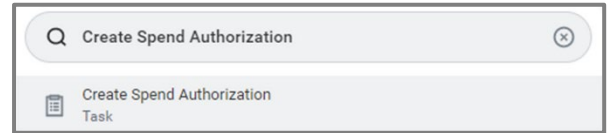


CREATE SPEND AUTHORIZATION

The spend authorization must be completed and fully approved prior to booking any University business travel. Spend authorizations may be created for workers, which includes employed graduate and undergraduate students who travel on University business.

1. Type **Create Spend Authorization** in the search box. Select the **Create Spend Authorization** task from the drop-down menu.



2. Complete the following fields under Spend Authorization Information:

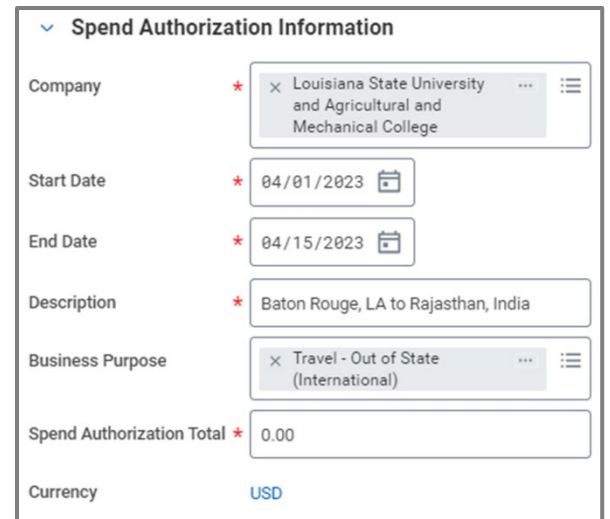
- a. **Company** – Defaults to worker’s company.
- b. **Start Date** – Select the first actual date of your departure.
- c. **End Date** – Select the last actual date of your return.
- d. **Description** – Enter the business travel description in the following format:

- i. Departure City/State/Country > Destination City/State/Country (Acronym of conference or title of research project) Departure date - Return Date

ii. **EXAMPLE:**

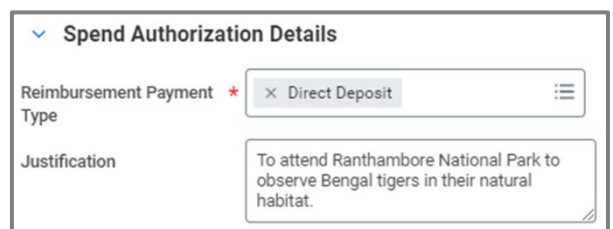
Baton Rouge, LA > Arlington, VA (AHRD) 02/21/2024 – 02/24/2024

- e. **Business Purpose** – Select appropriate type of travel.
 - i. If attending a virtual conference, select Travel - In State
- f. **Spend Authorization Total** – Defaults to 0. Will populate as estimates lines are added.

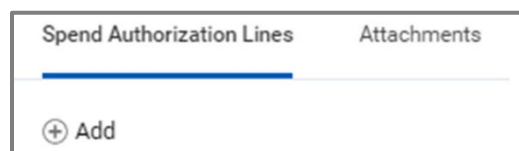


3. Complete the following fields under Spend Authorization Details:

- a. **Reimbursement Payment Type:** Do not change
- b. **Justification:** Enter a detailed purpose of travel, including departure and destination location. If multiple destinations are included in the travel event (business or personal), all must be listed accompanied with arrival dates.



4. On the **Spend Authorization Lines** tab, click **Add**.



5. For each spend authorization line, complete the following information under **Spend Authorization Line**:

- a. **Expense Item** –From the Business Travel expense item group, select the expense item that is most appropriate for the spend authorization line.
 - i. **Registration (Fee)** is used for conference registration
 - ii. **Mileage** – Select options to use Google to determine mileage
 - iii. **Per Diem** – Rates can be found here: [Domestic](#) | [International](#)
- b. **Memo** – Additional details about the spend authorization line may be provided. A red asterisk to the left of this field indicates it is required for the expense item.
- c. **Cash Advance Requested** – See the School’s Business Manager prior to submitting SA
- d. **Worktags** – Select the appropriate driving worktag (e.g., Program, Project, Gift, Grant). All related worktags (e.g., Cost Center, Fund, Function, Additional Worktags) will automatically populate.
 - i. **Program**: Use **PG000825** for all School level funding allotments and awards. Most external award recipients should review their award email and use the appropriate account number. A copy of the award letter/email should be attached to the SA.
 - ii. **Gift**: Professorships
 - iii. **Grant**: Any grant funding received through SPA *except* internally funded grant awards (i.e. Provost fund, College travel funds)

Spend Authorization Line

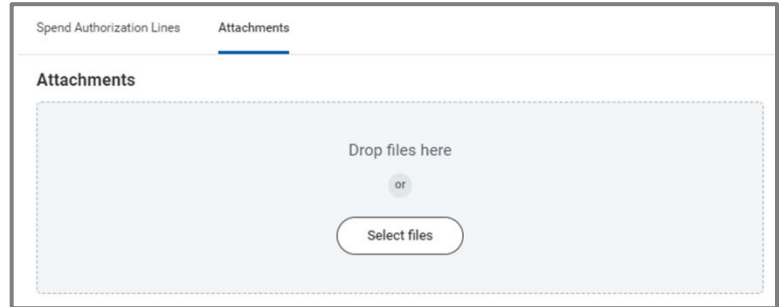
Expense Item	*	X Lodging ...	⋮
Quantity	*	1	
Per Unit Amount	*	5,500.00	
Total Amount	*	5,500.00	
Budget Date	*	04/01/2023	
Memo			
Cash Advance Requested		<input type="checkbox"/>	
Worktags			
Program		X PG000028 LSUAM Animal Sciences ...	⋮
Project			
Gift			
Grant			
Cost Center		X CC00104 LSUAM Col of AGRI Animal Sciences ...	⋮
*Fund		X FD100 Unrestricted Fund	⋮
Function		X FN10 Instruction ...	⋮
Additional Worktags			

6. Once the expense item is selected, **Instructions** will appear that have reminders and notes, which varies by expense item.

7. A spend authorization line is required for each expense item. If additional spend authorization lines are needed, click **Add**.

8. Once all spend authorization lines are added, attach any supporting documentation on the spend authorization **Attachments** tab. Click **Select Files** to add attachments. Your attachment(s) should include the following, if applicable to your specific travel event:

- a. Conference invitation letter
- b. Website print screen of the conference page that includes the following information:
 - i. Dates of conference
 - ii. Location of conference
 - iii. Conference hotel and nightly rates
- c. Schedule of conference
- d. List of all locations visited; including dates and names of locations
- e. List of any Universities, companies, or other business entities visited
- f. Award letter / email



An [AS292-A "Spend Authorization Attachment"](#) is required if one of the following criteria applies:

- Personal Travel is included in travel event
- Traveling to High-Risk travel to restricted region (in addition to the AS292-A)
 - [AS295: Request to Travel to Restricted Regions for Individual Travelers](#)
 - [AS296: Request to Travel to Restricted Regions for Student Study Trips](#)
- Travel that exceeds 30 days

9. Click **Submit**. The spend authorization is not routed for approval.

10. Click **Done**.