Cash Advance – Future State – "Spend Authorization (or Cash Advance)" Self In order to Create a Spend Authorization for Cash, you must first have at least one Payment Election configured. Employee as Revise and Resubmit **Estimate** Create Spend Determine **Process Future Spend Authorization Next Steps Payment** Managemen^a Cost Center P2P \$1K \$10K / Unlimited The Cost Center P2P Approver - \$1K is automatically Send Back routed to review every spend authorization and Approver **Review Spend** may add additional approvers. Authorization 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 Approve will be automatically routed to review. Conditional - The Controller will be automatically Controller Send Back routed to review only Spend Authorizations over **Review Spend** \$25K. Authorization Approve

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.