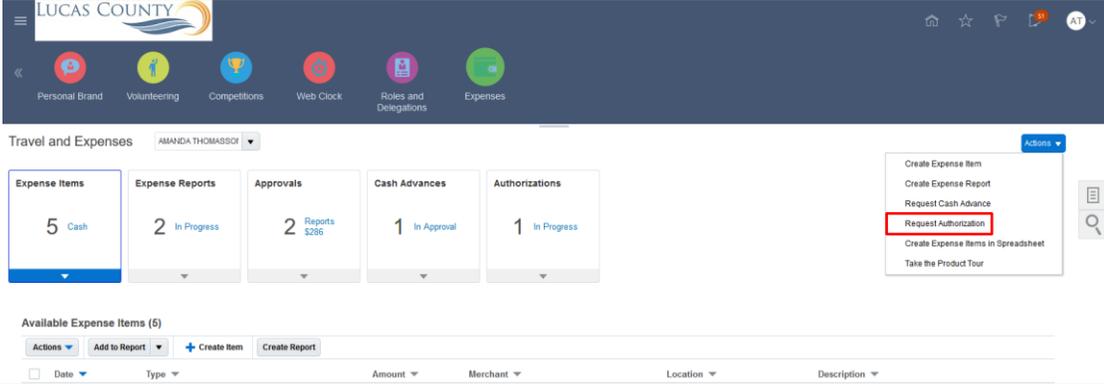
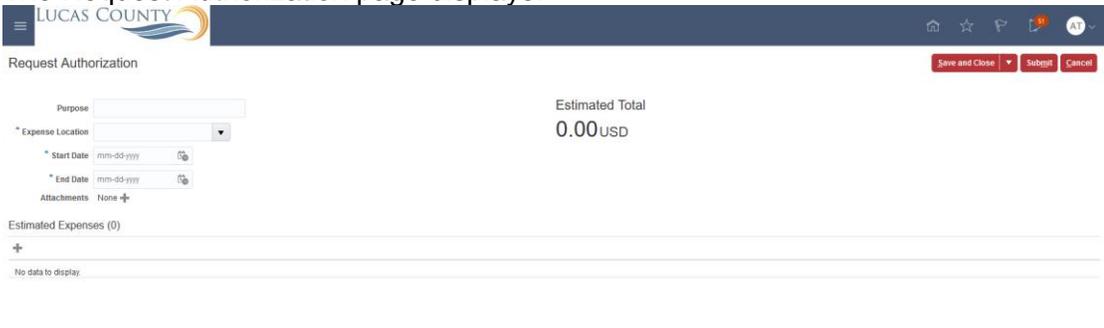


## Create and Submit a Travel Spend Authorization

**Audience:** Employee

**Purpose:** This job aid will assist you with creating and submitting a spend authorization. A spend authorization is an electronic method to estimate expenses to get pre-approval for travel. It also holds funds at the time of approval to ensure they are available at the time of employee travel.

Step	Action
1	<p>Log on and navigate to the <b>Expenses</b> work area.</p> 
2	<p>From the Travel and Expenses Expense Items Info Tile, click the <b>Actions Menu</b> and select <b>Request Authorization</b>.</p> 
3	<p>The Request Authorization page displays.</p>  <p>Enter a <b>Purpose</b>, <b>Expense Location</b>, <b>Travel Start Date</b> and <b>Travel End Date</b>.</p>

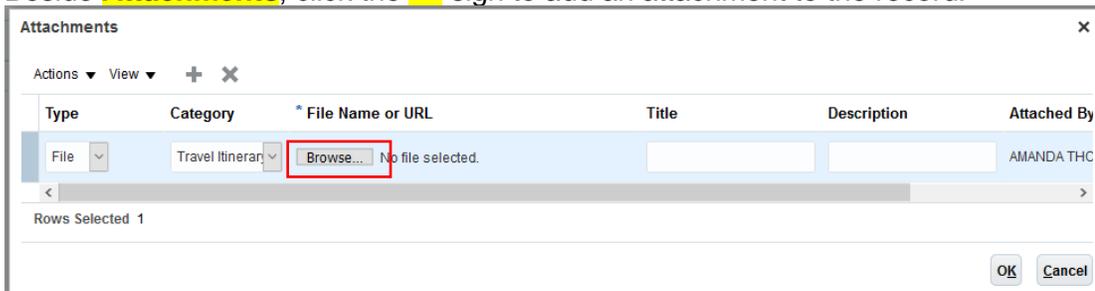
4 Add expense items to the report either by creating an item or by adding an existing item. To add an item click “+” icon.

5 Add one or more attachments to create a travel itinerary. **Note:** Estimates for airfare, hotel and car rental are required, if applicable to your travel. The authorization will be rejected if there are no estimates/itineraries attached.

Purpose Education Conference

Attachments None 

Beside **Attachments**, click the “+” sign to add an attachment to the record.

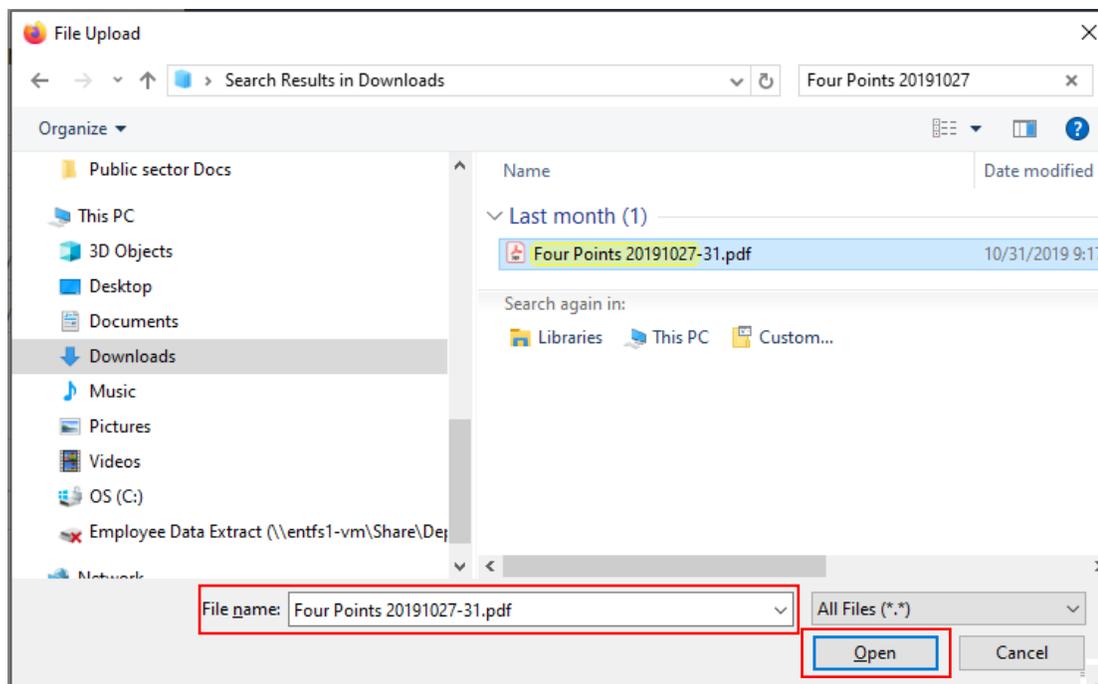


Type	Category	* File Name or URL	Title	Description	Attached By
File	Travel Itinerary	Browse... No file selected.			AMANDA THC

Rows Selected 1

OK Cancel

**File Type** and **Category** values default. Please choose your File Type and Category appropriately. Use the **Choose File** button to select a file from your computer and click the **Open** button.



File Upload

Search Results in Downloads

Four Points 20191027

Organize

Public sector Docs

This PC

3D Objects

Desktop

Documents

Downloads

Music

Pictures

Videos

OS (C:)

Employee Data Extract (\\ventfs1-vm\Share\Dej

Network

Name

Date modified

Last month (1)

Four Points 20191027-31.pdf 10/31/2019 9:17

Search again in:

Libraries This PC Custom...

File name: Four Points 20191027-31.pdf All Files (\*.\*)

Open Cancel

The file name will be displayed under **File Name or URL**, and also in the **Title** field.

Type	Category	* File Name or URL	Title	Description	Attached By
File	Travel Itinerary	Four Points 20191027-31.pdf	Four Points 20191027-31		AMANDA THC

Modify the attachment **Title** if necessary and add a **Description**.  
Click the **Ok** button.

6 The attachment is visible in the Request Authorization page.

Request Authorization

Purpose: P-Card Conference

\* Expense Location: Columbus, Franklin, OH, Uniter

\* Start Date: 11-25-2019

\* End Date: 11-27-2019

Estimated Total: 0.00 USD

Attachments: Four Points 20191027-31.pdf + x

Estimated Expenses (0)

Items should then be added that match the type of expenses anticipated in the trip. Items can be manually added using the **Add Estimated Expense** button.

Fill in the fields for each new Estimated Expense. The **Template** field should be populated with the appropriate Travel Template for your agency.

Estimate Expense

\* Template: Lucas Travel

\* Type: Lodging

\* Amount: USD 650.00

Number of Days: 3

\* Description: 3 Nights stay at conference

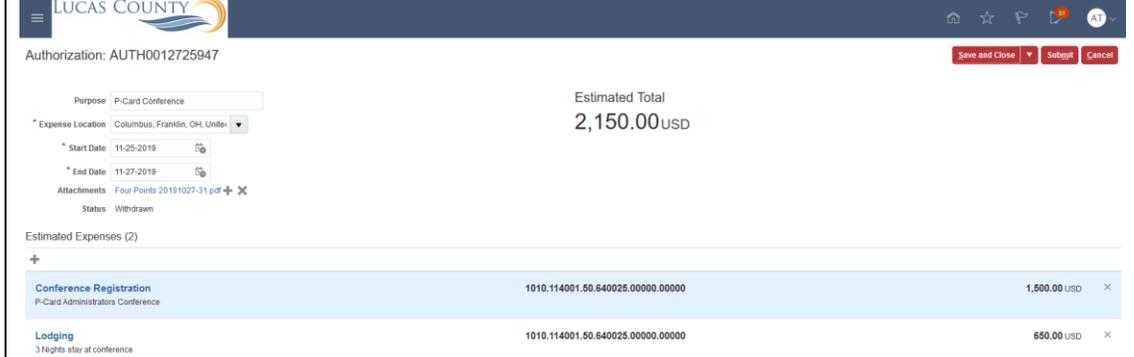
Account: 1010.114001.50.640025.0000C

Special 1: \_\_\_\_\_

Special 2: \_\_\_\_\_

Special 3: \_\_\_\_\_

Click on the **Save and Create Another** button to add more expenses or the **Save and Close** button to return to the Request Authorization Page.

	
<p>7</p>	<p>Click the <b>Submit</b> button to submit the <b>Travel Spend Authorization</b>. A Submit action invokes a confirmation message to determine that all receipts are included with the report.</p>  <p>The following Complete Actions are available:</p> <ul style="list-style-type: none"> <li><b>Save</b> (saves the information and continue)</li> <li><b>Save and Close</b> (from Save popup menu, confirmation that expense report is saved and placed under 'In Progress' with status of 'Saved')</li> <li><b>Submit</b> (sent for approval)</li> <li><b>Cancel</b> (Travel Spend Authorization creation activity is cancelled)</li> </ul>
<p>8</p>	<p>Select the <b>Yes</b> button to process.</p>