Spend Authorization

Enable an employee to obtain an Expense Advance (Cash Advance) to pay for travel-related expenses that cannot be paid for any other way, or for Human Research Study Participant payments.

Click here to access Workday.

- Only employees of the university (including student employees) may request a Spend Authorization (SA) and receive an expense advance
- Should not be used to reimburse non-employee students or non-employees, such as visiting speakers; in these cases, a Supplier Invoice Request should be used
- Only one expense advance may be outstanding for an individual at any time
- Additional funding may not be added to an existing expense advance
- If you travel frequently, keep the reloadable debit card so it can continuously be reloaded. However, outstanding advances must be cleared before another SA can be issued
- Salary and wage payments for work done in the United States should not be made with funding from an expense advance
- P-Cards should not be used to purchase gift cards for Human Research Study Participant advance payments, you must use a Spend Authorization

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<tr>
<th>ORDER OF WORK</th>
<th>ACTION TO TAKE</th>
<th>ESSENTIAL PROCESS DETAILS/HELPFUL TIPS</th>
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<tbody>
<tr>
<td>1</td>
<td>Determine the type of expense advance needed&lt;br&gt;There are two options:&lt;br&gt;1. Travel-Related advance&lt;br&gt;2. Human Research Study Participant advance</td>
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<td>2</td>
<td>Determine the advance dollar amount needed&lt;br&gt;• Should not exceed the costs to be incurred</td>
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<td>3</td>
<td>Determine the start and end dates of the advance&lt;br&gt;• Expense advances should not be created earlier than 10 days prior to the start date</td>
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<td>4</td>
<td>Confirm the correct Chart of Accounts (COA) to be charged&lt;br&gt;• Check with your department business office</td>
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<td>5</td>
<td>Identify the business purpose and/or an outline of how the advanced funds will be spent (How and Why the funds will be spent)&lt;br&gt;• Tips on how to construct a business purpose can be found on the Business Purpose section of the Expense Report Checklist</td>
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<tr>
<td>6</td>
<td>Identify the method of payment by which the employee would like to receive the advance funds&lt;br&gt;• Use the “Options for Receiving and Returning Cash Advances” reference tool below</td>
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<td>7</td>
<td>Confirm that the employee is set up for the requested method of payment. If they are not, have the employee complete the set-up prior to creating the advance&lt;br&gt;• The default payment method depends on how the employee is set up in Workday to receive expense payments (reimbursements). Employees can check and change this by following these Instructions&lt;br&gt;• The Payment method can be changed in the “Reimbursement Payment Type” field when creating the spend authorization, but to receive payment by direct deposit, the instructions in the bullet above must be completed first</td>
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<tr>
<td>8</td>
<td>Any employee can create Spend Authorization for themselves. To prepare an advance on behalf of another Yale employee, you must be set up as a delegate&lt;br&gt;• Email Business Operations with the following information: Requester Name and Netid and your Name and Netid</td>
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Ensure the employee understands what documentation will be required to clear the advance

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| 9             | Ensure the employee understands what documentation will be required to clear the advance | For Human Research Study Participant Expenses:  
  - Required documentation includes: Institutional Review Board (IRB) approval letter and study participant data.  
  - For complete information refer to: Procedure 3417 PR.01 Human Research Study Participant Remuneration  
For Travel-Related Expenses:  
  - Required documentation includes original receipts for expenses equal to or greater than $75 and an itinerary, statement of foreign payments, if applicable.  
  - For complete information refer to: travel policy and procedures |
| 10            | Ensure that employees understand the policy and their responsibilities when using a Spend Authorization, including the need to repay outstanding funds |  
  - Use the “Options for Receiving and Returning Cash Advances” reference tool below  
  - Refer to 3305 Expense Advances guide |

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  - Use the training guide for step-by-step instructions |
| 2             | Follow data entry requirements for each type of advance | For Human Research Study Participant Advances:  
  - Business Purpose - Study Subject Advance  
  - Expense Item - Study Participant Advance  
  - Line Memo - Must include Yale approved IRB protocol number  
For Travel-Related Advances:  
  - Expense Item - Travel and Expense Advance  
For Both Advance Types:  
  - Select the “Reimbursement Payment Type” chosen by the employee prior to the creation  
  - Click on the box for “Cash Advance Selected or Requested” |
| 1             | Clear expenses within guidelines outlined in the policy | For Travel-Related Advances:  
  - Must be cleared no later than two weeks (10 business days) after the end date of travel  
  - If travel exceeds 90 days, expenses incurred to date should be cleared every 90 days  
For Human Research Study Participant Expenses:  
  - Must be reconciled monthly and cleared within three (3) months of opening the advance |
2. Clear expenses via an Expense Report in Workday

- Refer to the Create/Clear a Spend Authorization training guide for step-by-step instructions.
- Only click the checkbox for “Final Expense Report for Spend Authorization” if there are no remaining expense items to link.
- The Spend Authorization will only be closed if the expenses entered equal or exceed the balance of the Spend Authorization and the “Final Expense Report” box is checked.
- If there is no outstanding balance and the “Final Expense Report” box is not checked, you will need to manually close the SA.
- Only the employee or their delegate can close a Spend Authorization with a zero balance.
- If the employee is no longer employed at Yale, email Business Operations to request the closure of the spend authorization.

For Human Research Study Participant advances:
- Use the “Human Research Payments” expense item.

3. For outstanding advance amounts, ensure that the remaining funds are returned to Yale

- Use the Options for Receiving and Returning Cash Advances chart.
- Outstanding advances must be cleared before another Spend Authorization can be issued.

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| 1             | Run reports as needed: Find Spend Authorizations/Cash Advances – Yale | • Create/Clear a Spend Authorization
• Advances and Spend Authorizations – General Accounting
• Direct Deposit Payment Elections for Expenses (Reimbursements)
• 3215 PR.03 Yale Spend Authorization (Cash Advance)
• 3301 PR.02 Obtaining Cash for Yale Activities Abroad
• 3417 PR.01 Human Research Study Participant Remuneration
• 3305 Expense Advances guide |

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