CMSD’s Spend Authorization & Expense Reimbursement Process

1. **Trigger**: Workday Task
   - **Process Flow**:
     - **Decision Box**: Workday Task
     - **Process Box**:
       - **Document/External task**
       - **Process Flow Key**: End

2. **Spend Authorization & Expense Report**
   - **Create Spend Authorization**
     - **Process Flow**:
       - **Decision Box**: SP Approval
         - **Yes**: Display/Change
         - **No**: Display/Change
       - **Spend Report**

3. **Expense Report**
   - **Create Expense Report**
     - **Process Flow**:
       - **Decision Box**: Expense Report
         - **Yes**: Expense Report
         - **No**: Expense Report
       - **Payment Process**

4. **Procurement Process**
   - **Spend Authorization**
     - **Process Flow**:
       - **Decision Box**: SA Approval
         - **Yes**: Display/Change
         - **No**: Display/Change
       - **Spend Report**

5. **Payment Process**
   - **Expense Report**
     - **Process Flow**:
       - **Decision Box**: Expense Report
         - **Yes**: Expense Report
         - **No**: Expense Report
       - **Payment Process**

6. **Payment Process**
   - **Expense Report**
     - **Process Flow**:
       - **Decision Box**: Expense Report
         - **Yes**: Expense Report
         - **No**: Expense Report
       - **Payment Process**

7. **Payment Process**
   - **Expense Report**
     - **Process Flow**:
       - **Decision Box**: Expense Report
         - **Yes**: Expense Report
         - **No**: Expense Report
       - **Payment Process**
Traveling on District business...

Expenses Payment Elections? Yes

No

Setup Payment Election - Expenses

Create Spend Authorization (SA)

Is the SA complete? Yes

No

Display/Change SA

SA Approval

SA sent back for update? Yes

No

SA approved? Yes

No

SA Denied

Expense Report Process
Need non-travel reimbursement.

- **Procurement Process**
  - **Spend Authorization Process**
  - **Create Expense Report**
    - **Is the Expense complete?**
      - **Expense Report Approval**
        - **Expense sent back for update?**
          - **Expense approved?**
            - **Payment Process**
          - **Expense Denied**