

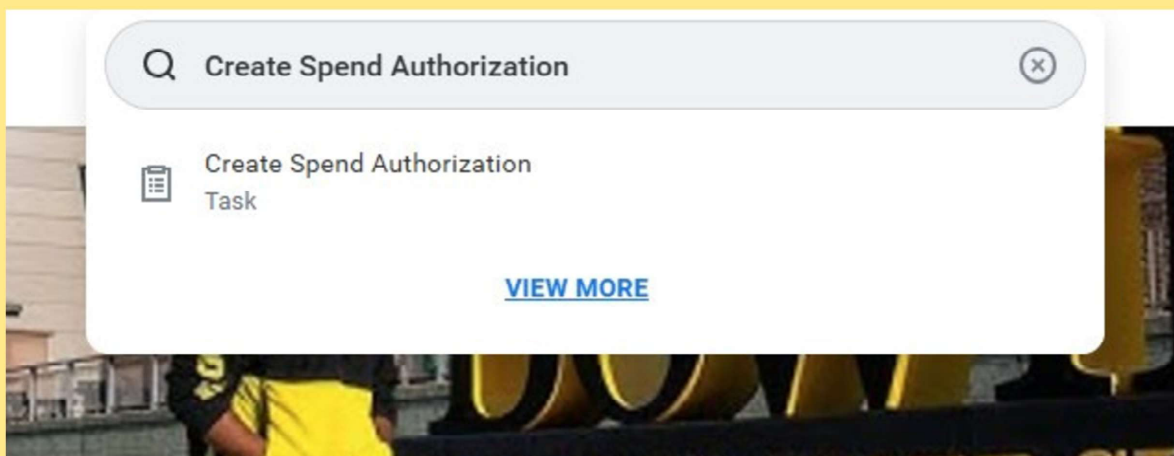


HOW submit a **TO** Spend Authorization

TITLE III PROGRAM ADMINISTRATION

Step 1

Search: Create Spend Authorization



Step 2

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

▼ Spend Authorization Information

Company	*	× UM23 Bowie State University (BSU) ...
Start Date	*	11/21/2024 📅
End Date	*	11/21/2024 📅
Description	*	
Business Purpose		

Step 3

**Description: T3 PD
[insert name of conference]**

▼ Spend Authorization Information

Company	*	✕ UM23 Bowie State University (BSU) ⋮
Start Date	*	11/21/2024 
End Date	*	11/21/2024 
Description	*	
Business Purpose		⋮

Step 4

Business Purpose: Conference

Business Purpose

☐	Athletic Team Travel	...
☒	Conferences	...
☐	Instructional Travel	...
☐	Meals (Non-Travel)	...
☐	Other Expenses	...
☐	Professional Development	...
☐	Recruiting - HR	...
☐	Recruiting - Student	...
☐	Relocation	...
☐	Student Travel	...
☐	Travel	...

Search

× Conferences ...

Step 5

Click 'Add' under Spend Authorization Lines

Spend Authorization Lines	Attachments
+ Add	
- 0.00	Spend Authorization Line Expense Item * ⋮ Quantity * 1 Per Unit Amount * 0.00 Total Amount * 0.00 Budget Date * 11/21/2024 Memo

Step 6

**Under Expense Item, choose
‘By Expense Item Group’**

The screenshot displays the 'Spend Authorization Lines' interface. At the top, there are two tabs: 'Spend Authorization Lines' (active) and 'Attachments'. Below the tabs, there is an '+ Add' button. A table with one row is visible, showing a value of '0.00' in a light blue box. To the right of the table, the text 'Spend Authorization Line' is followed by a trash icon. Below this, the 'Expense Item' label is followed by a red asterisk and a dropdown menu. The dropdown menu is open, showing a search bar and three options: 'By Expense Item Group' (highlighted), 'By Spend Category', and 'By Alphabetical Order'. Each option has a right-pointing arrow.

Expense Item
0.00

Spend Authorization Line

Expense Item *

- Search
- By Expense Item Group >
- By Spend Category >
- By Alphabetical Order >

Step 7

Choose a Travel option

Search	☰
← By Expense Item Group	
Other Expenses	>
Travel Foreign	>
Travel In State	>
Travel Out of State	>

Step 8

Insert Grant Code

Worktags

USource		
Grant		
Project		
Gift		
*Additional Worktags	Search	

Step 9

Choose an Expense

☒ Airfare In State	...	☐ Parking In State	...
☐ Car Rental In State	...	☐ Per Diem In State Travel (MD, DC)	...
☐ Daily Room Rate in State	...	☐ Registration In State	...
☐ Daily Tax in State	...	☐ Rental Car Fuel In State	...
☐ Hotel in State	...	☐ Taxi and Ground Travel In State	...
☐ In State Travel-Car Available	...	☐ Tolls In State	...
☐ Meals (During Travel) In State	...	☐ Train In State	...
☐ Mileage In State - Personal Vehicle - State Car Available	...	☐ Travel Journal In State Travel-Car Available	...
☐ Mileage In State - Personal Vehicle - State Car Not Available	...		
☐ Miscellaneous In State	...		

Step 9.1

Airfare

Expense Item	*	x 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 
		x 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 * 

Departure Date * 

Step 9.2a

Meals: Itemize # of days

Expense Item	*	Search 
		× Meals (During Travel) Out of State 
Quantity		1
Per Unit Amount		0.00
Total Amount	*	0.00
Budget Date	*	11/21/2024 
Memo		

Item Details	
Departure Date	MM/DD/YYYY 
Departure Time	
Arrival Date	MM/DD/YYYY 
Arrival Time	
Destination	
Business Topics	*
Agenda Attached	* ☐

****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

Expense Item	*	x Mileage Out of State - Personal Vehicle - State Car Not Available	:
Quantity		1	
Rates Used		0.67	
Per Unit Amount		0.00	
Total Amount		0.00	
Budget Date	*	11/21/2024	
Memo	*		

You are no longer required to attach a copy of the map

Item Details

Origin Address *

Destination Address *

Unit of Measure for Distance Miles

Estimated Distance of Driving Route * 0

Trip Distance Including Diversions * 0

One-Way Daily Commute Distance 0

Round Trip ☐

Distance to Expense * 0

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

Step 9.4

Parking: Quantity = # of days

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

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

Expense Item	*	× Taxi and Ground Travel Out of State
Quantity		1
Per Unit Amount		0.00
Total Amount	*	0.00
Budget Date	*	11/21/2024 
Memo		

Step 9.7

Miscellaneous

Expense Item	*	x 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.**

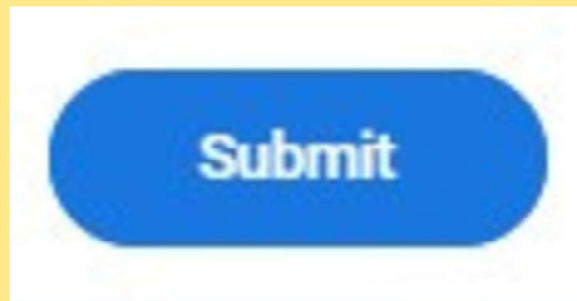
Step 10

Attach supporting documentation

	Taxi-Uber-Lyft Estimate.pdf ✓ Successfully Uploaded!	Comment
	Registration Confirmation.pdf ✓ Successfully Uploaded!	Comment
	Parking.pdf ✓ Successfully Uploaded!	Comment
	Hotel Confirmation.pdf ✓ Successfully Uploaded!	Comment
	Globetrotter Quote.pdf ✓ Successfully Uploaded!	Comment
	Baggage-Check Bag.pdf ✓ Successfully Uploaded!	Comment

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

