



# Quick Reference Guide



## Topic : Create a Spend Authorization

Step-by-Step Instructions to create a Spend Authorization

### Introduction

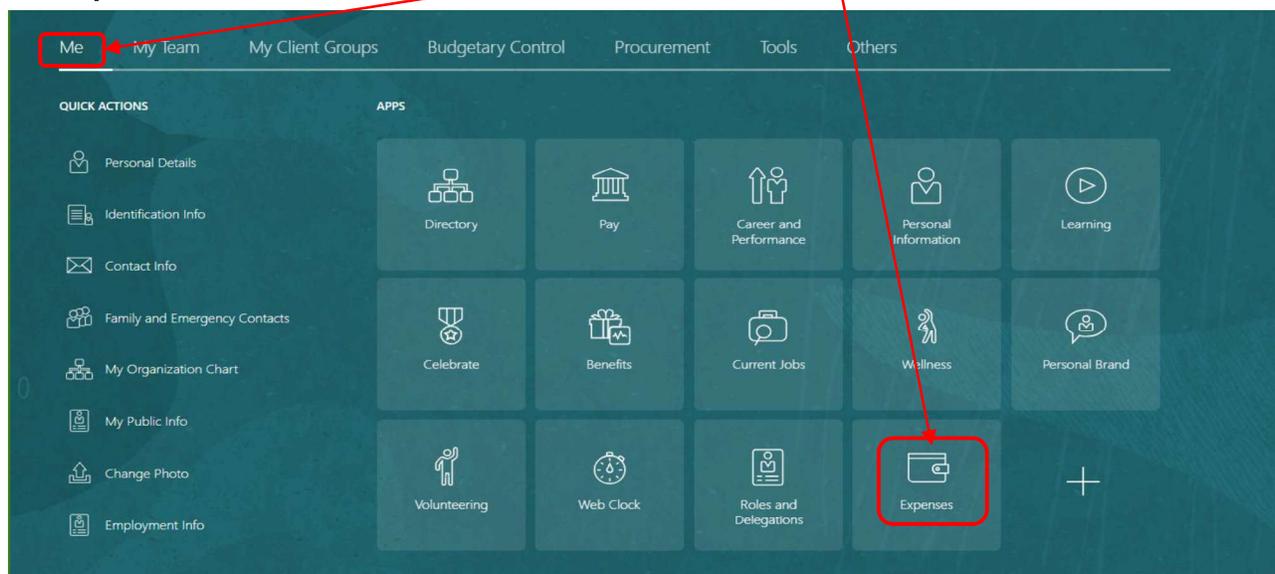
Oracle Fusion Expense Module allows you to submit a **Spend Authorization** request for approval of estimated expense for a future activity. A spend authorization request proceeds through the following process, which the employee initiates:

- Employee submits a **spend authorization request**
- Manager approves the **spend authorization request**
- Employee submits an **expense report**

This document list the steps to create and submit a **spend authorization request**. As well as steps for the related approval.

### Steps to Create and Submit a Spend Authorization Request

1. Log in to **One Connect**.
2. **From the landing (Home) page** – navigate to **Me > Expenses > Travel and Expenses** work area.

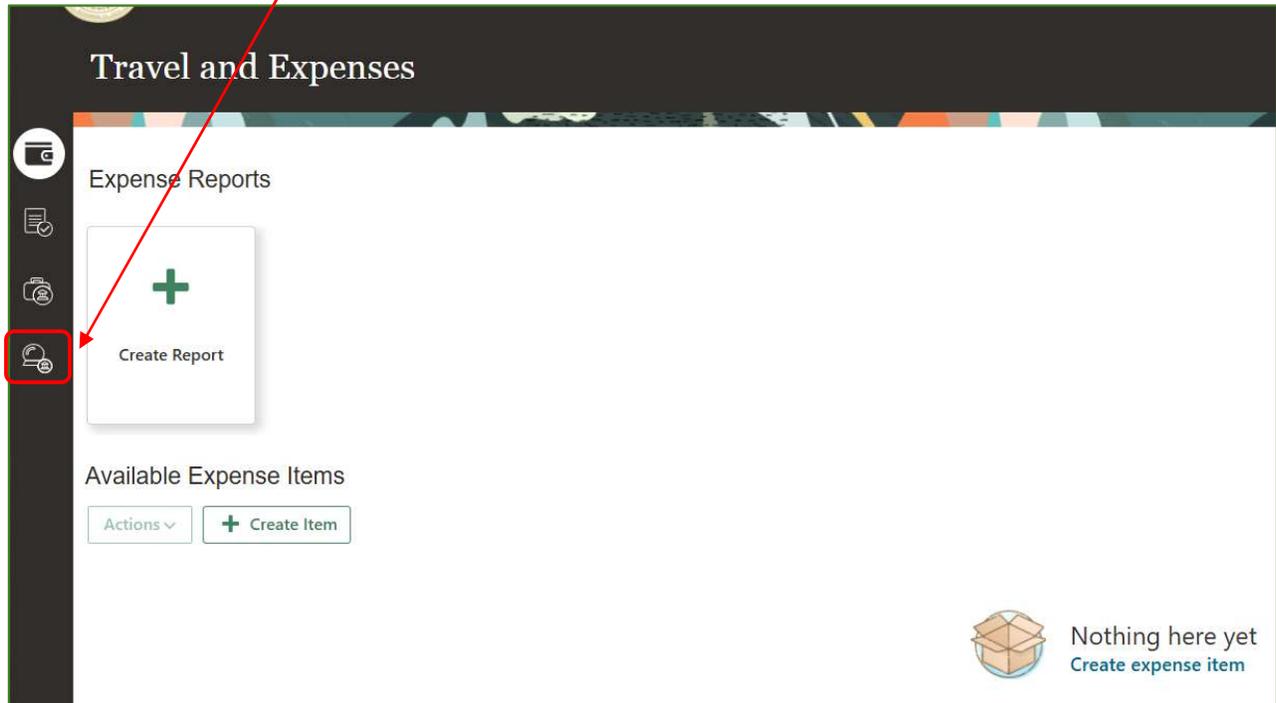




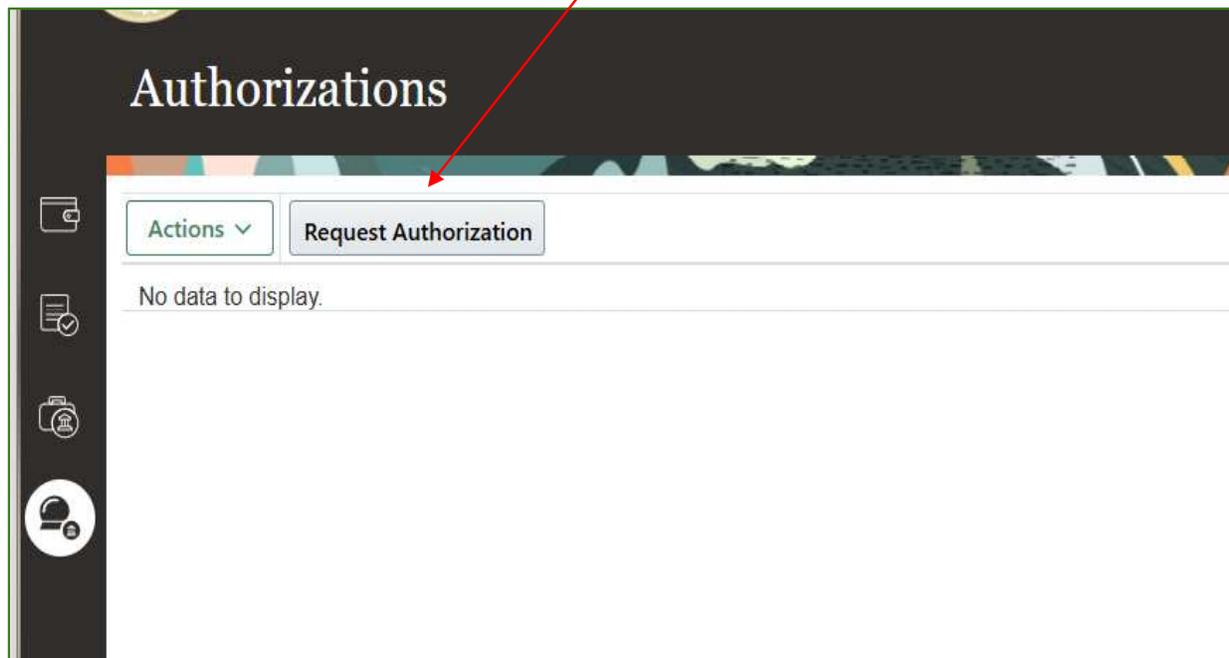
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3. Click the **Authorization** tab.



4. On the **Authorization** click **Request Authorization**:





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5. The **Request Authorization** page will display. Enter the following information:

- **Purpose:** Enter your trip purpose (e.g., *Oracle Open World*)
- **Expense Location:** Choose a location (e.g., *XXXX*)
- **Start Date:** Pick a start date (e.g., one month from today)
- **End Date:** Pick an end date (e.g., four days later)

6. Click the **Create (+)** icon next to **Estimated Expenses** to add line items:

- Template:** Select *Travel*.
- Type** (expense category): e.g., *Airfare*.
- Amount:** Pick currency (e.g., USD) and enter the value (e.g., 650.00).
- In the **Attachment field**, add attachment for airfare.
- Description:** Describe the expense (e.g., *Airfare to Oracle Open World*).

7. Click **Save and Create Another** to add more items.



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8. Repeat the above step to add items for expense that may include the examples below:
  - a. **Per Diem:** e.g., USD 375.00, *Meals at Training Conference*
  - b. **Hotel:** e.g., USD 800.00, *Accommodations for training conference*. For the hotel
9. Click **Save and Close** after entry.
10. Note: The **Spend Authorization** will route to the designated **department approver**.
11. You can see your outstanding request on the **Authorizations** page.

Authorization ID	Description	Location	Item Count	Amount (USD)	Date
SCTRAV000027839325	Conference Travel	New York, NY, United States	3 items	3,200.00	1/4/26
SCTRAV000024329791	RE-ENTRY OFFICE TRAVEL	Washington, Dist of Columbia, DC, United States	1 item	390.00	11/12/25
SCTRAV000024329785	Re-entry Office Grant Travel	Washington, Dist of Columbia, DC, United States	1 item	400.00	11/12/25
SCTRAV000023514307	Law Enforcement Travel	Nashville, Davidson, TN, United States	1 item	600.00	11/4/25
SCTRAV000023514287	Travel Expense-Training Related	Chicago, Cook, IL, United States	2 items	800.00	11/4/25

12. By clicking the  you can see that your request has been submitted.

Notification Type	Content	Time	Action
SUBMITTED	Authorization Approval SCTRAV000027839325 for MELODY WASHINGTON (3,200.00 USD) MELODY WASHINGTON	2 minutes ago	Dismiss
FYI	Oracle Fusion Applications-Automatically Generated Password	26 minutes ago	Dismiss
FYI	Oracle Fusion Applications-Automatically Generated Password	3 days ago	Dismiss

13. Once approved you will see a notification in the 
14. Click the  to see the status of your **Spend Authorization**