In order to Create a Spend Authorization for Cash, you must first have at least one Payment Election configured.

The Cost Center P2P Approver - $1K is automatically routed to review every spend authorization and may add additional approvers.

Conditional - For amounts between $1K and $10K, the Cost Center P2P Approver - $10K will be automatically routed to review. For amounts over $10K, the Cost Center P2P Approver – Unlimited will be automatically routed to review.

Conditional – The Controller will be automatically routed to review only Spend Authorizations over $25K.

Note:
There is no way in Workday to Cash Advance a non-Employee Student.

If a non-Employee Student needs Petty Cash or a Cash Advance, a department employee must fill out a Spend Authorization to track that money and reconcile later via Expense Report.