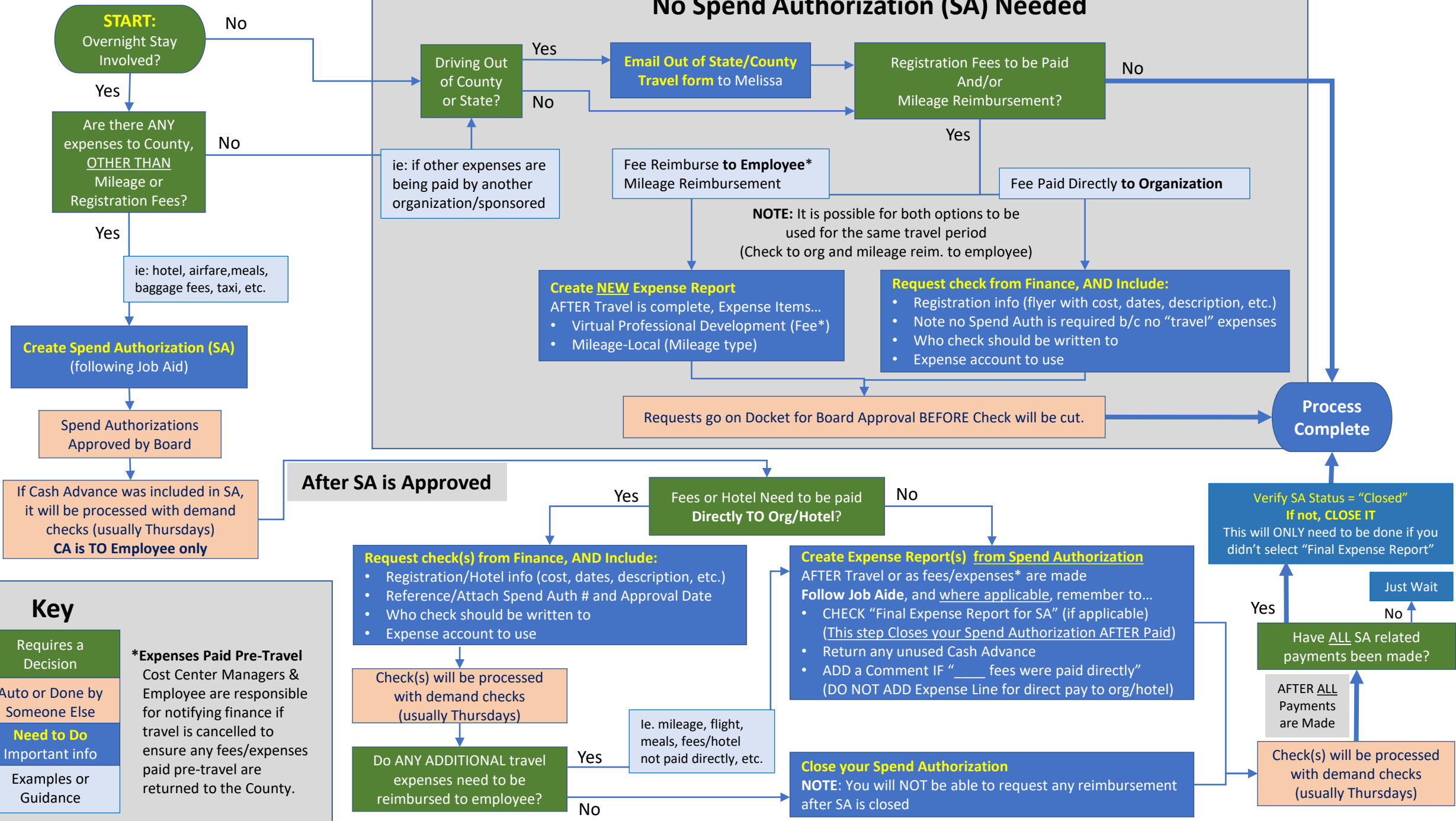


# No Spend Authorization (SA) Needed



## Key

- Requires a Decision
- Auto or Done by Someone Else
- Need to Do Important info
- Examples or Guidance

**\*Expenses Paid Pre-Travel**  
 Cost Center Managers & Employee are responsible for notifying finance if travel is cancelled to ensure any fees/expenses paid pre-travel are returned to the County.

**NOTE:** It is possible for both options to be used for the same travel period (Check to org and mileage reim. to employee)

**Verify SA Status = "Closed" If not, CLOSE IT**  
 This will ONLY need to be done if you didn't select "Final Expense Report"

**Create Expense Report(s) from Spend Authorization**  
 AFTER Travel or as fees/expenses\* are made  
**Follow Job Aide**, and where applicable, remember to...  
 • CHECK "Final Expense Report for SA" (if applicable) (This step Closes your Spend Authorization AFTER Paid)  
 • Return any unused Cash Advance  
 • ADD a Comment IF "\_\_\_ fees were paid directly" (DO NOT ADD Expense Line for direct pay to org/hotel)

**Close your Spend Authorization**  
**NOTE:** You will NOT be able to request any reimbursement after SA is closed

**Create NEW Expense Report**  
 AFTER Travel is complete, Expense Items...  
 • Virtual Professional Development (Fee\*)  
 • Mileage-Local (Mileage type)

**Request check from Finance, AND Include:**

- Registration info (flyer with cost, dates, description, etc.)
- Note no Spend Auth is required b/c no "travel" expenses
- Who check should be written to
- Expense account to use

Requests go on Docket for Board Approval BEFORE Check will be cut.

## After SA is Approved

**Request check(s) from Finance, AND Include:**

- Registration/Hotel info (cost, dates, description, etc.)
- Reference/Attach Spend Auth # and Approval Date
- Who check should be written to
- Expense account to use

Check(s) will be processed with demand checks (usually Thursdays)

Do ANY ADDITIONAL travel expenses need to be reimbursed to employee?

ie. mileage, flight, meals, fees/hotel not paid directly, etc.

Have ALL SA related payments been made?

AFTER ALL Payments are Made

Check(s) will be processed with demand checks (usually Thursdays)

Just Wait