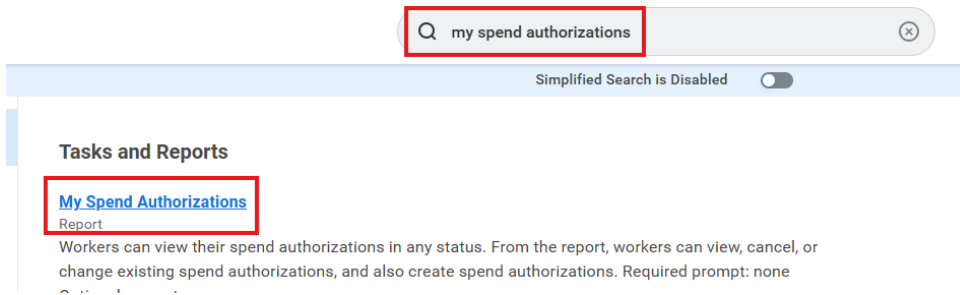
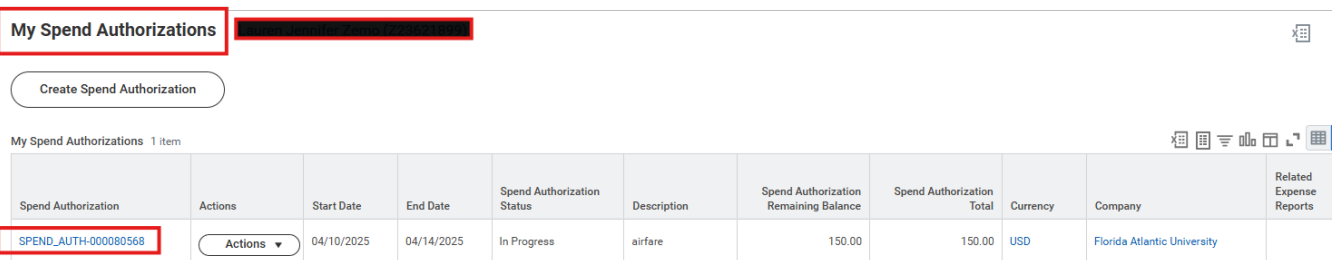


Close Spend Authorization

1. In the Workday search box, type in **My Spend Authorizations** and select

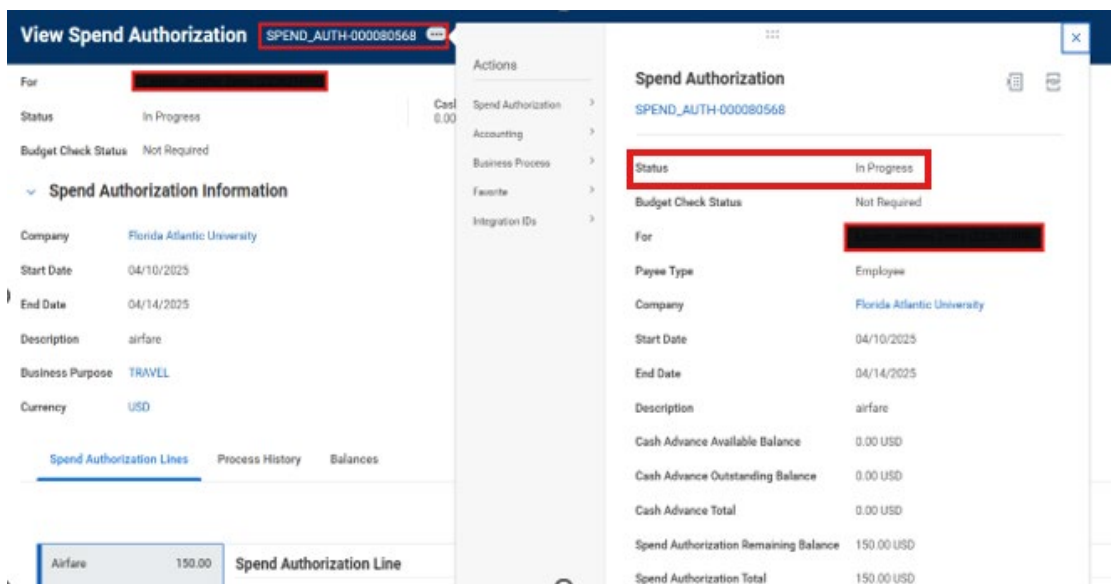


2. Select the correct spend authorization you would like to close

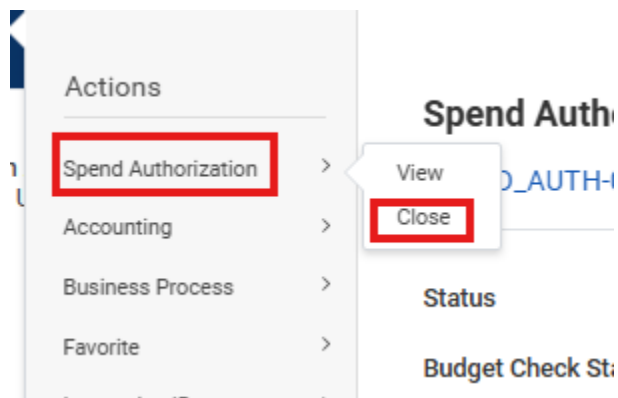


3. Next to View Spend Authorization, select the three dots and it will bring you to Actions

- Review the **Status** of the Spend Authorization. If its **Approved** and unused, you may cancel it. If it is **Partially** used or completed, closing it might require approvals/reasoning.
- If there is an outstanding cash advance balance, you will need to either expense it if used or pay the university back.



4. Under **Actions**, go to Spend Authorization, where it will give you the option to either **View** or **Close**. Select **Close**



5. The next page will bring you to Confirm Spend Authorization Close. Review all the information, and select Ok

Cancel Spend Authorization
SPEND_AUTH-000080568

For

Status
In Progress

Cash Advance Outstanding Balance
0.00 USD

Cash Advance Requested
0.00 USD

Spend Authorization Total
150.00 USD

Budget Check Status
Not Required

Please confirm you wish to cancel the Spend Authorization below?

Spend Authorization Information

Spend Authorization Details

Company
Florida Atlantic University

Start Date
04/10/2025

End Date
04/14/2025

Description
airfare

Business Purpose
TRAVEL

Currency
USD

Reimbursement Payment Type
Direct Deposit

Justification
airfare for conference

Expense Report(s)
(empty)

Cash Advance Repayments
(empty)

Spend Authorization Lines
Process History
Balances

Airfare
150.00

Spend Authorization Line

Expense Item
★ Airfare

Quantity
★ 1

Item Details

OK

Cancel

6. When you View Spend Authorization, it will show the Status as Closed

View Spend Authorization
SPEND_AUTH-000080568

For

Status
Canceled

Cash Advance Outstanding Balance
0.00 USD

Cash Advance Requested
0.00 USD

Spend Authorization Total
150.00 USD