



# Spend Authorization Guide

The following instructions will guide you to create 2 Spend Authorizations. 1 for a CalCard and 1 for travel.

1

Spend Authorizations have the following required information to pass workflow approval.



**Non-Travel (CalCard) must include all of the following to be approved:**

- Purpose will be the same as what you would previously put in the PR Description for Calcard.
- This can be seen similarly to a blanket PO
- Non-travel spend authorizations Will have a list of types of expense where the money is going to be spent, i.e. supplies, meals and refreshments, miscellaneous, etc. Please add a line for each type of expenditure.
- Each should be listed out along with in the description what the intended use is and examples of stores/restaurants
- Non-travel spend authorizations DO go to the purchasing department as well as the budget manager for approval.



### **Travel must include all of the following to be approved:**

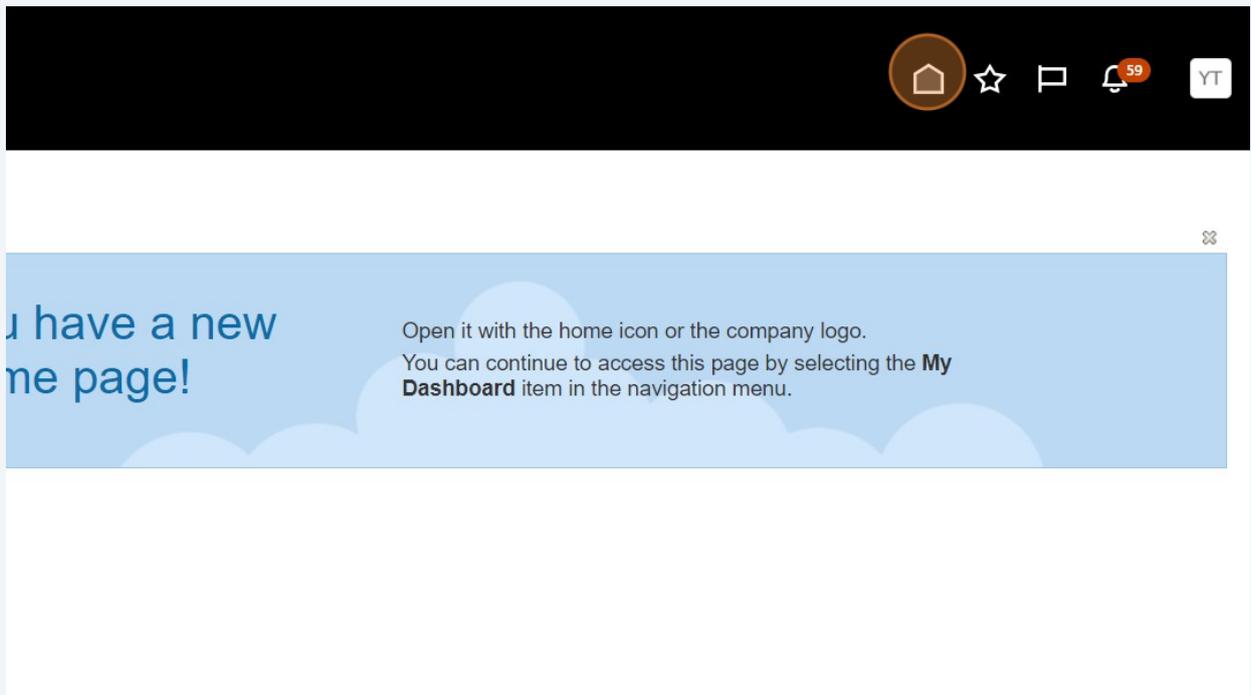
- Purpose would be the same as the "Reason" field on the travel request.
- Conference literature needs to be attached in the main authorization report page.
- Travel spend authorization requests will should have a list of types of where the money is going to be spent, i.e. food/per diem, rentals, hotel, etc. Please add a line for each type of expenditure.
- Each one line will have an amount attached to it
- If the total amount of your spend authorization is \$5000.00 or more you must fill in the "Board Approval Date" on each authorization item or the spend authorization will automatically be rejected.
- Travel spend authorizations DO NOT go to purchasing for approval (objects 520000 & 581800)
- Travel spend authorizations can have a hybrid mix of CalCard and personal reimbursement. It just needs to be factored into the amounts.
- A travel form is no longer needed for employees using a spend authorization. Students without access to Oracle will still need to use the PDF travel form. Proforma invoices for these students will need to be submitted to [SBCCDAPD@sbccd.edu](mailto:SBCCDAPD@sbccd.edu) (same process as before).

## **Navigate to Spend Authorizations**

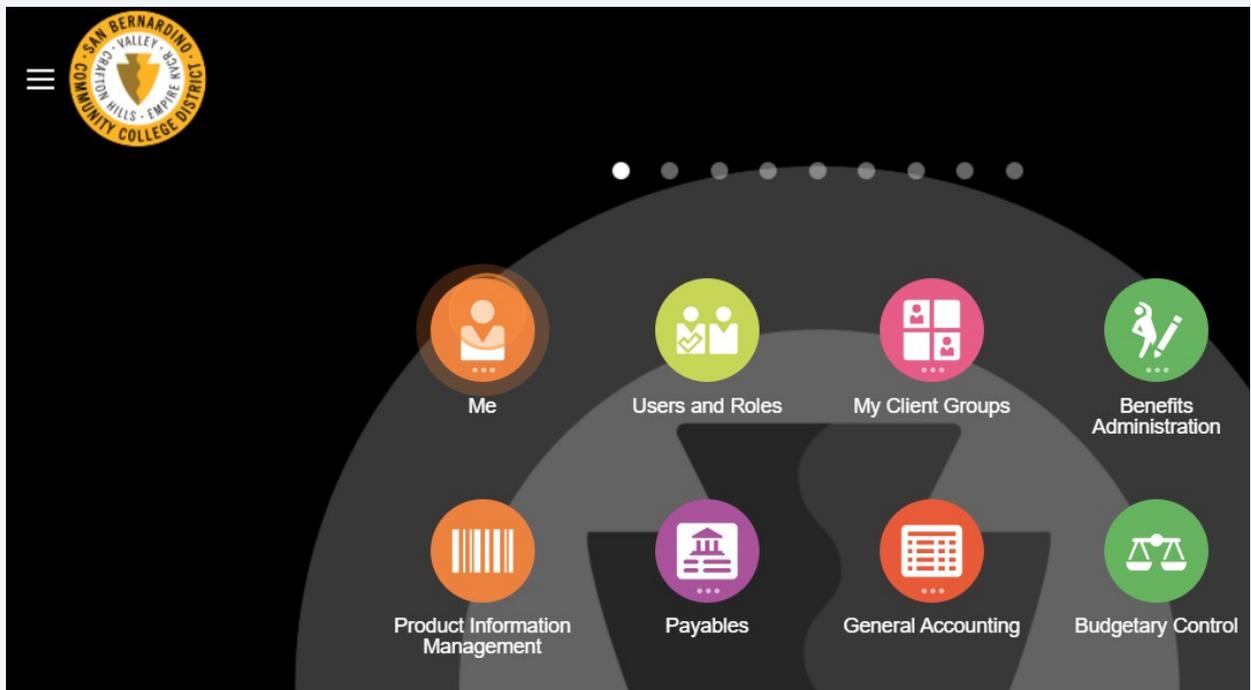
2

Navigate to [https://ecwv.fa.us2.oraclecloud.com/fscmUI/faces/AtkHomePageWelcome?\\_afdc.ctrl-state=64dlx4cck\\_1&\\_afdc.no-new-window-redirect=true&\\_afdc.LoOp=44209311542325755&\\_afdc.WindowMode=2&\\_afdc.WindowId=null&\\_afdc.FS=16&\\_afdc.MT=screen&\\_afdc.MFW=1142&\\_afdc.MFH=703&\\_afdc.MFDW=1536&\\_afdc.MFDH=864&\\_afdc.MFC=8&\\_afdc.MFCI=0&\\_afdc.MFM=0&\\_afdc.MFR=120&\\_afdc.MFG=0&\\_afdc.MFS=0&\\_afdc.MFO=0](https://ecwv.fa.us2.oraclecloud.com/fscmUI/faces/AtkHomePageWelcome?_afdc.ctrl-state=64dlx4cck_1&_afdc.no-new-window-redirect=true&_afdc.LoOp=44209311542325755&_afdc.WindowMode=2&_afdc.WindowId=null&_afdc.FS=16&_afdc.MT=screen&_afdc.MFW=1142&_afdc.MFH=703&_afdc.MFDW=1536&_afdc.MFDH=864&_afdc.MFC=8&_afdc.MFCI=0&_afdc.MFM=0&_afdc.MFR=120&_afdc.MFG=0&_afdc.MFS=0&_afdc.MFO=0)

3 Click "Home".



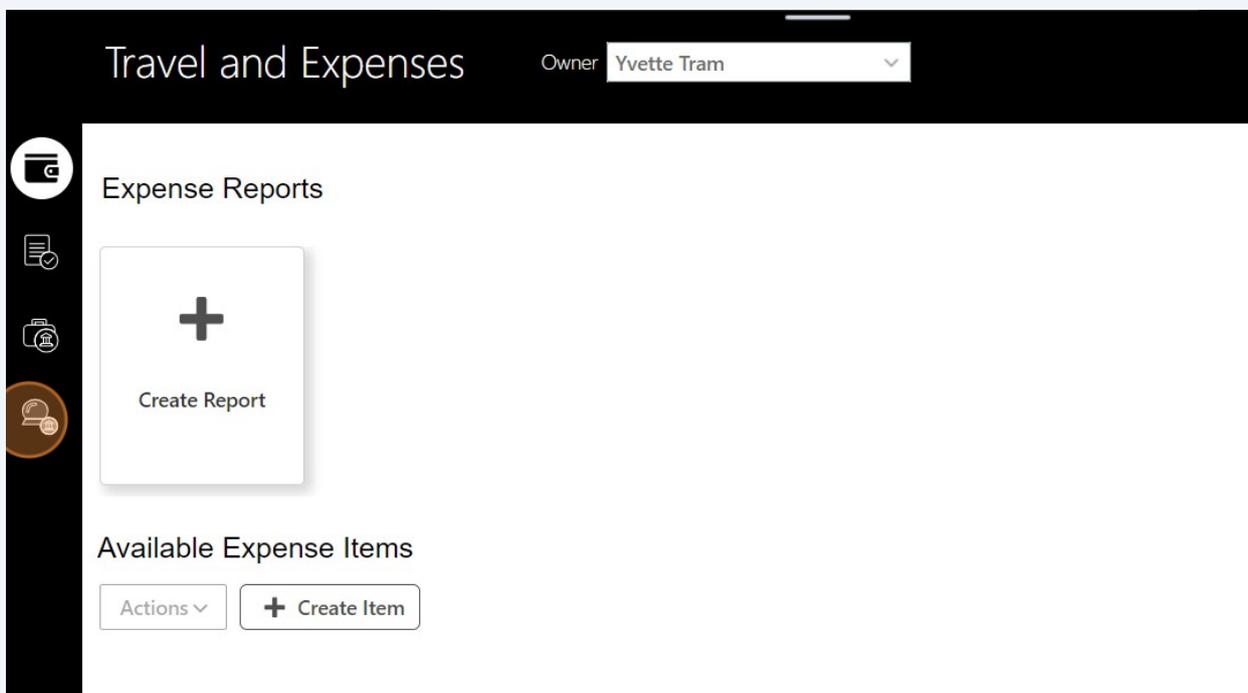
4 Click "Me".



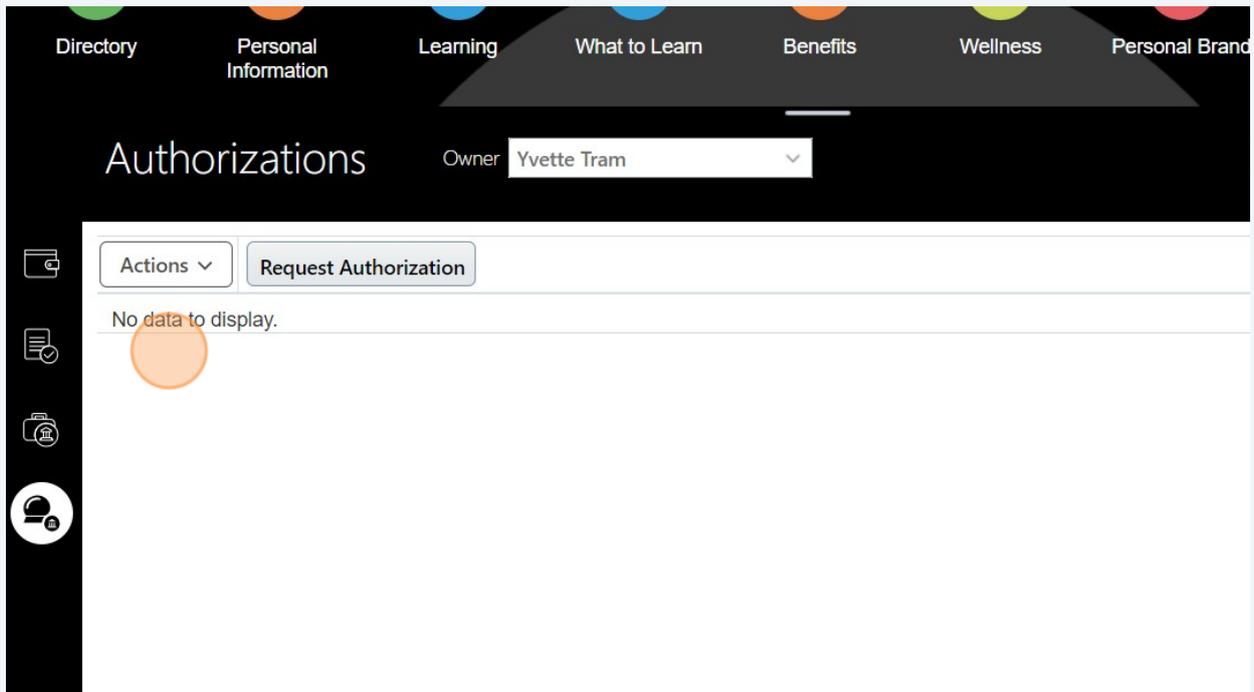
5 Click "Expenses".



6 Click "Authorization".

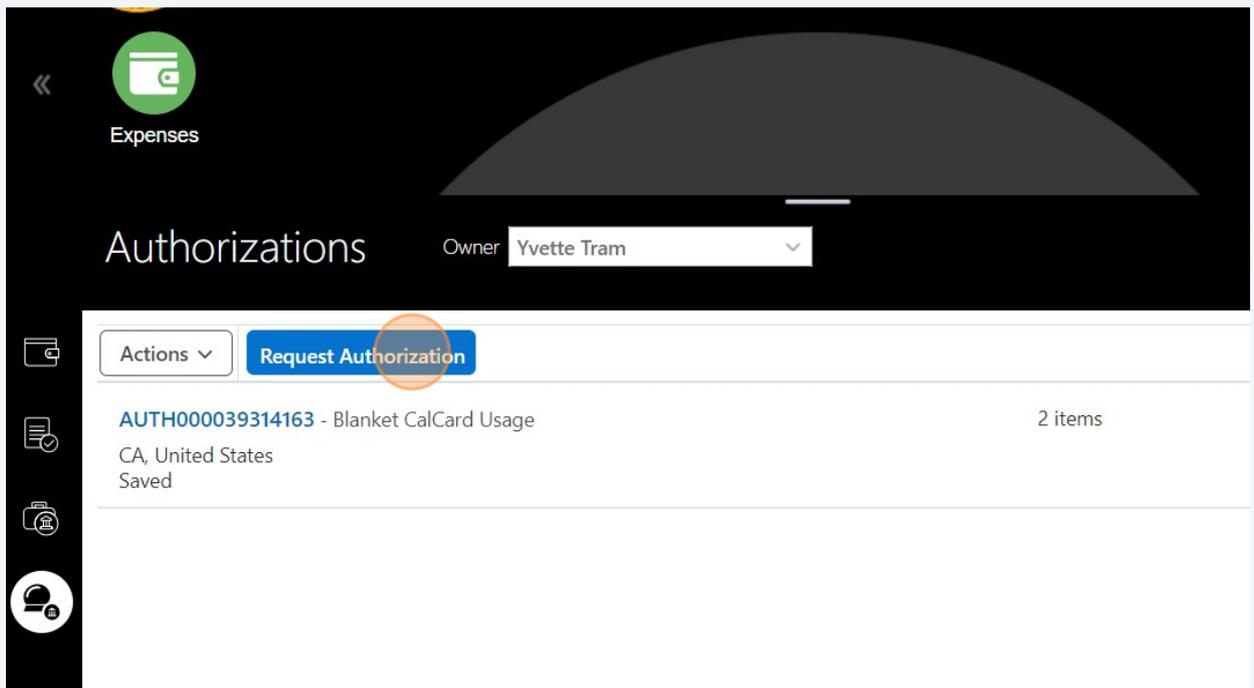


7 You are now in the Spend Authorizations dashboard.



## Creating CalCard Spend Authorization

8 Click "Request Authorization"

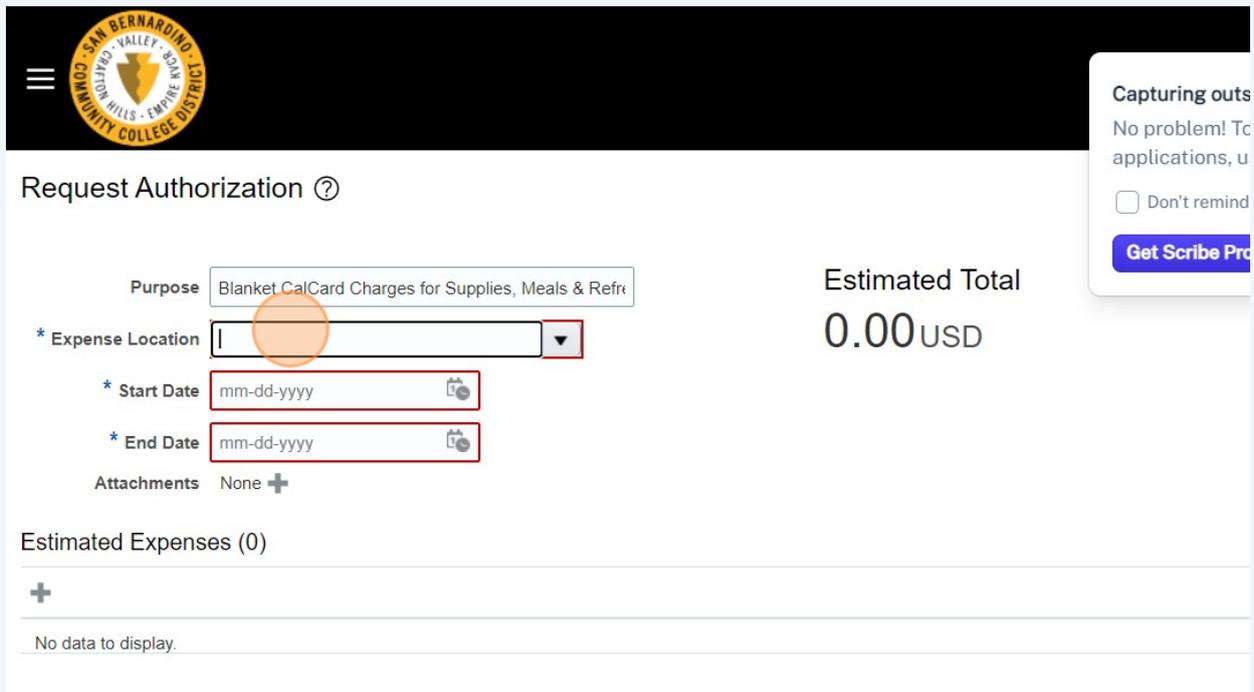


9 Click the "Purpose" field.

The screenshot shows the 'Request Authorization' form. At the top left is the San Bernardino Community College District logo. The form title is 'Request Authorization' with a help icon. The 'Purpose' field is a text input box, currently empty, and is highlighted with an orange circle. Below it are several required fields: '\* Expense Location' (a dropdown menu), '\* Start Date' (a date picker with 'mm-dd-yyyy' format), and '\* End Date' (a date picker with 'mm-dd-yyyy' format). There is also an 'Attachments' section showing 'None' with a plus sign. On the right side of the form, the 'Estimated Total' is displayed as '0.00 USD'. At the bottom, there is a section for 'Estimated Expenses (0)' with a plus sign and the text 'No data to display.'

10 For this example we will enter "Blanket CalCard Charges for Supplies, Meals & Refreshments, Non-Instructional, etc."

11 Click the "Expense Location" field.



**Request Authorization** ⓘ

Purpose Blanket CalCard Charges for Supplies, Meals & Refr

\* Expense Location

\* Start Date mm-dd-yyyy 

\* End Date mm-dd-yyyy 

Attachments None 

Estimated Expenses (0)



No data to display.

Estimated Total  
0.00 USD

Capturing outs  
No problem! To  
applications, u  
 Don't remind  
[Get Scribe Pro](#)

12 Type "CA"

13 Click "CA, United States"

The screenshot shows the 'Request Authorization' form. The 'Purpose' field is 'Blanket CalCard Charges for Supplies, Meals & Refr'. The 'Expense Location' dropdown is open, showing a list of locations with 'CA, United States' highlighted. The 'Estimated Total' is '0.00 USD'. A 'Capturing outs' notification is visible in the top right corner.

**Request Authorization** ⓘ

Purpose: Blanket CalCard Charges for Supplies, Meals & Refr

\* Expense Location: CA, United States

\* Start Date: CA, United States

\* End Date: Caballo, Sierra, NM, United States

Attachments: Cabarrus, NC, United States

Estimated Expenses

+ No data to display.

Estimated Total: 0.00 USD

Capturing outs: No problem! To applications, u

Don't remind

Get Scribe Pro

14 Click the "Start Date" field.

The screenshot shows the 'Request Authorization' form. The 'Start Date' field is highlighted with a red box and contains the placeholder 'mm-dd-yyyy'. The 'End Date' field also contains 'mm-dd-yyyy'. The 'Expense Location' is 'CA, United States'. The 'Estimated Total' is '0.00 USD'. A 'Capturing outs' notification is visible in the top right corner.

**Request Authorization** ⓘ

Purpose: Blanket CalCard Charges for Supplies, Meals & Refr

\* Expense Location: CA, United States

\* Start Date: mm-dd-yyyy

\* End Date: mm-dd-yyyy

Attachments: None +

Estimated Expenses (0)

+ No data to display.

Estimated Total: 0.00 USD

Capturing outs: No problem! To applications, u

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15 Click the beginning of the fiscal year.

Request Authorization (?)

Purpose Blanket CalCard Charges for Supplies, Meals & Refr

Estimated Total  
0.00 USD

Don't remind

Get Scribe Pro

\* Expense Location CA, United States

\* Start Date mm-dd-yyyy

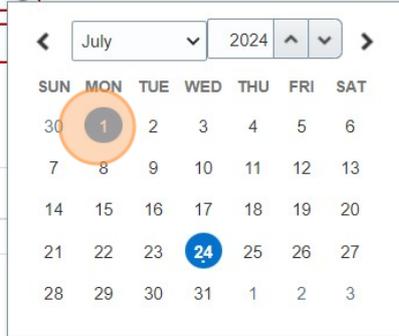
\* End Date mm-dd-yyyy

Attachments None +

Estimated Expenses (0)

+

No data to display.



16 Click the End Date

Request Authorization (?)

Purpose Blanket CalCard Charges for Supplies, Meals & Refr

Estimated Total  
0.00 USD

Capturing out

No problem! To applications, u

Don't remind

Get Scribe Pro

\* Expense Location CA, United States

\* Start Date 07-01-2024

\* End Date mm-dd-yyyy

Attachments None +

Estimated Expenses (0)

+

No data to display.



## 17 Select the end of the fiscal year.

Estimated Total  
0.00 USD

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 Don't remind me again.  
[Get Scribe Pro](#) [Dismi](#)

Blanket CalCard Charges for Supplies, Meals & Refr

CA, United States

\* Start Date 07-01-2024

\* End Date mm-dd-yyyy

Attachments None +

Expenses (0)

to display.

July 2024

SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3



Note! You can not pick dates outside of the fiscal year. If you do so the spend authorization will be automatically rejected by Oracle.

## 18

Now that the spend authorization's header is filled out we are going to start adding authorization items. These will identify the types of transactions the CalCard will be used for, budget associated with the type, and the total amount allowed per budget.

19 Click this image to add an authorization item.

Purpose Blanket CalCard Charges for Supplies, Meals & Refr

Estimated Total 0.00 USD

\* Expense Location CA, United States

\* Start Date 07-01-2024

\* End Date 06-30-2025

Attachments None +

Estimated Expenses (0)

+ No data to display.

20 Click this dropdown to select the template type. There are 2 options, Travel and Non-Travel. We are going to start with Non-Travel.

Save and Create Another Save and Close Cancel

\* Template SBCCD US BU Travel Expenses

\* Type

\* Amount USD -

Attachments None +

SBCCD US BU Non-Travel Expenses  
SBCCD US BU Travel Expenses

21

Next we select the type of charge, i.e. Meals & Refreshments or Non-Instructional Supplies

22

Click the "Amount" field.

nse ?

Save and Create Another Save and Clo

\* Template SBCCD US BU Non-Travel Expenses ▾

\* Type Meals and Refreshments ▾

\* Amount USD - ▾  |

Number of Days

Description

Attachments None +

Account

Board Approved Date

23

Enter the amount you want set aside from the budget for the type identified.

In this example I have identified \$10.00 as the amount.

24

Click the "Description" field and enter the description for the intended use along with examples of stores/restaurants

se ? Save and Create Another Save and Close

\* Template

\* Type

\* Amount

Number of Days

Description

Attachments None +

Account

Board Approved Date

25

In this example I entered "Items for events from restaurants such as Panda Express and the like"

se ? Save and Create Another Save and Close

\* Template

\* Type

\* Amount

Number of Days

Description

Attachments None +

Account

Board Approved Date

26

Verify the account string in "Account" is the correct account string to the identified budget.



Alert! When you attach your authorization item to your expense item at reconciliation; the expense item's account string **MUST MATCH** this account string. If they do not match, Oracle will not allow you to submit.

27

Click "Save and Create Another" to complete this authorization item and create another.

The screenshot shows a mobile application interface for creating an expense authorization. At the top right, there are navigation icons: a home icon, a star icon, a flag icon, a notification bell with '59', and a 'YT' icon. Below these is a row of three buttons: 'Save and Create Another' (highlighted with an orange circle), 'Save and Close' with a dropdown arrow, and 'Cancel'. The form fields are as follows:

- \* Template: SBCCD US BU Non-Travel Expenses (dropdown)
- \* Type: Meals and Refreshments (dropdown)
- \* Amount: USD - 10.00 (currency and value input)
- Number of Days: 1 (input)
- Description: Food items for events from restaurants such as Panda Express and the like. (text area)
- Attachments: None + (text with plus icon)
- Account: 01-00-03-9010-0000-475000-6780-0C33 (input with search icon)
- Board Approved Date: mm-dd-yyyy (input with calendar icon)

28 Again select "SBCCD US BU Non-Travel Expenses"

Save and Create Another Save and Close

\* Template SBCCD US BU Travel Expenses

\* Type

\* Amount USD -

Attachments None +

SBCCD US BU Non-Travel Expenses  
SBCCD US BU Travel Expenses

29 Select the Non-Travel Type. I selected "Non-Instructional Supplies"

Capturing outside the browser?  
No problem! To capture guides for other applications, use Scribe Pro's desktop app.  
 Don't remind me again.  
Get Scribe Pro Dismiss

ense ?

\* Template SBCCD US BU Non-Travel Expenses

\* Type

\* Amount USD -

Attachments None +

Advertising  
Bus and Car Rentals  
Commencement Supplies  
Consultants and Other Services  
Custodial Supplies  
Dues and Memberships  
Equipment (under \$5,000)  
Food Supplies  
Ground Supplies

30

Enter the amount you want set aside from the budget for the type identified.

In this example I have identified \$10.00 as the amount.

The screenshot shows a form with the following fields: Template (SBCCD US BU Non-Travel Expenses), Type (Non-Instructional Supplies), Amount (USD - [10.00]), Number of Days (1), Description (empty), Attachments (None), Account (01-00-03-9010-0000-450000-6780-0C33), and Board Approved Date (mm-dd-yyyy). An orange circle highlights the amount input field. A Scribe Pro notification is visible in the top right corner.

31

Click the "Description" field and enter the description for the intended use along with examples of stores/restaurants

The screenshot shows the same form as above, but with an orange circle highlighting the description input field. A tooltip next to the amount field displays the text "Example format: ###0.00;-###0.00". The Scribe Pro notification is also present.

32

In this example I entered "Supplies for TESS from stores like Amazon, Target, and other similar stores."

The screenshot shows a spend authorization form with the following fields: Template (SBCCD US BU Non-Travel Expenses), Type (Non-Instructional Supplies), Amount (USD - 10.00), Number of Days (1), Description (Supplies for TESS from stores like Amazon, Target, and other similar stores), Attachments (None), Account (01-00-03-9010-0000-450000-6780-0C33), and Board Approved Date (mm-dd-yyyy). A Scribe Pro notification is visible in the top right corner, stating "applications, use Scribe Pro's desktop app." with a "Get Scribe Pro" button and a "Dismiss" button.

33

Click "Save and Close". This will take you back to the main Spend Authorization dashboard.

The screenshot shows the same spend authorization form as in the previous image. The "Save and Close" button is highlighted with an orange circle. The form fields are: Template (SBCCD US BU Non-Travel Expenses), Type (Non-Instructional Supplies), Amount (USD - 10.00), Number of Days (1), Description (Supplies for TESS from places like Amazon, Target, and other similar stores), Attachments (None), Account (01-00-03-9010-0000-450000-6780-0C33), and Board Approved Date (mm-dd-yyyy). The top navigation bar includes icons for home, star, flag, notification (59), and user initials (YT).

34

Let us add one more authorization item. This time we are going to add another Non-Instructional Supplies but from a different budget.

35

Click this icon.

<b>Purpose</b>	Blanket CalCard Charges for Supplies, Meals & Refr	<b>Estimated Total</b>	
<b>* Expense Location</b>	CA, United States	<b>20.00</b>	USD
<b>* Start Date</b>	07-01-2024		
<b>* End Date</b>	06-30-2025		
<b>Attachments</b>	None		
<b>Status</b>	Saved		

Estimated Expenses (2)

<b>Meals and Refreshments</b>	01-00-03-9010-0000-475000-6780-0C338102-0000
Food items for events from restaurants such as Panda Express...	
<b>Non-Instructional Supplies</b>	01-00-03-9010-0000-450000-6780-0C338102-0000
Supplies for TESS from places like Amazon, Target, and other...	

36 Select "SBCCD US BU Non-Travel Expenses"

\* Template SBCCD US BU Travel Expenses

\* Type

\* Amount USD -

Attachments None +

- SBCCD US BU Non-Travel Expenses
- SBCCD US BU Travel Expenses

37 Select the Non-Travel Type. I selected "Non-Instructional Supplies"

\* Template SBCCD US BU Non-Travel Expenses

\* Type

\* Amount USD -

Attachments None +

- Advertising
- Bus and Car Rentals
- Commencement Supplies
- Consultants and Other Services
- Custodial Supplies
- Dues and Memberships
- Equipment (under \$5,000)

38

Enter the amount you want set aside from the budget for the type identified.

In this example I have identified \$10.00 as the amount.

Save and Create Another Save and Close

\* Template SBCCD US BU Non-Travel Expenses

\* Type Non-Instructional Supplies

\* Amount USD -

Number of Days

Description

Attachments None +

Account 01-00-03-9010-0000-450000-6780-0C33

Board Approved Date mm-dd-yyyy

39

Click the "Description" field and enter the description for the intended use along with examples of stores/restaurants

Type "Supplies for DE Department from stores like Amazon, Target, etc"

nse ? Save and Create Another Save and Clo

\* Template SBCCD US BU Non-Travel Expenses

\* Type Non-Instructional Supplies

\* Amount USD -

Number of Days

Description

Attachments None +

Account 01-00-03-9010-0000-450000-6780-0C33

Board Approved Date mm-dd-yyyy

Example format: ###0.00;-###0.00

40 Now we are going to change the account string.

\* Type

\* Amount

Number of Days

Description

Attachments None +

Account  

Board Approved Date  

41 Change the account string as necessary until the information displays correctly.

Account ? × Create Another Save and Close

Hide Segments

Alias

Fund  General Fund

Life Span  General Fund

Site  Central Services

Program  Tess

Sub-Program  General Fund

Object  Noninstructional Supplies

Type  Mgt Info. Svcs.

Job  0C338102 - Chief Technology Officer

Future  Default Value

|

42 Click "6150"

Fund 01 General Fund  
Life Span 00 General Fund  
Site 03 Central Services  
Program 8103 Distance Education  
Sub-Program 0000 General Fund  
Object 450000 Noninstructional Supplies  
Type 6150 Mgt Info. Svcs.  
Job 0C338102 0C338102 - Chief Technology Officer  
Future 0000 Default Value

Search Reset | OK Cancel

43 Once you are done making your changes click "OK"

Fund 01 General Fund  
Life Span 00 General Fund  
Site 03 Central Services  
Program 8103 Distance Education  
Sub-Program 0000 General Fund  
Object 450000 Noninstructional Supplies  
Type 6150 Acad Info Systems & Tech  
Job 0C338102 0C338102 - Chief Technology Officer  
Future 0000 Default Value

Search Reset | OK Cancel

44 Click "Save and Close"

Mobile app interface showing a form for creating a spend authorization. The form includes fields for Template, Type, Amount, Number of Days, Description, Attachments, Account, and Board Approved Date. The 'Save and Close' button is highlighted with an orange circle.

Save and Create Another Save and Close Cancel

\* Template SBCCD US BU Non-Travel Expenses ▾

\* Type Non-Instructional Supplies ▾

\* Amount USD - ▾ 10.00

Number of Days 1

Description Supplies for DE Department from stores like Amazon, Target, etc

Attachments None +

Account 01-00-03-8103-0000-450000-6150-0C33 🔍

Board Approved Date mm-dd-yyyy 📅

45 Once your spend authorization is complete click "Submit"

Mobile app interface showing the estimated total for a spend authorization. The 'Submit' button is highlighted with an orange circle.

8653 ⓘ

Save and Close Submit Cancel

Estimated Total  
30.00 USD

for Supplies, Meals & Refr

01-00-03-9010-0000-475000-6780-0C338102-0000 10.00 USD ✕

# Create Travel Spend Authorization

46 Click "Request Authorization"

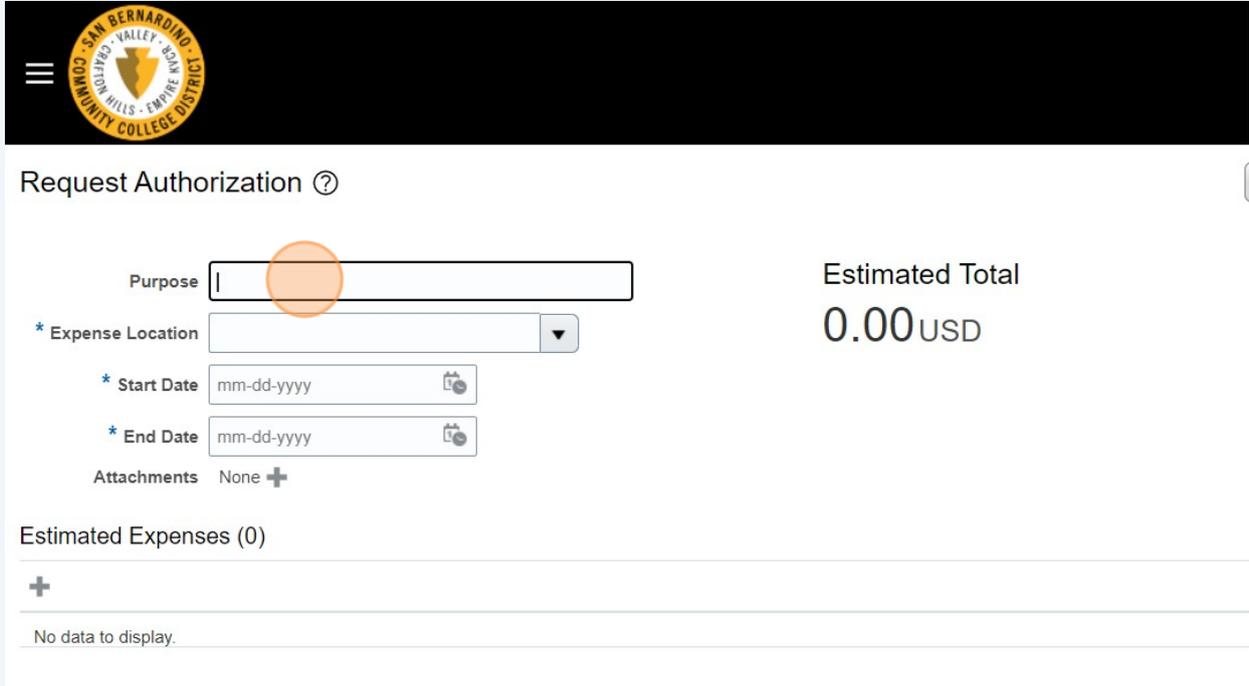
The screenshot shows the 'Expenses' app interface. At the top, there is a green card icon and the word 'Expenses'. Below that, the title 'Authorizations' is displayed next to a dropdown menu for 'Owner' set to 'Yvette Tram'. A table lists two authorization entries. The first entry is 'AUTH000039314163 - Blanket CalCard Usage' with '2 items', 'CA, United States', and 'Saved' status. The second entry is 'AUTH000039408653 - Blanket CalCard Charges for Supplies, Meals & R...' with '3 items', 'CA, United States', and 'Pending manager approval' status. A blue 'Request Authorization' button is highlighted with an orange circle in the table's header row.

Actions	Request Authorization
<a href="#">AUTH000039314163</a> - Blanket CalCard Usage	2 items
CA, United States Saved	
<a href="#">AUTH000039408653</a> - Blanket CalCard Charges for Supplies, Meals & R...	3 items
CA, United States Pending manager approval	

47

Click the "Purpose" field and enter the same as the "Reason" field on the travel request.

In this example I entered "Conference Oracle World 2024 - To learn about new features and functionality in Oracle to ensure SBCCD's instance stays optimized and informed"



 Request Authorization ?

Purpose

\* Expense Location

\* Start Date

\* End Date

Attachments None +

Estimated Total  
0.00 USD

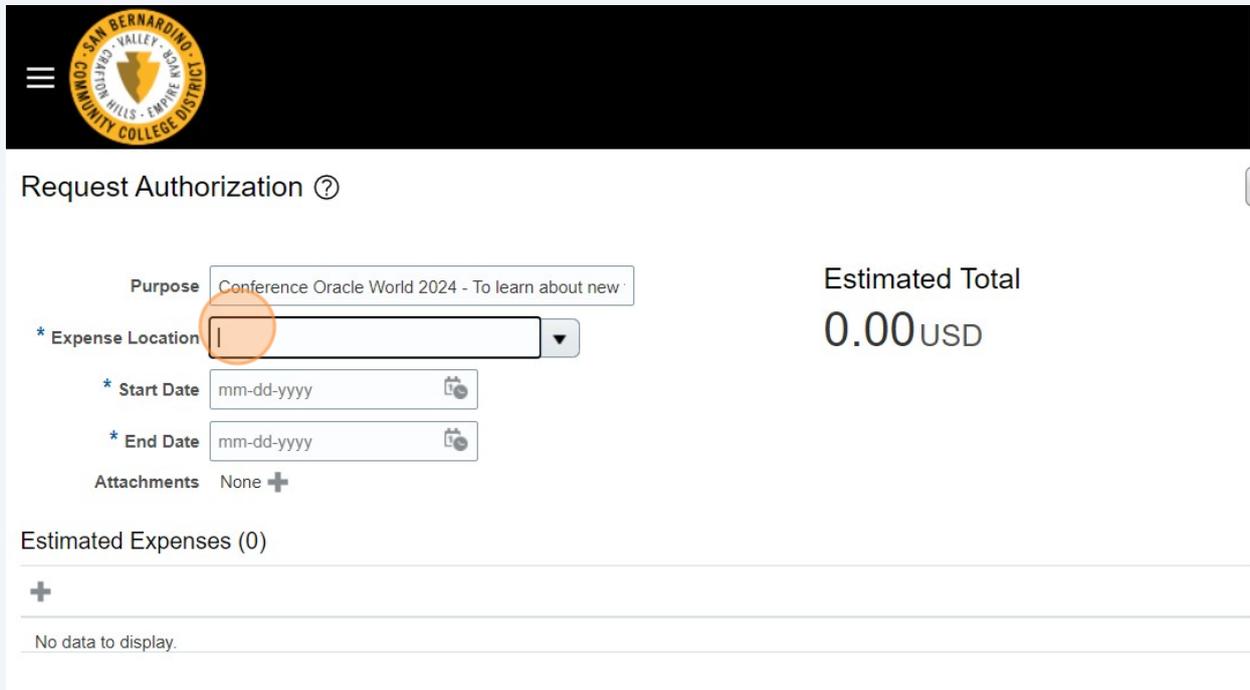
Estimated Expenses (0)

+

No data to display.

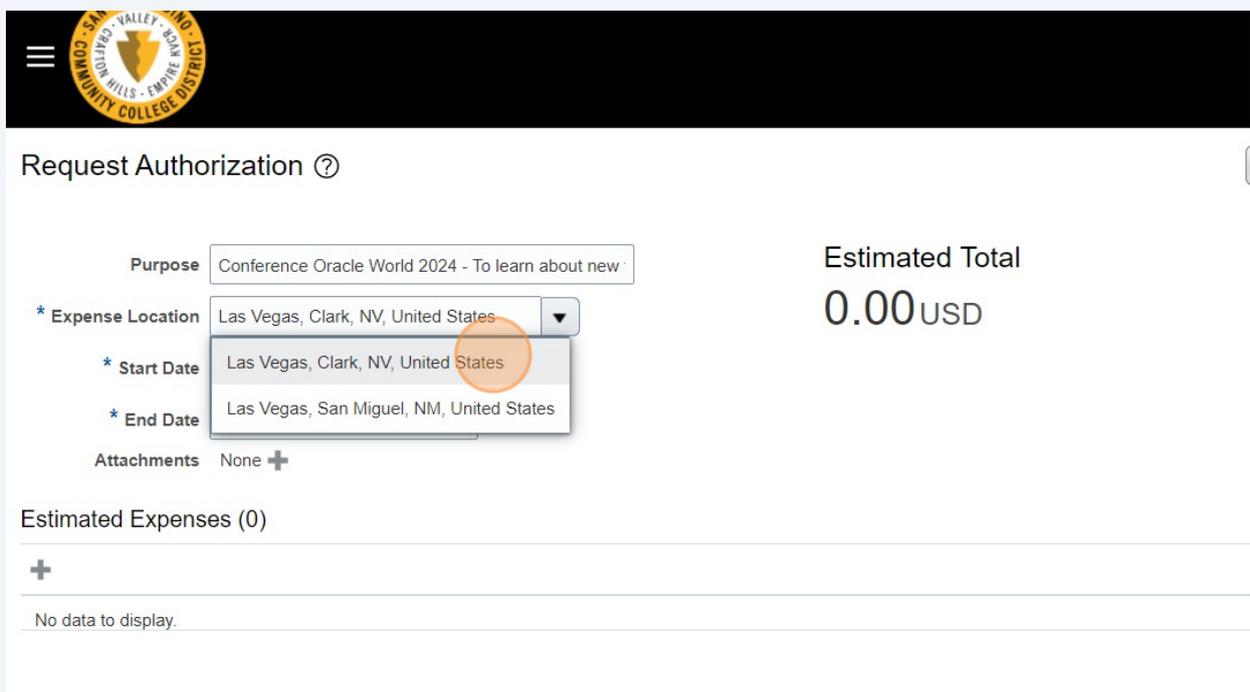
48 Click the "Expense Location" field and enter where the conference will take place.

In this example I entered "Las Vegas".



The screenshot shows the top of a web application with a black header containing the San Bernardino Community College District logo. Below the header is a white form titled "Request Authorization" with a help icon. The form contains several fields: "Purpose" with the value "Conference Oracle World 2024 - To learn about new"; "\* Expense Location" which is empty and highlighted with an orange circle; "\* Start Date" and "\* End Date" both with placeholder text "mm-dd-yyyy" and calendar icons; and "Attachments" with the value "None" and a plus icon. To the right of the form, the text "Estimated Total" is displayed above "0.00 USD". Below the form is a section titled "Estimated Expenses (0)" with a plus icon and the text "No data to display."

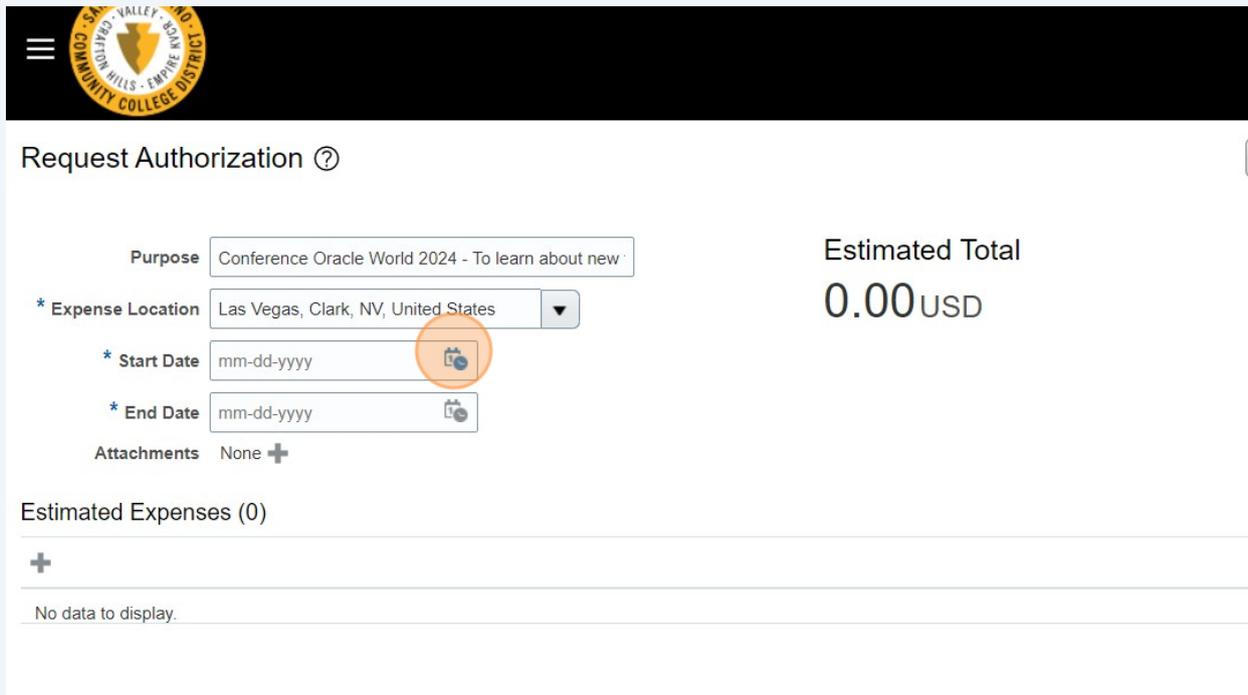
49 Click "Las Vegas, Clark, NV, United States"



This screenshot is identical to the previous one, but the "\* Expense Location" dropdown menu is open. The menu lists two options: "Las Vegas, Clark, NV, United States" (which is highlighted with an orange circle) and "Las Vegas, San Miguel, NM, United States". The other fields and the "Estimated Total" information remain the same.

50

Click the Start Date and put the start of the conference including travel to the conference location.



**Request Authorization** ?

Purpose: Conference Oracle World 2024 - To learn about new

Estimated Total: 0.00 USD

\* Expense Location: Las Vegas, Clark, NV, United States

\* Start Date: mm-dd-yyyy

\* End Date: mm-dd-yyyy

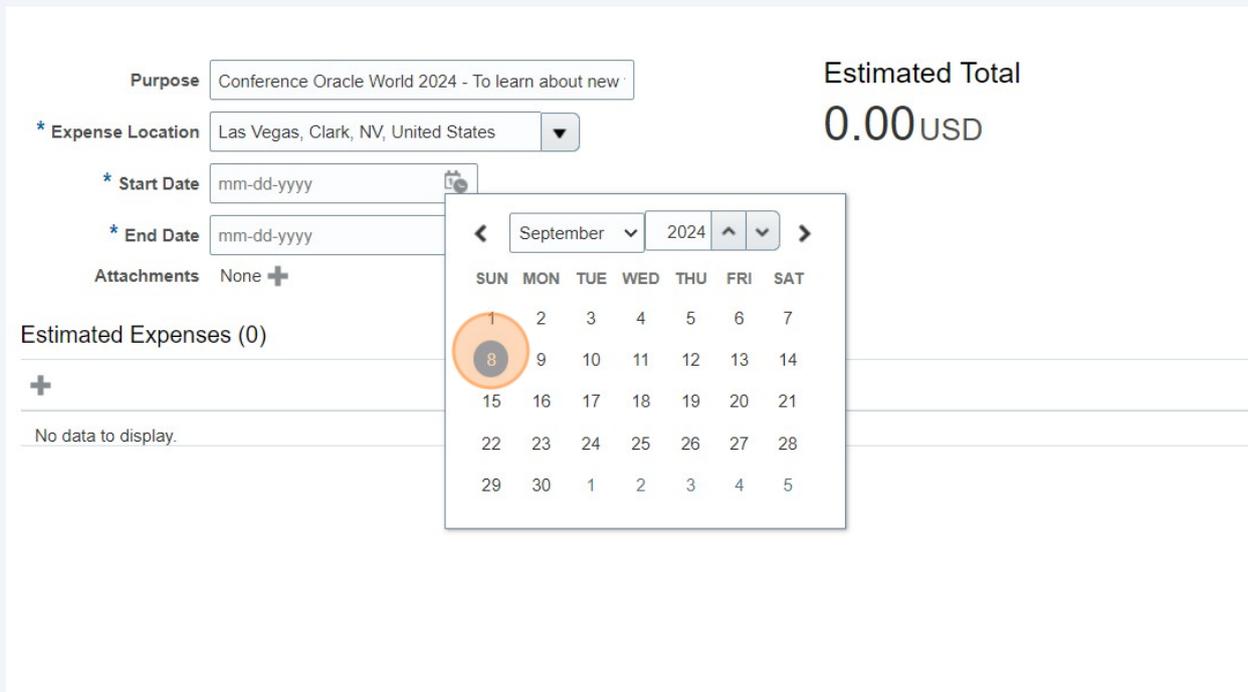
Attachments: None +

Estimated Expenses (0)

+ No data to display.

51

You can click on the calendar and select the date by the calendar popup.



Purpose: Conference Oracle World 2024 - To learn about new

Estimated Total: 0.00 USD

\* Expense Location: Las Vegas, Clark, NV, United States

\* Start Date: mm-dd-yyyy

\* End Date: mm-dd-yyyy

Attachments: None +

Estimated Expenses (0)

+ No data to display.

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

52 Do the same for End Date, this will include travel from the conference location.

Request Authorization ?

Purpose Conference Oracle World 2024 - To learn about new

Estimated Total  
0.00 USD

\* Expense Location Las Vegas, Clark, NV, United States

\* Start Date 09-08-2024

\* End Date mm-dd-yyyy

Attachments None +

Estimated Expenses (0)

+  
No data to display.

53 You can click on the calendar and select the date by the calendar popup.

Purpose Conference Oracle World 2024 - To learn about new

Estimated Total  
0.00 USD

Expense Location Las Vegas, Clark, NV, United States

\* Start Date 09-08-2024

\* End Date mm-dd-yyyy

Attachments None +

Estimated Expenses (0)

data to display.

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

54 Attach "Conference Literature" here.

Request Authorization ?

Purpose

\* Expense Location

\* Start Date

\* End Date

Attachments

Estimated Total  
0.00 USD

Estimated Expenses (0)



No data to display.

55 Click "Choose File" and select the saved conference literature document

Request Authorization ?

Purpose

\* Expense Location

\* Start Date

\* End Date

Attachments

Estimated Total  
0.00 USD

Estimated Expenses (0)



No data to display.

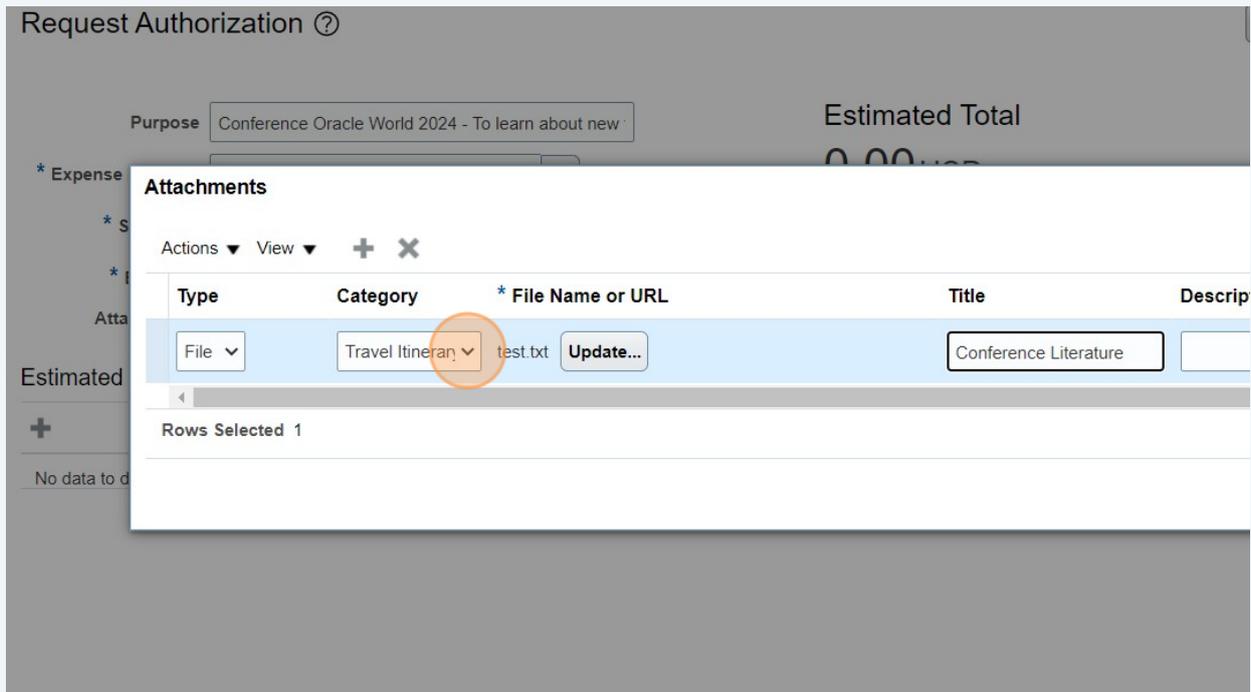
**Attachments**

Actions View + X

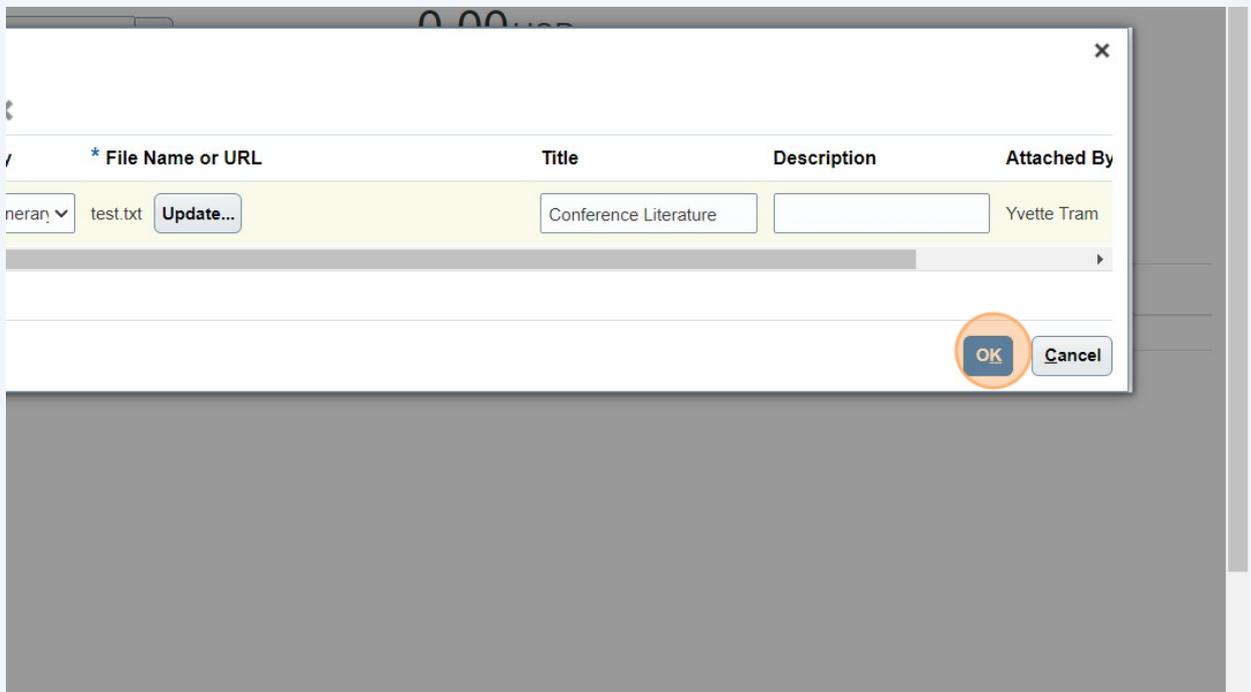
Type	Category	* File Name or URL	Title	Descrip
File	Travel Itinerary	<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>

Rows Selected 1

56 Make sure the Category shows "Travel Itinerary"



57 Click "OK"



58

Once the Authorization header is complete we will add authorization items. Click this icon.

**Purpose** Conference Oracle World 2024 - To learn about new

**Estimated Total**  
**0.00 USD**

**\* Expense Location** Las Vegas, Clark, NV, United States

**\* Start Date** 09-08-2024

**\* End Date** 09-12-2024

**Attachments** Conference Literature + X

**Estimated Expenses (0)**

**+**

No data to display.

59

Make sure the "Template" shows "SBCCD US BU Travel Expenses". And then select the "Type".

In this example we are going to start with "Room Rate".

ie ?

**Save and Create Another** **Save and Close**

**\* Template** SBCCD US BU Travel Expenses

**\* Type**

**\* Amount** USD -

**Attachments** None +

- Airfare
- Car Rental
- Conference Fees
- Meals
- Mileage
- Miscellaneous
- Other Transportation

60

Click the "Amount" field and enter the total amount for the room.

In this example I entered "\$999.00"

ense ? Save and Create Another Save and C

\* Template

\* Type

\* Amount

Number of Days

Description

Attachments None +

Account

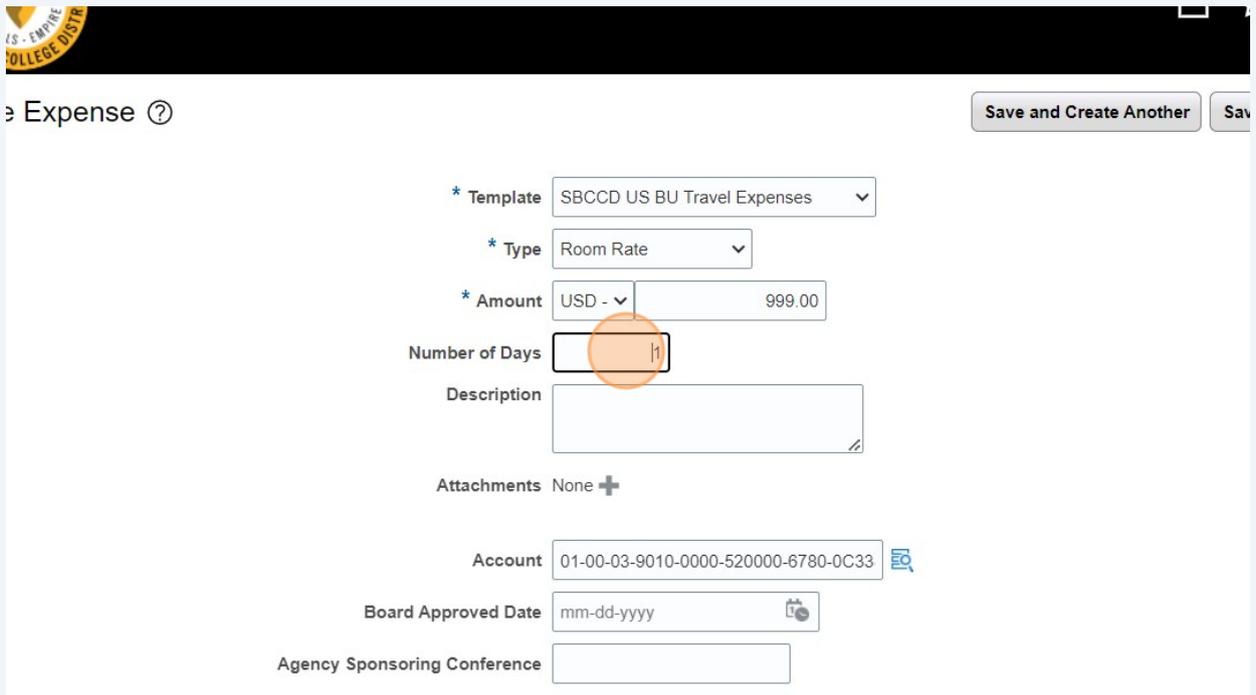
Board Approved Date



Oracle will not allow you to go over the amount you set once the authorization is approved. If you do not know the exact amount please consider adding additional to the total authorization item to ensure you have enough.

61

Click the "Number of Days" field and enter how long you will be at the hotel.



Expense ? Save and Create Another Save

\* Template

\* Type

\* Amount

Number of Days

Description

Attachments

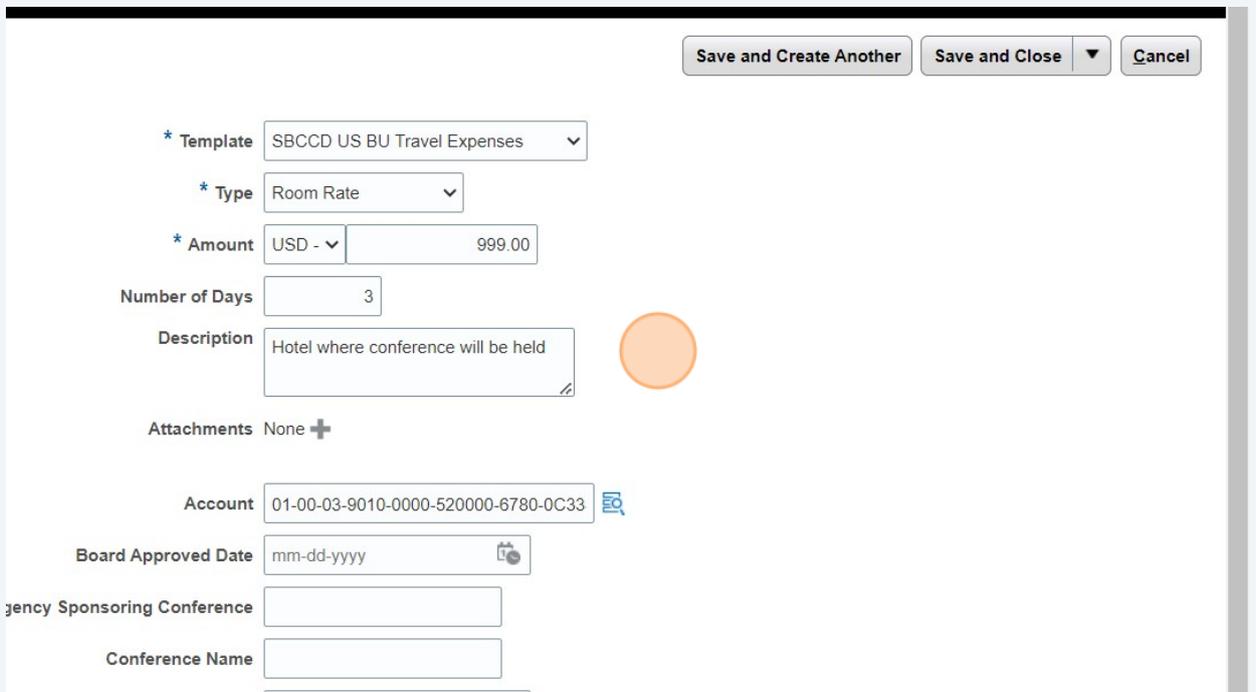
Account

Board Approved Date

Agency Sponsoring Conference

62

Click "Description" and add additional information. i.e. "Hotel where conference will be held"



Save and Create Another Save and Close Cancel

\* Template

\* Type

\* Amount

Number of Days

Description

Attachments

Account

Board Approved Date

Agency Sponsoring Conference

Conference Name

63

Verify the account string in "Account" is the correct account string to the identified budget.



Alert! When you attach your authorization item to your expense item at reconciliation; the expense item's account string **MUST MATCH** this account string. If they do not match, Oracle will not allow you to submit.

64

Enter who is sponsoring the conference.

The screenshot shows a form for entering expense item details. The fields and their values are as follows:

- Amount:** USD - 999.00
- Number of Days:** 3
- Description:** Hotel where conference will be held
- Attachments:** None +
- Account:** 01-00-03-9010-0000-520000-6780-0C33
- Board Approved Date:** mm-dd-yyyy
- Agency Sponsoring Conference:** (This field is highlighted with an orange circle and is currently empty.)
- Conference Name:** (Empty)
- Conference Start Date:** mm-dd-yyyy
- Conference End Date:** mm-dd-yyyy

65

Enter the name of the conference. Do not use acronyms, please spell out the conference name.

A screenshot of a web form for entering conference details. The form includes fields for Amount (USD, 999.00), Number of Days (3), Description (Hotel where conference will be held), Attachments (None), Account (01-00-03-9010-0000-520000-6780-0C33), Board Approved Date, Agency Sponsoring Conference (Oracle), Conference Name (Cloud), Conference Start Date, and Conference End Date. An orange circle highlights the 'Cloud' text in the Conference Name field, and a tooltip labeled 'Conference Name' points to it.

66

Enter the first day of the conference; exclude travel

A screenshot of the same web form as above. The Conference Name field now contains 'CloudWorld 2024'. An orange circle highlights the Conference Start Date field, which is currently empty and has a calendar icon next to it.

**67** Enter the last day of the conference; exclude travel.

Room Rate

\* Amount USD - 999.00

Number of Days 3

Description Hotel where conference will be held

Attachments None +

Account 01-00-03-9010-0000-520000-6780-0C33

Board Approved Date mm-dd-yyyy

Agency Sponsoring Conference Oracle

Conference Name CloudWorld 2024

Conference Start Date 09-09-2024

Conference End Date mm-dd-yyyy

**68** Click "Save and Close"

Save and Create Another Save and Close Cancel

\* Template SBCCD US BU Travel Expenses

\* Type Room Rate

\* Amount USD - 999.00

Number of Days 3

Description Hotel where conference will be held

Attachments None +

Account 01-00-03-9010-0000-520000-6780-0C33

Board Approved Date mm-dd-yyyy

69

Lets add another authorization item to our travel.

**Purpose** Conference Oracle World 2024 - To learn about new

**Estimated Total**  
**999.00 USD**

\* **Expense Location** Las Vegas, Clark, NV, United States

\* **Start Date** 09-08-2024

\* **End Date** 09-12-2024

**Attachments** Conference Literature + X

**Status** Saved

**Estimated Expenses (1)**

**Room Rate** 01-00-03-9010-0000-520000-6780-0C338102-0000  
Hotel where conference will be held

70

Make sure the "Template" shows "SBCCD US BU Travel Expenses".

Home Star Flag

ISE ? Save and Create Another Save and Close

\* **Template** SBCCD US BU Travel Expenses

\* **Type**

\* **Amount** USD -

**Attachments** None +

- Airfare
- Car Rental
- Conference Fees
- Meals
- Mileage
- Miscellaneous
- Other Transportation

71 For the "Type" we are going to select "Parking"

ie ?

Save and Create Another Save and Close

\* Template SBCCD US BU Travel Expenses

\* Type Per Diem

\* Amount USD -

Number of Days 1

Description

Attachments

Account Mileage 000-6780-0C33

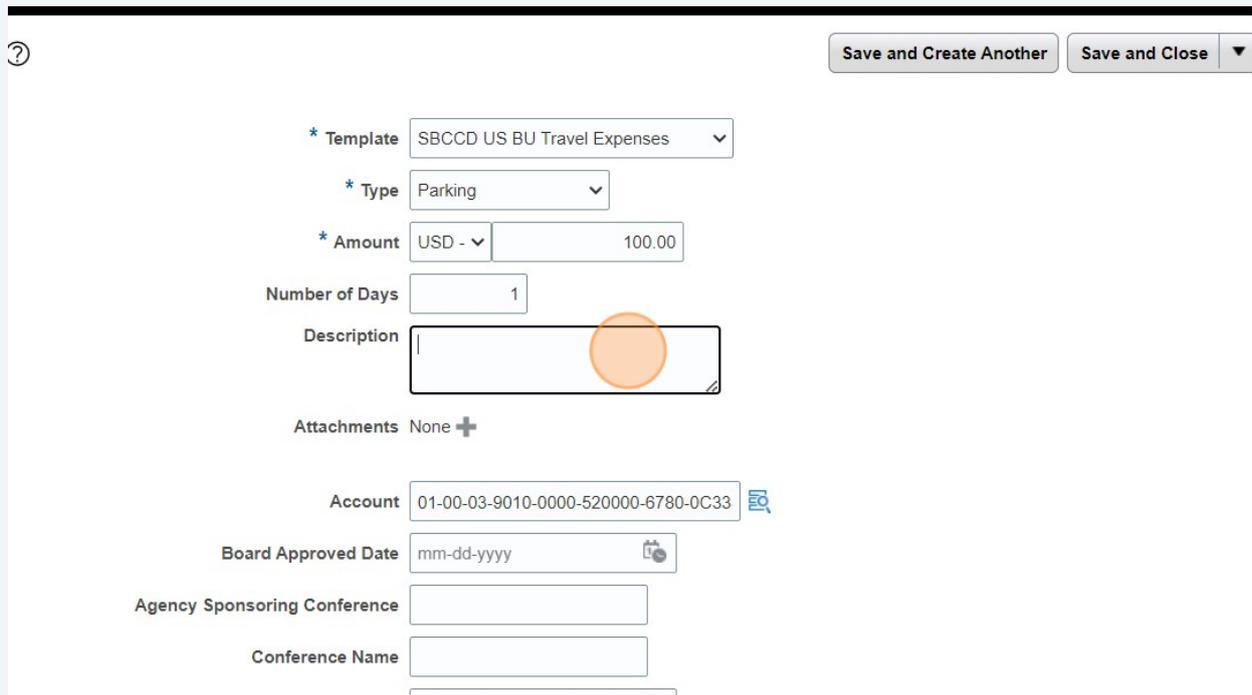
Board Approved Date

Airfare  
Car Rental  
Conference Fees  
Meals  
Mileage  
Miscellaneous  
Other Transportation

72 Click the "Amount" field and enter the estimated cost.

In this example I entered \$100.00

**73** Click the "Description" field enter "Parking fees at the hotel"



The screenshot shows an Oracle expense entry form. At the top right, there are two buttons: "Save and Create Another" and "Save and Close". The form fields are as follows:

- \* Template: SBCCD US BU Travel Expenses (dropdown)
- \* Type: Parking (dropdown)
- \* Amount: USD - (dropdown) 100.00
- Number of Days: 1
- Description: (text input field, highlighted with an orange circle)
- Attachments: None +
- Account: 01-00-03-9010-0000-520000-6780-0C33 (with a search icon)
- Board Approved Date: mm-dd-yyyy (with a calendar icon)
- Agency Sponsoring Conference: (text input field)
- Conference Name: (text input field)

**74** Verify the account string in "Account" is the correct account string to the identified budget.



Alert! When you attach your authorization item to your expense item at reconciliation; the expense item's account string **MUST MATCH** this account string. If they do not match, Oracle will not allow you to submit.

75

Enter who is sponsoring the conference and the name of the conference with no acronyms.

The screenshot shows a form with the following fields and values:

- Amount:** USD - 100.00
- Number of Days:** 1
- Description:** Parking fees at the hotel
- Attachments:** None +
- Account:** 01-00-03-9010-0000-520000-6780-0C33
- Board Approved Date:** mm-dd-yyyy
- Agency Sponsoring Conference:** (highlighted with an orange circle)
- Conference Name:** (empty)
- Conference Start Date:** mm-dd-yyyy
- Conference End Date:** mm-dd-yyyy

76

Enter the start date and end date of the conference, excluding travel.

The screenshot shows a form with the following fields and values:

- Amount:** USD - 100.00
- Number of Days:** 1
- Description:** Parking fees at the hotel
- Attachments:** None +
- Account:** 01-00-03-9010-0000-520000-6780-0C33
- Board Approved Date:** mm-dd-yyyy
- Agency Sponsoring Conference:** Oracle
- Conference Name:** CloudWorld 2024
- Conference Start Date:** (highlighted with an orange circle)
- Conference End Date:** mm-dd-yyyy

77 Click "Save and Close"

The screenshot shows a mobile application interface for creating a travel expense. At the top, there is a navigation bar with icons for home, star, flag, notifications (59), and a user profile (YT). Below the navigation bar, there are three buttons: "Save and Create Another", "Save and Close" (highlighted with an orange circle), and "Cancel". The form contains the following fields:

- \* Template: SBCCD US BU Travel Expenses
- \* Type: Parking
- \* Amount: USD - 100.00
- Number of Days: 1
- Description: Parking fees at the hotel
- Attachments: None +
- Account: 01-00-03-9010-0000-520000-6780-0C33
- Board Approved Date: mm-dd-yyyy



Tip! Travel spend authorizations can have a hybrid mix of CalCard and personal reimbursement. It just needs to be factored into the amounts.

78 Let us now add Per Diem to our spend authorization.

Expense: Conference Oracle World 2024 - To learn about new

\* Expense Location: Las Vegas, Clark, NV, United States

\* Start Date: 09-08-2024

\* End Date: 09-12-2024

Attachments: Conference Literature + X

Status: Saved

1,099.00 USD

Estimated Expenses (2)

- Parking** 01-00-03-9010-0000-520000-6780-0C338102-0000  
Parking fees at the hotel
- Room Rate** 01-00-03-9010-0000-520000-6780-0C338102-0000  
Hotel where conference will be held

79 Make sure the "Template" shows "SBCCD US BU Travel Expenses". And then select the "Type".

In this example we are going to use "Per Diem".

se ?

Save and Create Another Save and Close

\* Template: SBCCD US BU Travel Expenses

\* Type: [dropdown menu]

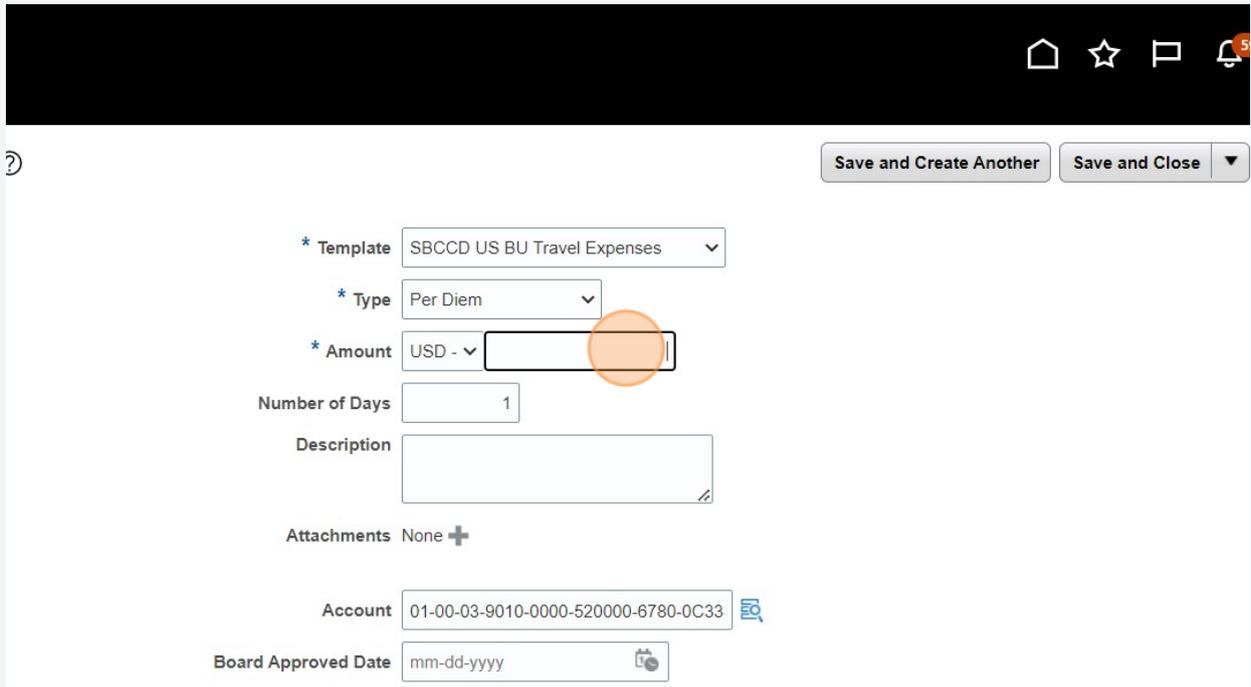
\* Amount: USD - [input field]

Attachments: None +

- Airfare
- Car Rental
- Conference Fees
- Meals
- Mileage
- Miscellaneous
- Other Transportation

80

For the amount I calculated the current Per Diem amount multiplied by the number of days at the conference. Which happens to be "\$316.00" at the time this guide was created.

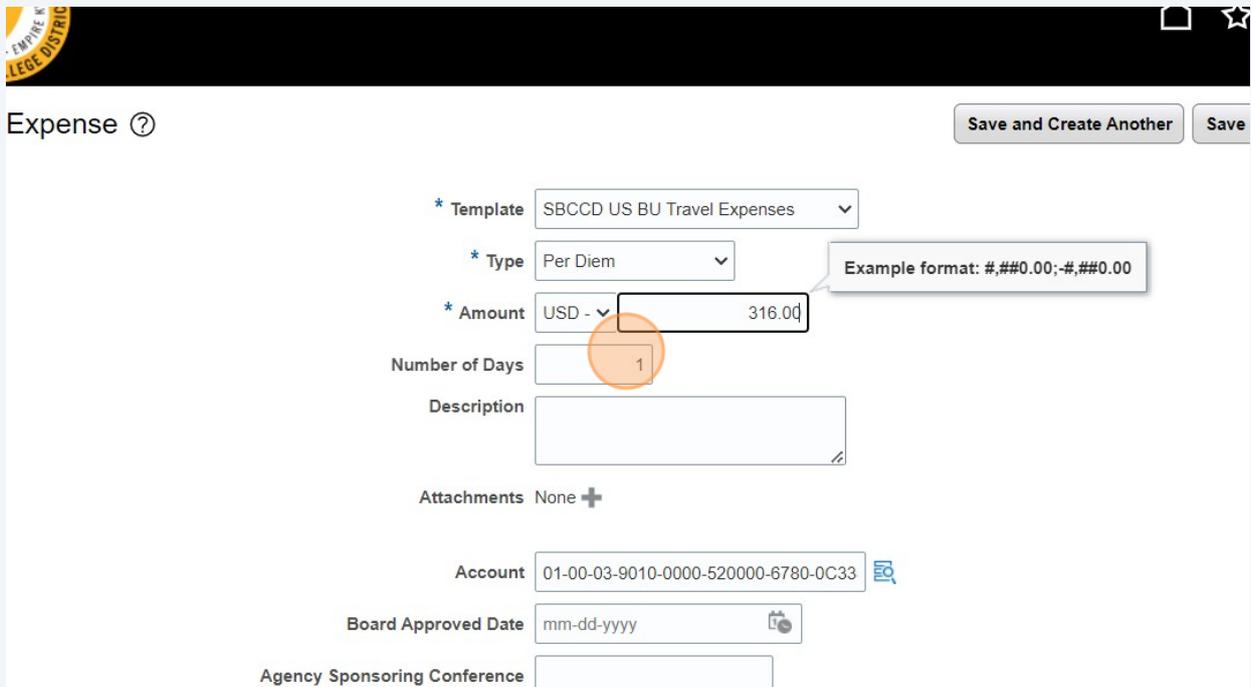


The screenshot shows a mobile application interface for creating an expense. At the top right, there are navigation icons: a home icon, a star icon, a flag icon, and a notification bell icon with a red '5' badge. Below the navigation bar, there are two buttons: "Save and Create Another" and "Save and Close" with a dropdown arrow. The form fields are as follows:

- \* Template: SBCCD US BU Travel Expenses (dropdown)
- \* Type: Per Diem (dropdown)
- \* Amount: USD - [ ] (text input, highlighted with an orange circle)
- Number of Days: 1 (text input)
- Description: [ ] (text area)
- Attachments: None + (text)
- Account: 01-00-03-9010-0000-520000-6780-0C33 (text input with search icon)
- Board Approved Date: mm-dd-yyyy (text input with calendar icon)

81

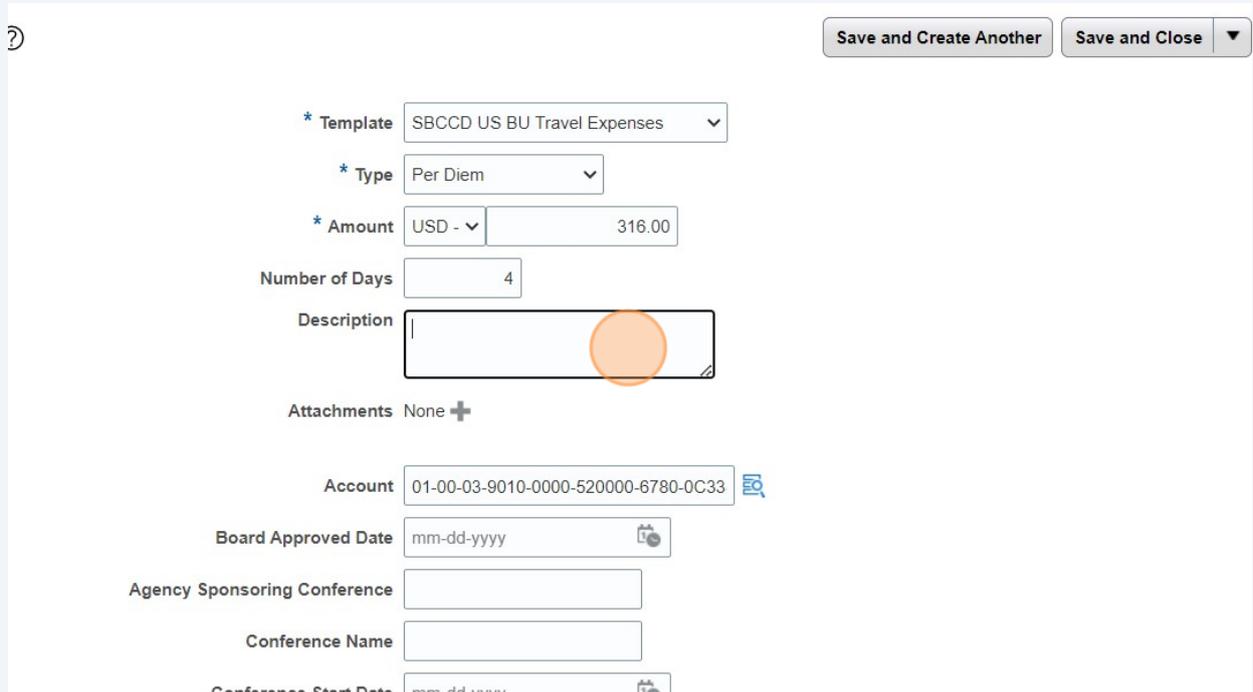
Click the "Number of Days" field and enter the total number of days of the conference.



The screenshot shows the same expense form as in step 80, but with the "Number of Days" field highlighted with an orange circle. A tooltip is visible next to the "Amount" field, displaying the text "Example format: #,##0.00;-#,#0.00". The form fields are as follows:

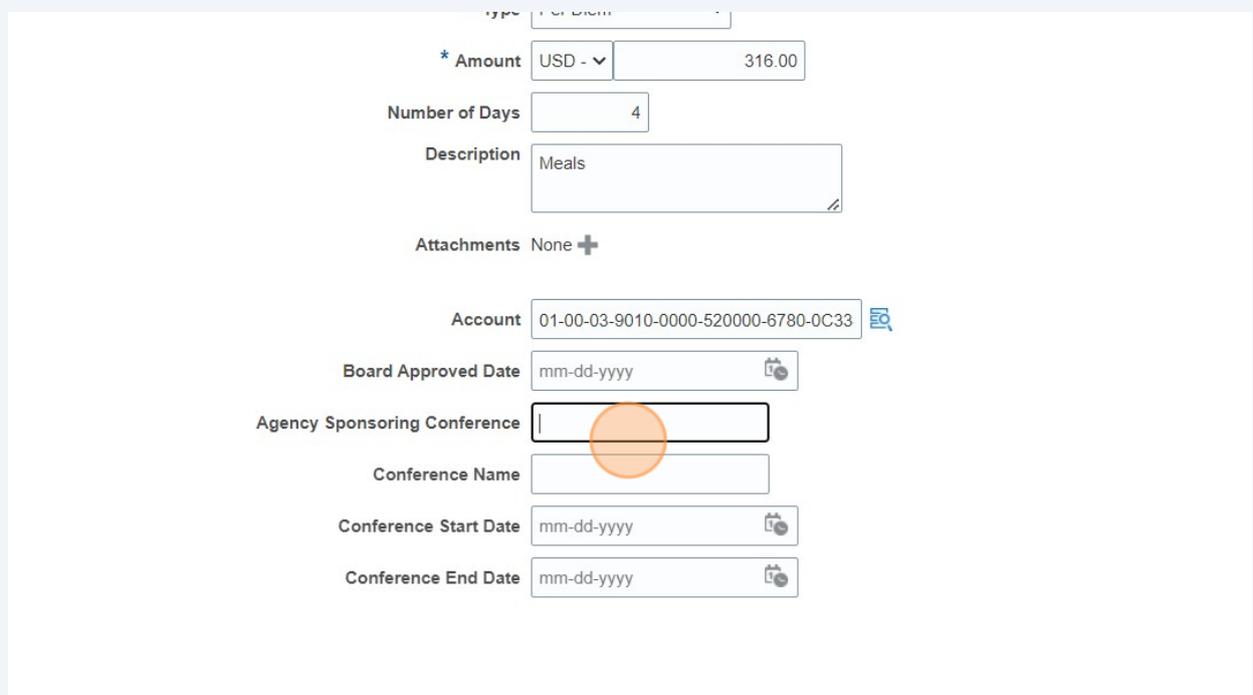
- \* Template: SBCCD US BU Travel Expenses (dropdown)
- \* Type: Per Diem (dropdown)
- \* Amount: USD - [ 316.00 ] (text input)
- Number of Days: [ 1 ] (text input, highlighted with an orange circle)
- Description: [ ] (text area)
- Attachments: None + (text)
- Account: 01-00-03-9010-0000-520000-6780-0C33 (text input with search icon)
- Board Approved Date: mm-dd-yyyy (text input with calendar icon)
- Agency Sponsoring Conference: [ ] (text input)

82 Click the "Description" field.



The screenshot shows a form with the following fields: \* Template (SBCCD US BU Travel Expenses), \* Type (Per Diem), \* Amount (USD - 316.00), Number of Days (4), Description (highlighted with a red circle), Attachments (None +), Account (01-00-03-9010-0000-520000-6780-0C33), Board Approved Date (mm-dd-yyyy), Agency Sponsoring Conference, Conference Name, and Conference Start Date (mm-dd-yyyy).

83 Enter the agency sponsoring conference, the name of the conference without acronyms, and the start and end dates of the conference.



The screenshot shows the same form as above, but with the following changes: Description (Meals), Agency Sponsoring Conference (highlighted with a red circle), Conference Name, Conference Start Date (mm-dd-yyyy), and Conference End Date (mm-dd-yyyy).

84 Click "Save and Close"

The screenshot shows a mobile application interface with a dark top bar containing navigation icons (home, star, flag, notification with '59', and 'YT'). Below the top bar, there are three buttons: 'Save and Create Another', 'Save and Close' (highlighted with an orange circle), and 'Cancel'. The form contains the following fields:

- \* Template: SBCCD US BU Travel Expenses (dropdown)
- \* Type: Per Diem (dropdown)
- \* Amount: USD - (dropdown) 316.00
- Number of Days: 4
- Description: Meals
- Attachments: None +
- Account: 01-00-03-9010-0000-520000-6780-0C33 (with a search icon)
- Board Approved Date: mm-dd-yyyy (with a calendar icon)

85 Once all of your estimated travel expenses are added to the spend authorization, you have verified all the of account strings are accurate, and the estimated total looks accurate, you can submit the authorization.

86

Click "Submit" to start the approval workflow.

