



LSU

Business Manager Meeting

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Accounts Payable & Travel

Spend Authorization in Workday

A Spend Authorization is an Authorization to Travel with an electronic routing for approval process. The approval allows reimbursements to or payments on behalf of the traveler.

There are two types of Spend Authorizations (Authorization to Travel):

- *Worker***
- *Non-Worker (ECM).***

Spend Authorizations (ECM) is required for university guests (i.e., interviewee, speaker, etc.) when there is travel involved. A Spend Authorization (ECM) is not required for local guests (no travel involved).

A special meal for a guest who traveled, a copy of the Spend Authorization (ECM) should be attached to the AS499 form.

A special meal for a guest with no travel, no spend authorization should be attached to the AS499 form.