Close Spend Authorizations from Spend Authorization or Expense Report

Close Individual Spend Authorizations from Spend Authorization screen.

1. Type My Spend Authorizations in the search bar.
2. Next, select My Spend Authorizations from the search results.
3. Select which Spend Authorization you would like to close. Then click the related actions symbol hover over Spend Authorizations and click close.

Close Spend Authorizations from Expense Report screen.

1. Type Create Expense Report in the search bar.
2. Next Select Create Expense Report from the search results.
3. Check the box next to Final Expense Report for Spend Authorization.

Note- Please be careful that all charges are in before you close Spend Authorization because you will need to do a new Spend Authorization to clear any charges once closed.