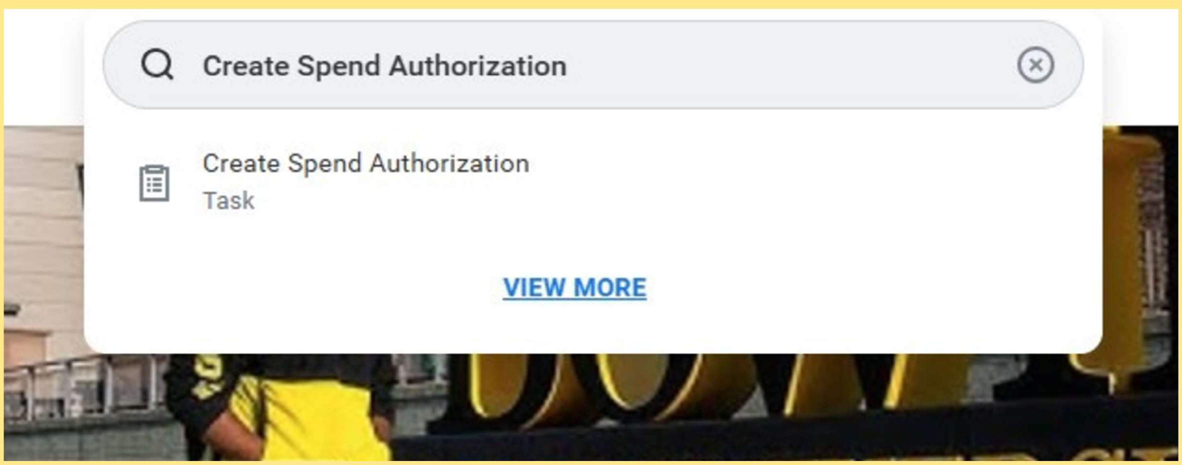
TITLE III

HOW TO submit a Spend Authorization

TITLE III PROGRAM ADMINISTRATION

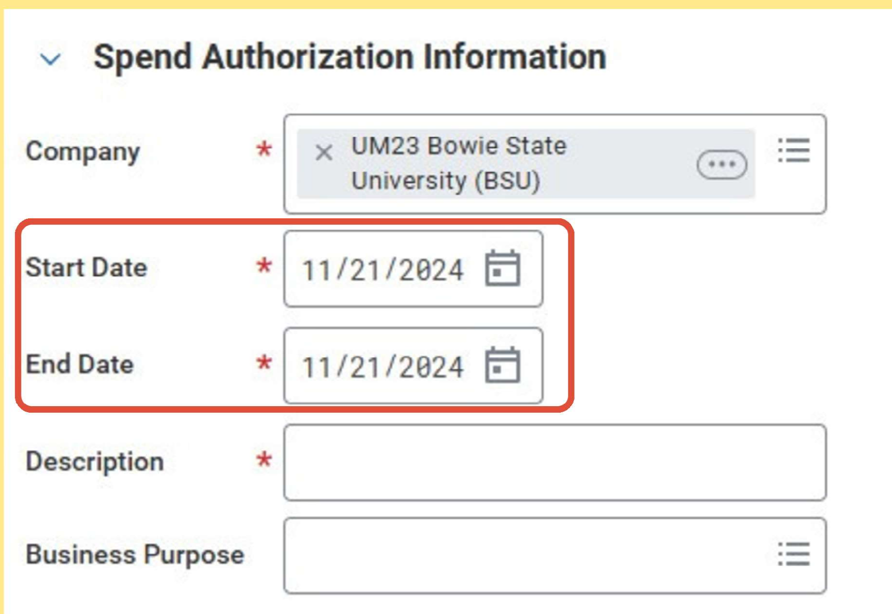
Step 1

Search: Create Spend Authorization



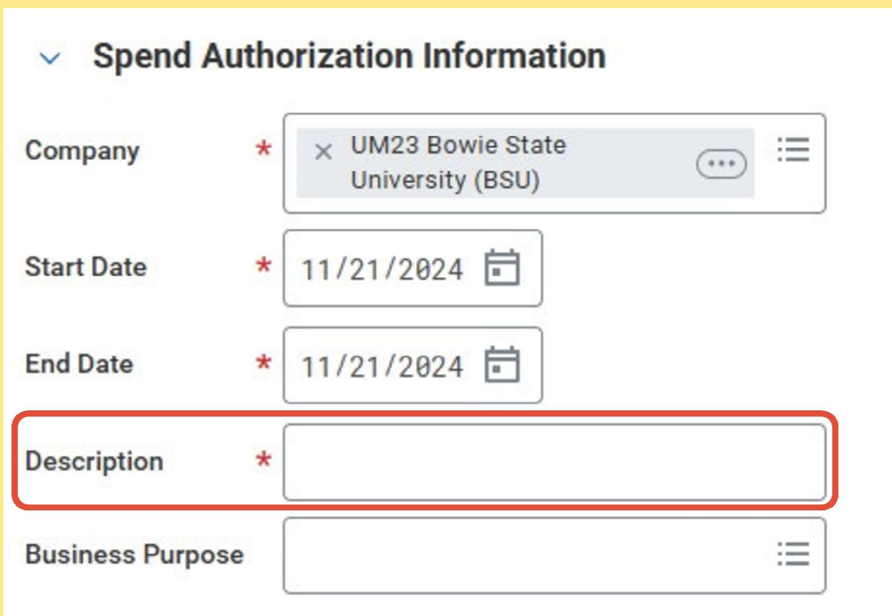
Step 2

Start Date: Date of Departure
End Date: Date of Return



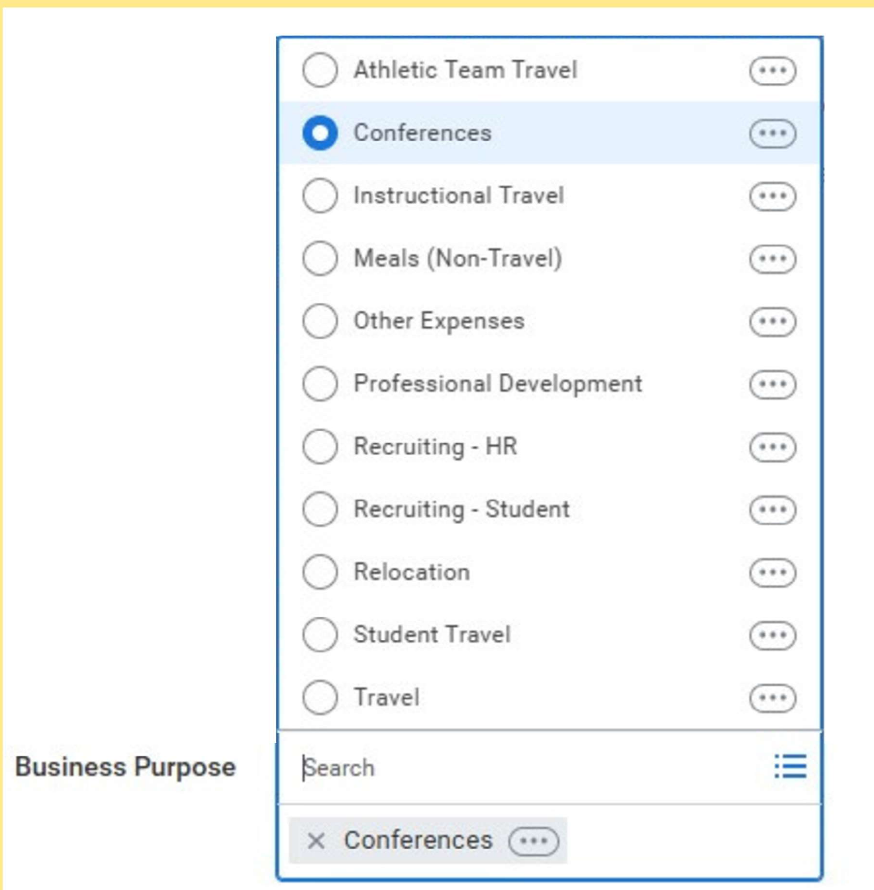
Step 3

Description: T3 PD [insert name of conference]



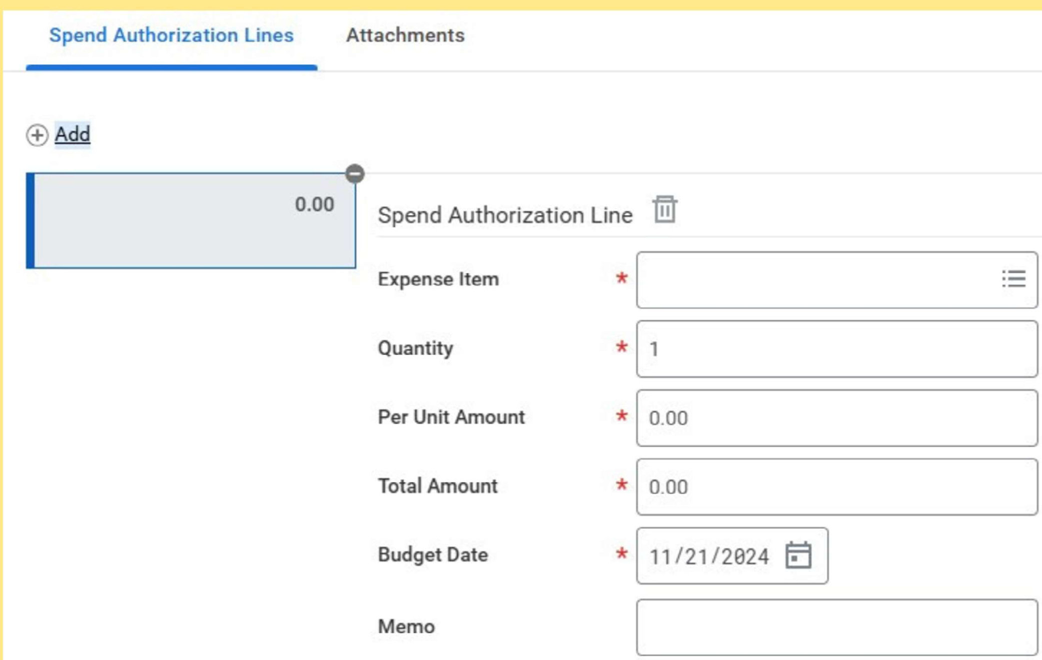
Step 4

Business Purpose: Conference



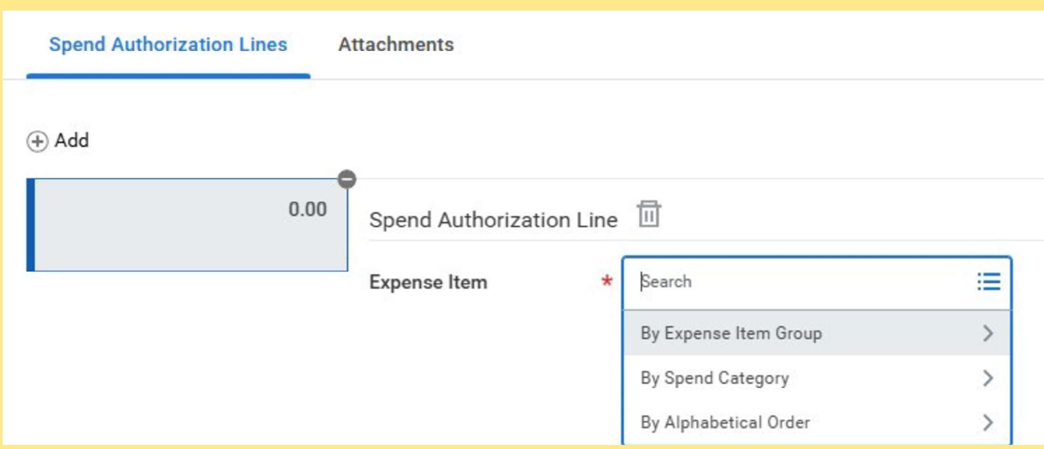
Step 5

Click ‘Add’ under Spend Authorization Lines



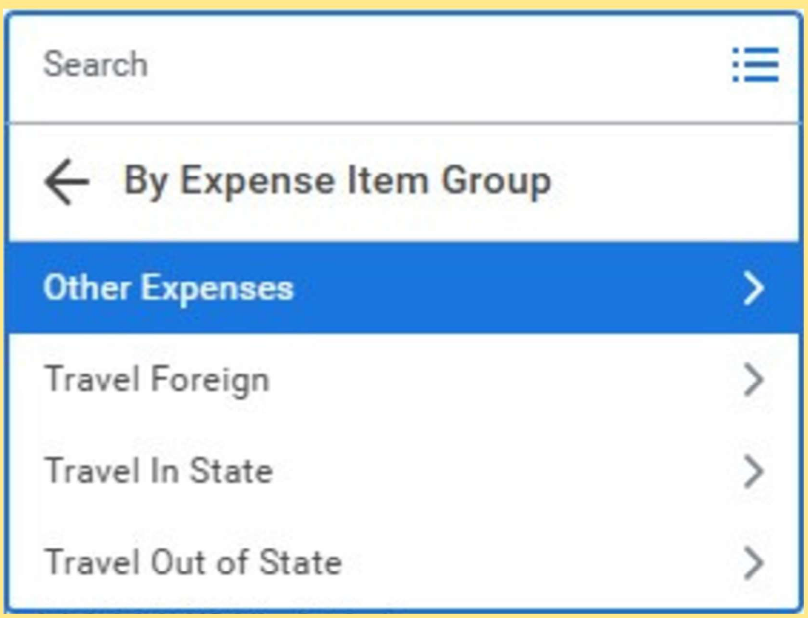
Step 6

Under Expense Item, choose ‘By Expense Item Group’



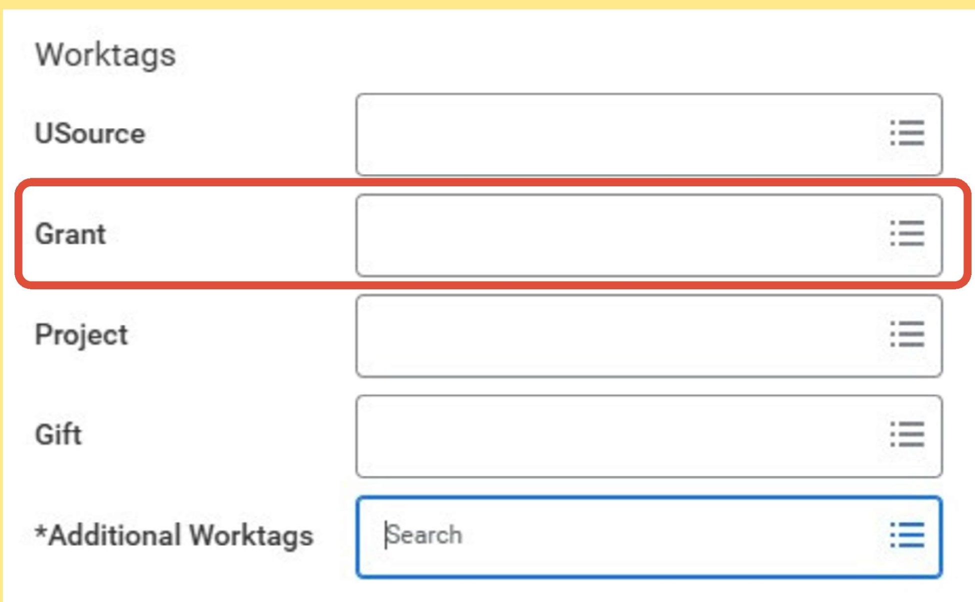
Step 7

Choose a Travel option



Step 8

Insert Grant Code



Step 9

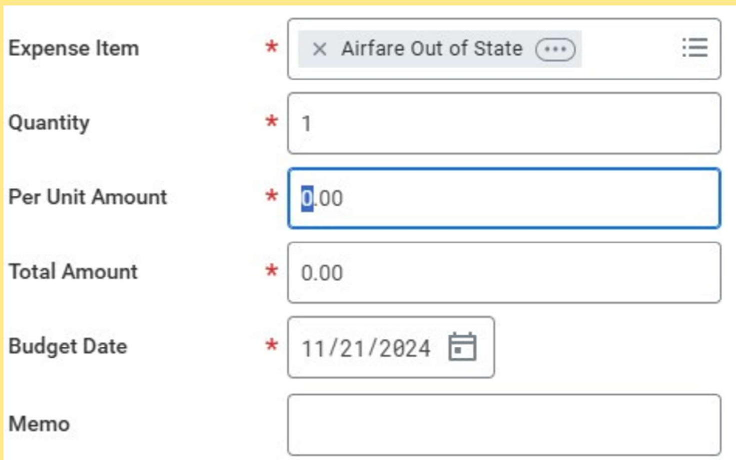
Choose an Expense

- Airfare In State
- Car Rental In State
- Daily Room Rate in State
- Daily Tax in State
- Hotel in State
- In State Travel-Car Available
- Meals (During Travel) In State
- Mileage In State - Personal Vehicle - State Car Available
- Mileage In State - Personal Vehicle - State Car Not Available
- Miscellaneous In State

- Parking In State
- Per Diem In State Travel (MD, DC)
- Registration In State
- Rental Car Fuel In State
- Taxi and Ground Travel In State
- Tolls In State
- Train In State
- Travel Journal In State Travel-Car Available

Step 9.1

Airfare



Expense Item * Airfare Out of State

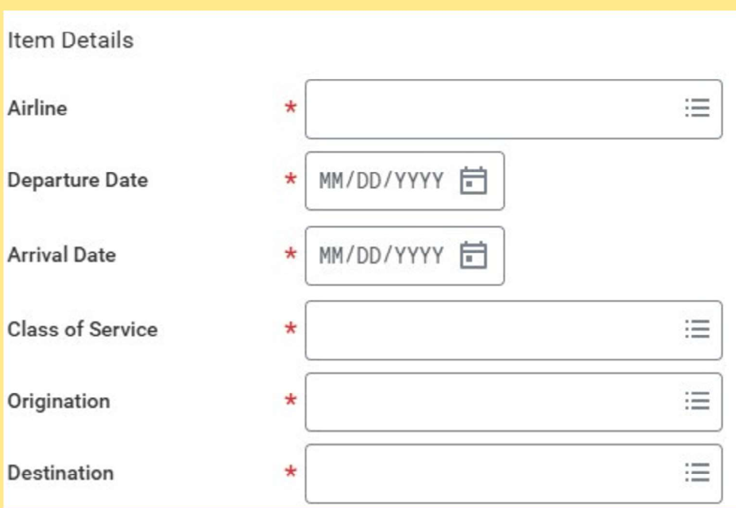
Quantity * 1

Per Unit Amount * 0.00

Total Amount * 0.00

Budget Date * 11/21/2024

Memo



Item Details

Airline *

Departure Date * MM/DD/YYYY

Arrival Date * MM/DD/YYYY

Class of Service *

Origination *

Destination *

Step 9.2

Hotel: Quantity = # of nights

Spend Authorization Line

Expense Item *	Search × Hotel Out of State
Quantity *	1
Per Unit Amount *	0.00
Total Amount *	0.00
Budget Date *	11/21/2024
Memo	

Receipts are required for all expenses EXCEPT Per Diem

Hotel Arrival Date= Check in date

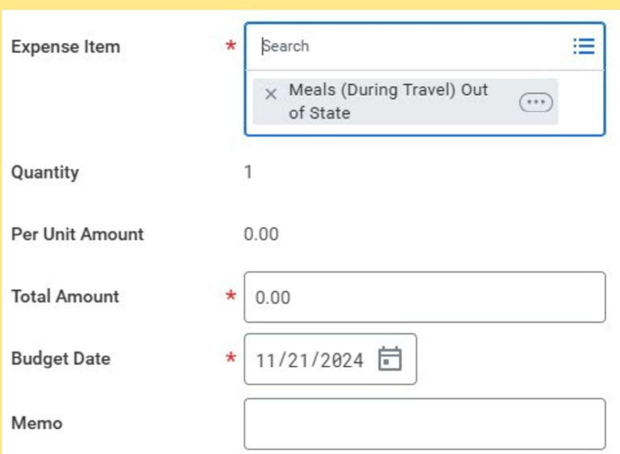
Hotel Departure Date = Check out date

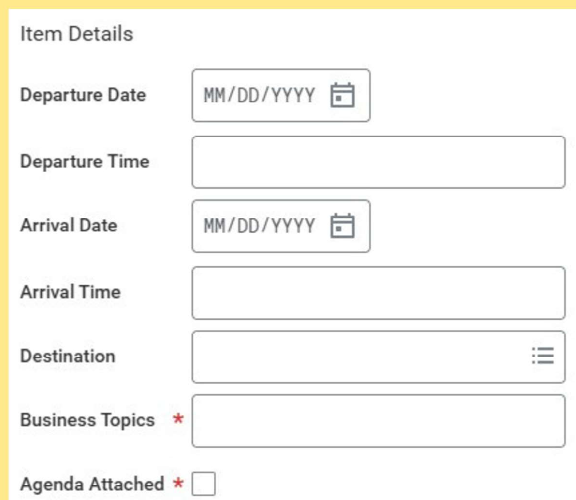
Item Details

Arrival Date *	MM/DD/YYYY
Departure Date *	MM/DD/YYYY

Step 9.2a

Meals: Itemize # of days





****Note: This expense option is used when a traveler plans to use their Diner's Club Card.**

Step 9.2b

Per Diem: Itemize # of days of travel

Expense Item	*	Per Diem-Out of State
Quantity		1
Per Unit Amount	*	0.00
Total Amount	*	0.00
Budget Date	*	11/21/2024
Memo		

Per Diem: You must record a 12 hour period in order to receive full per diem for the day

- **Create a separate line for EACH DAY of per diem**
- For the FIRST day of travel-IF you are traveling multiple days, record a 12 hour period so that you are given the full day per diem (ex: departure 7a, arrival 7pm). Else, record your actual times of travel.
- For 24 hour periods in between first and last day of travel, record your DEPARTURE time as 7am and ARRIVAL time as 7pm
- For the LAST day of travel, record your actual time traveling.

When itemizing, a check mark in Breakfast, Lunch or Dinner means you were provided the meal. DO NOT check the box if the meal was not provided for you

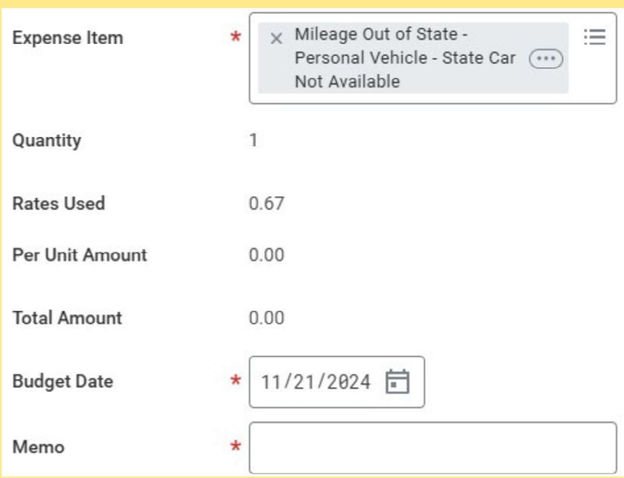
Item Details

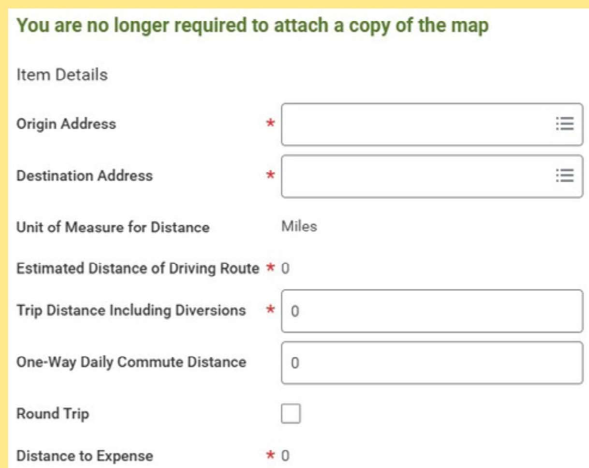
Agenda Attached ☐

****Note: This expense option is used when a traveler plans to use their personal card for meals and will be seeking a reimbursement.**

Step 9.3

Mileage

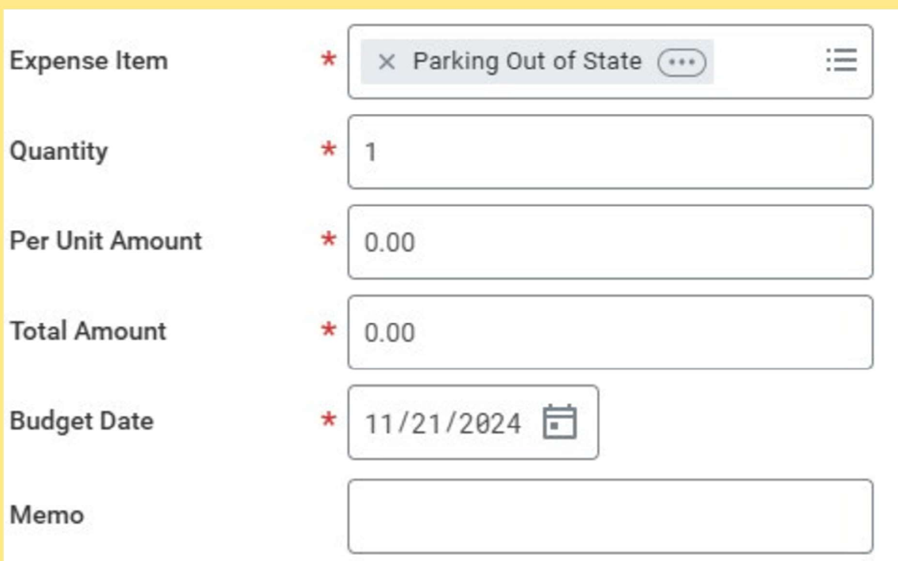




**Note: Always use 'Personal Vehicle - State Car Not Available' for this expense.

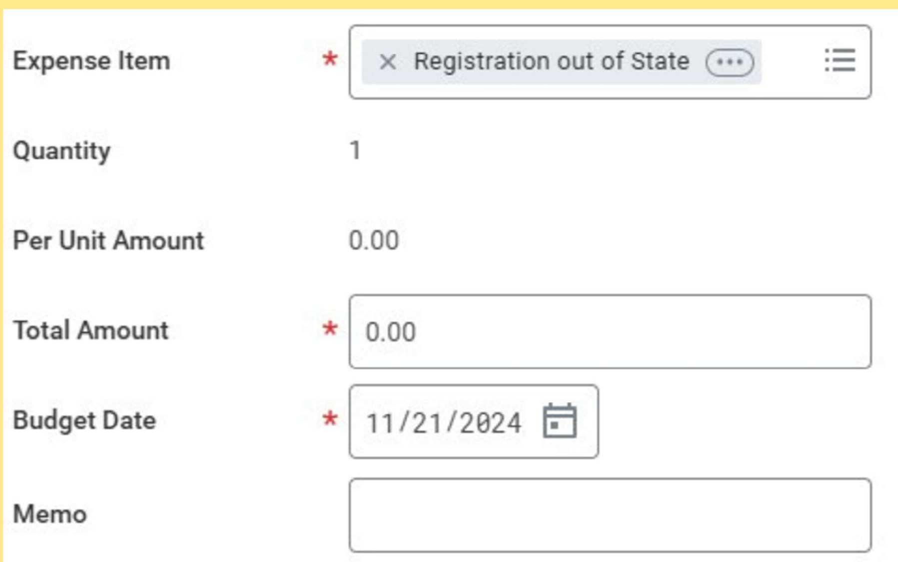
Step 9.4

Parking: Quantity = # of days



Step 9.5

Registration


Expense Item * Registration out of State

Quantity 1

Per Unit Amount 0.00

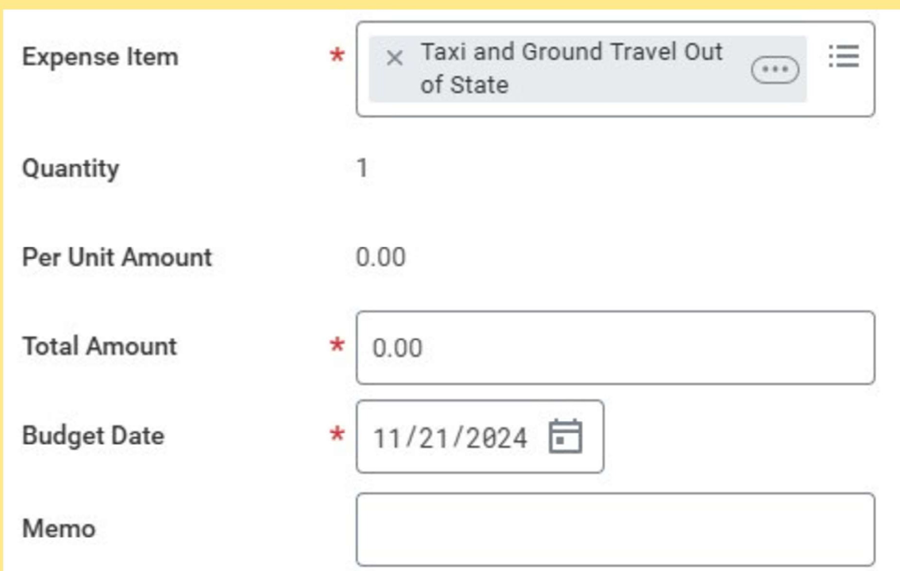
Total Amount * 0.00

Budget Date * 11/21/2024

Memo

Step 9.6

Taxi: Itemize estimated rides



Step 9.7

Miscellaneous

Expense Item	*	Miscellaneous Out of State
Quantity	*	1
Per Unit Amount	*	0.00
Total Amount	*	0.00
Budget Date	*	11/21/2024
Memo		

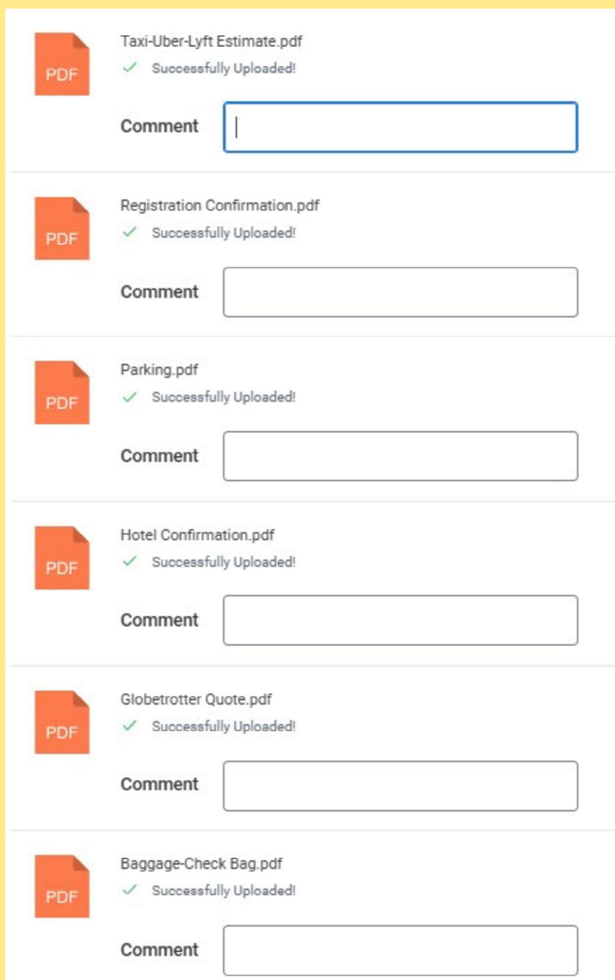
Item Details

Business Reason	*	

****Note: This expense can be for baggage for airfare, tolls, supplies (reasonable), etc.**

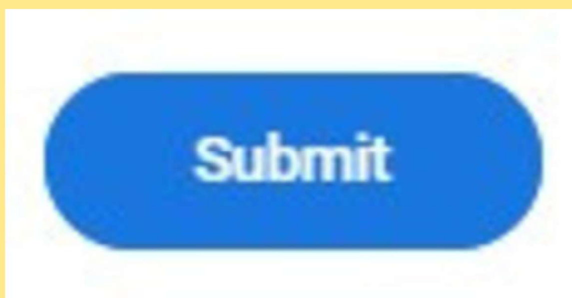
Step 10

Attach supporting documentation



Step 11

Click Submit!



Step 12

Pat yourself on the back!

You completed a Spend Authorization!

Was This Helpful?

Should you have any questions please send an email to titleiiipd@bowiestate.edu

BOWIE STATE UNIVERSITY 1865 T3 TITLE III