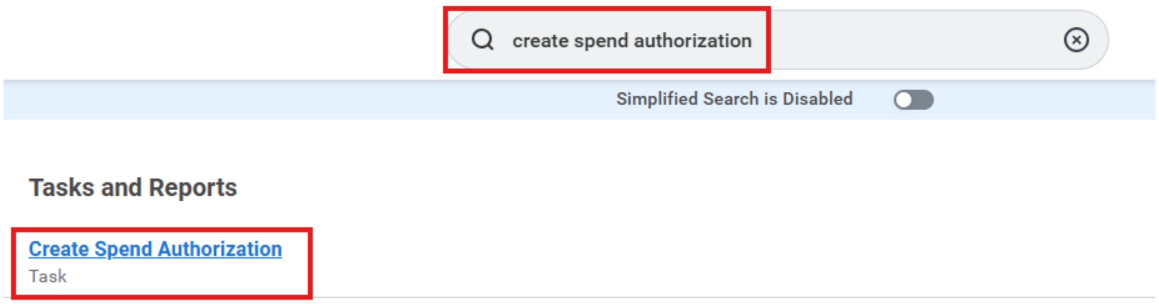
September 2025

Create Spend Authorization

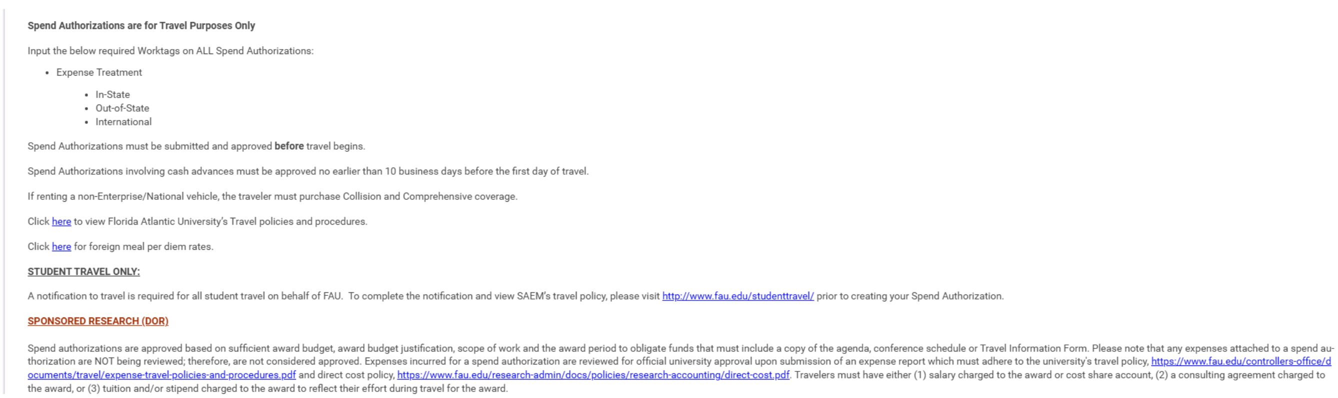
Spend Authorizations are required for ALL travel and must be submitted PRIOR to the trip's commencement

Please refer to [Travel Manual](#)

1. Type "**Create Spend Authorization**" in the search bar and select Create Spend Authorization from the search results.



2. Review important instructions section. This section is included for your reference at the top of the form.



Spend Authorizations are for Travel Purposes Only

Input the below required Worktags on ALL Spend Authorizations:

- Expense Treatment
    - In-State
    - Out-of-State
    - International

Spend Authorizations must be submitted and approved **before** travel begins.

Spend Authorizations involving cash advances must be approved no earlier than 10 business days before the first day of travel.

If renting a non-Enterprise/National vehicle, the traveler must purchase Collision and Comprehensive coverage.

Click here to view Florida Atlantic University's Travel policies and procedures.

Click here for foreign meal per diem rates.

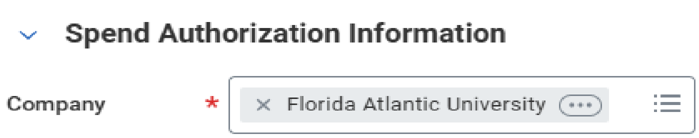
STUDENT TRAVEL ONLY:

A notification to travel is required for all student travel on behalf of FAU. To complete the notification and view SAEM's travel policy, please visit http://www.fau.edu/studenttravel/ prior to creating your Spend Authorization.

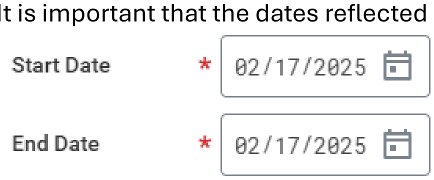
SPONSORED RESEARCH (DOR)

Spend authorizations are approved based on sufficient award budget, award budget justification, scope of work and the award period to obligate funds that must include a copy of the agenda, conference schedule or Travel Information Form. Please note that any expenses attached to a spend authorization are NOT being reviewed; therefore, are not considered approved. Expenses incurred for a spend authorization are reviewed for official university approval upon submission of an expense report which must adhere to the university's travel policy, https://www.fau.edu/controllers-office/documents/travel/expense-travel-policies-and-procedures.pdf and direct cost policy, https://www.fau.edu/research-admin/docs/policies/research-accounting/direct-cost.pdf. Travelers must have either (1) salary charged to the award or cost share account, (2) a consulting agreement charged to the award, or (3) tuition and/or stipend charged to the award to reflect their effort during travel for the award.

3. The Company name will auto populate to Florida Atlantic University

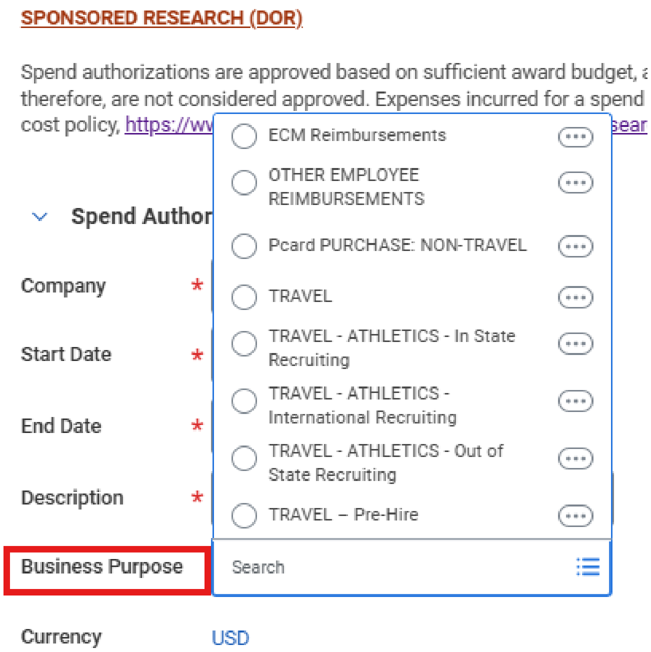


4. It is important that the dates reflected here match the dates of your trip.

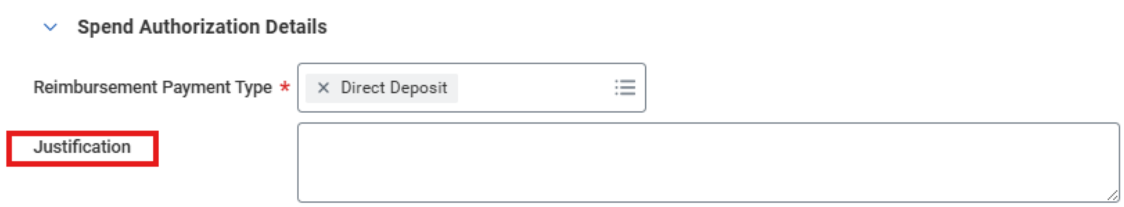


5. Enter the **Description** of the trip (Destination, number of days, conference name, etc.)

6. Enter **Travel** as a Business Purpose. *If Athletics Travel – please select accordingly*

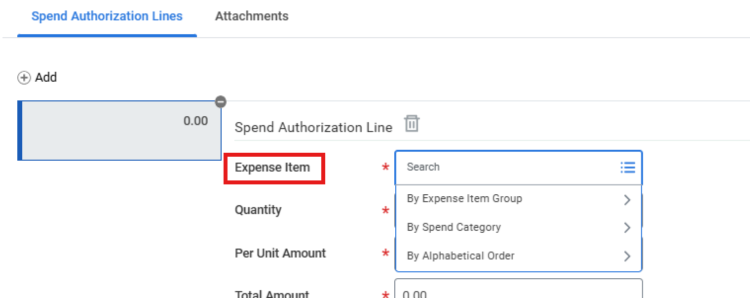


7. Type a detailed justification for the trip – including the benefit to the state and business purpose. **If this information is not included in the justification, your spend authorization may be sent back.**

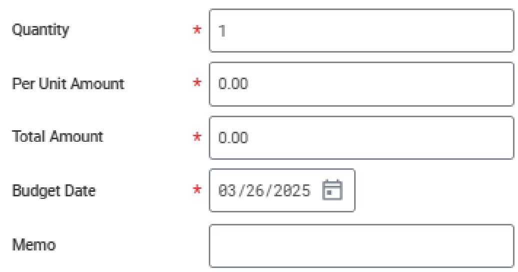


8. Under Spend Authorization Lines tab, click "+ Add." You will break down each cost of your trip by expense item such as Per Diem, Airfare, Hotel/lodging, etc. Please note that per each amount requested, a supporting documentation must be provided such as a quote/estimate.

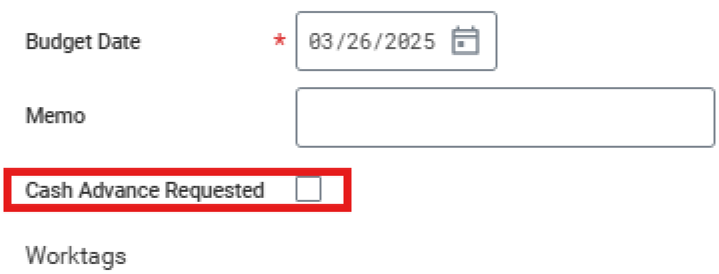
9. Select the appropriate Expense Item for this spend authorization.



10. Continue down the form and fill out all required fields (*).

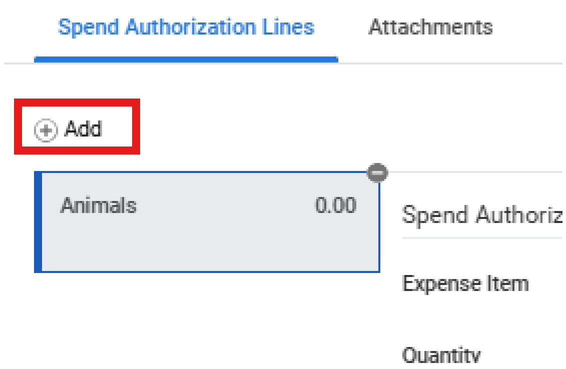


11. If a Cash Advance is needed, please check this box in each expense line. Please refer to the Travel and Expense Manual to verify if your request qualifies for cash advance.



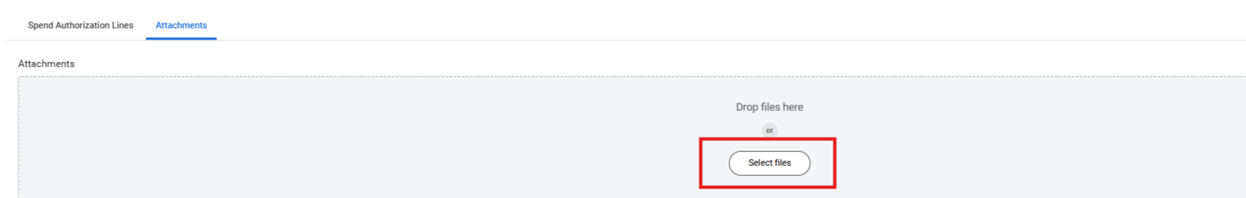
12. Your SmartTag will auto populate based on your job; however, these may be edited. It will populate Fund, Cost Center, Grant, Project, and Additional Worktag fields as applicable.

13. Add more lines if necessary for each type of Travel expense.



14. Under the Attachment tab, all corresponding documentation must be included

a. Quotes/estimates as back-up for amounts requested.
b. Flyer/Agenda of conferences – Itinerary/Agenda for research related trips.
c. Additional documentation to support the request.



15. After adding necessary expense items and attachments, choose an option:

a. Submit the spend authorization for approval. It will then enter the approval process and will route as needed per the business process. You will not be able to submit until all required fields are complete.
b. Save for Later the spend authorization if not ready to submit yet.
c. Cancel the spend authorization if you no longer need the spend authorization

Tip: Once submitted, you can check the Business Process to see who the next approver is. Simply click on "Details and Process"