

LINKING AN EXPENSE REPORT TO A SPEND AUTHORIZATION

This process guide supports processors that need to:

- Create a new Expense Report (ER) that is supported by a Spend Authorization (SA)

OR


- Edit an existing ER that needs to be linked to an SA

INSTRUCTIONS: NEW EXPENSE REPORT

1. Begin the **Create Expense Report for Worker** task.

Note: use the **Non-worker** option for ECMs.

2. Enter the Traveler's name in the **Pay To** field.
3. For **Creation Options** field, select **Create New Expense Report from Spend Authorization**.

 **TIP:** Only approved, open SAs will be available in the drop down. If you do not see an SA you are looking for, check on the status of the SA.

Create Expense Report for Worker

Pay To *

Creation Options * Create New Expense Report
 Copy Previous Expense Report

Create New Expense Report from Spend Authorization

09/15/2025

Memo *

Company *

Expense Report Date *

Business Purpose *

INSTRUCTIONS: LINKING AN EXISTING EXPENSE REPORT

1. Open ER, click on the **Header** tab, then click **Edit**.

Header Attachments Expense Lines

Save the expense report to review any errors before you submit.

Spend Authorization (empty)

Final Expense Report No

Expense Report Number ER-0000

Memo

Position

Company University of Arkansas for Medical Sciences

Expense Report Date 02/10/2026

Business Purpose CONFERENCE ATTENDEE | Attending a Conference/Seminar to receive training or professional development (CI-09)

Reimbursement Payment Type Direct Deposit

Edit

2. The **Spend Authorization** field will show open Spend Authorizations for the traveler.

Header Attachments Expense Lines

Spend Authorization

Final Expense Report

Search

09/15/2025

INSTRUCTIONS: EXISTING EXPENSE REPORT, continued

3. Select the correct SA.

4. The selected SA will now be associated with the ER.



TIP: Notice the **Spend Authorization** field has a link to the SA. If there is no link, the ER is still not linked to an SA.

Pay To Employee:	Status	Personal	Company Paid	Prior Balance Applied	Cash Advance Applied	Reimbursement	Total
	Draft	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD

Header	Attachments	Expense Lines
Save the expense report to review any errors before you submit.		
Spend Authorization	09/15/2025 [blurred] USD	
Final Expense Report	No	
Expense Report Number	ER-0000 [blurred]	
Memo	[blurred]	
Position	[blurred]	
Company	University of Arkansas for Medical Sciences	
Expense Report Date	02/10/2026	
Business Purpose	CONFERENCE ATTENDEE Attending a Conference/Seminar to receive training or professional development (CI-09)	
Reimbursement Payment Type	Direct Deposit	