This job aid supports employees who may need to request a Spend Authorization with a cash advance prior to an expense related event. This can be for both a travel and non-travel expense event.

To request a Spend Authorization with a cash advance, complete the following steps:
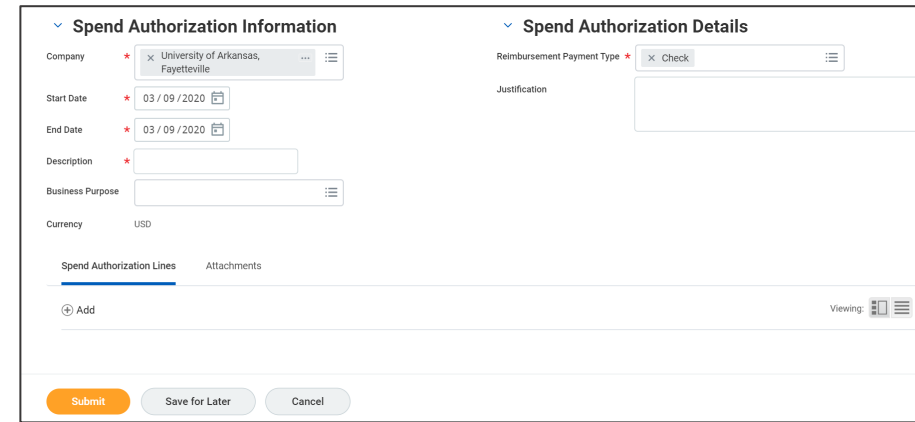
REQUEST A SPEND AUTHORIZATION WITH A CASH ADVANCE

From the Workday homepage:

**1.** Search 'Create Spend Authorization and select the task.
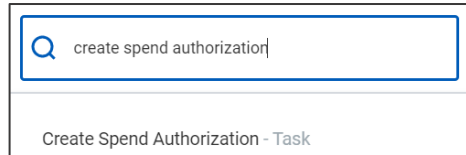
The *Create Spend Authorization* screen is displayed.

2. Complete the required fields for the spend authorization, including the **Business Purpose**.

3. Add the **Spend Authorization Lines**. This is where items will be added such as anticipated travel expenses for airfare, ground transportation, lodging. For a non-travel expense, items such as mobile phones, professional memberships, or office supplies.

You can add multiple lines to one spend authorization. However, Cash Advances must be assigned the same Fund on a multi-line spend authorization
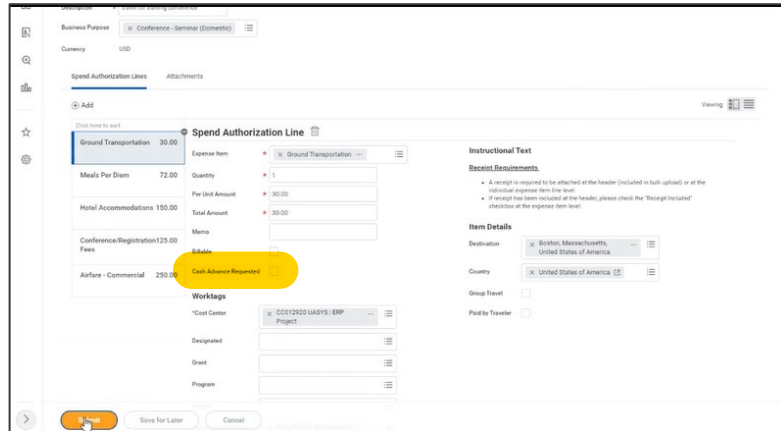
4. Since a Cash advance is being requested, the box for cash advance must be requested.
5. Include the entry of a driver worktag where driver worktag is one of the following: Designated, Grant, Program, Project or Cost Center. Related worktags will default.
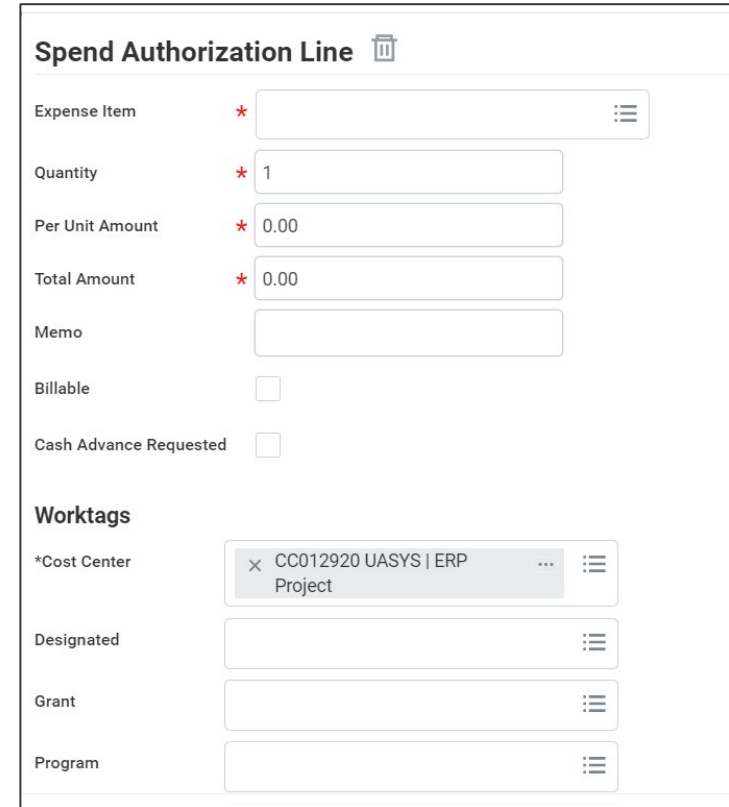
6. Click **Submit**.

   Remember, you must request a cash advance for each Spend Authorization Line that you need one for, rather than for the total of the entire Spend Authorization

   When a Cash Advance is checked, Workday provides instructions on the parameters for that cash advance depending on your traveler type.

Next Steps

The process for requesting a spend authorization with a cash advance is complete.

By clicking **Details and Process**, you can view the actions taken thus far in the process. Any changes made to the spend authorization are tracked in the **Process History** table.

An approver receives a Workday Inbox task to approve, deny, or send back the change to the spend authorization. An approver must provide a reason, if the Send Back action is used.