

BLANKET IN-STATE MILEAGE JOB AID

To be used for daily travel throughout the Fiscal Year for county needs

Step 1: Create Spend Authorization – pre-approval of travel required.

Step 2: Create Expense Report – for your reimbursement.

WORKDAY STEP 1: CREATE SPEND AUTHORIZATION

Search **Create Spend Authorization** in Workday either in the *Expenses Hub* or in the search bar.

Spend Authorization Information (*enter all required fields)

1. Company: The Ohio State University
2. Start/End Date: One blanket mileage per fiscal year requested, do not cross over fiscal years.
3. Description: Brief Business Reason (i.e. *FY20XX In-State Travel XXX County*)
4. Business Purpose: TRAVEL - Blanket
5. Justification: Expand business reason to include any pertinent information for approval process.

Menu

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Time Off

Time Off and Leave

Expenses

Find Spend Authorizati
OSU

Expenses Hub

Requisitions

Directory

▼ Spend Authorization Information

Company *

×

The Ohio State University

...

⋮

Start Date *

07/01/2023

📅

End Date *

06/30/2024

📅

Description *

FY2024 In-State Mileage to Further Extens

Business Purpose

×

TRAVEL - Blanket

...

⋮

Currency

USD

Spend Authorization Details

*Direct Deposit-Do Not Change

▼ Spend Authorization Details

Reimbursement Payment Type *

×

Direct Deposit

...

⋮

Justification

FY20XX In-State Travel XXX County for OSU Extension Business Travel

Spend Authorization Lines

⊕ Add



Click here to sort

Mileage (Federal Rate)	65.50
Mileage (Federal Rate)	65.50

Spend Authorization Line

Expense Item

× Mileage (Federal Rate) ...

Quantity

100

Per Unit Amount

0.655

Total Amount

65.50

Budget Date

07/01/2023

Memo

FY20XX In-State Mileage

Cash Advance Requested

☐

Worktags

*Cost Center

× CC12034 FAES | Trumbull County ...

*Balancing Unit

× BL1321 FAES | Trumbull County ...

*Fund

× FD111 Designated Other Fund ...

Spend Authorization Line

1. Click **Add** to add Expense Line Items
2. Expense Item: Mileage, Parking, Tolls
3. Quantity: Estimate total miles for entire fiscal year
4. Budget Start Date
5. Check Worktags for correct funding source.
6. Item Details will include *All Other Continental U.S. Locations, for local miles with the Business Reason and estimated number of trips.
7. Click **Submit**.

Item Details

Origination

× *All Other Continental US Locations, United States of America ...

Destination

× *All Other Continental US Locations, United States of America ...

Business Reason

FYXX In-State Mileage

Number of Trips

20

- Can add multiple lines for various funding sources if needed.
- Please make one Spend Authorization for entire Fiscal Year July 1 to June 30.
- Keep the SA number to reference on your Monthly Ground Transportation Log that is submitted with your monthly Expense Report.



WORKDAY STEP 2: CREATE EXPENSE REPORT

1. To create expense report, return to the Expenses Hub from Menu in Workday or type "Create Expense Report" in search bar.
2. Choose Create Expense Report then choose Expense Report from Spend Authorization.
3. Choose the current Spend Authorization associated with the trip. Some of the fields will pre-populate. Input Worktags to match approved Spend Authorization. Hit OK.
4. Click Add to add Expense Items.
5. Upload the most current completed Mileage Log and attach in **Expense Line**.
6. Enter the total amount of miles driven for the month.
7. Set date to first day of month or first day of trip.
8. Add additional lines for differing funding sources or for parking and tolls if needed.
9. Click **Submit**.

Create Expense Report

Expense Report Information

Expense Report For * Employee: Ingrid Twist-Hamilton

Creation Options *

☐ Create New Expense Report

☐ Copy Previous Expense Report

☒ Create New Expense Report from Spend Authorization

Search

☐ 07/01/2023 FY24 Blanket Travel 1,310.00 USD

Memo

Company * x The Ohio State University

Expense Report Date * 01/08/2024

Business Purpose *

Cost Center * x CC13396 FAES | Extension Operations

Balancing Unit * x BL1693 FAES | OSUE State

OK Cancel

Expense Line

3 items Sort By: Mon, Jan 1

Item	Amount
Parking pkg	20.00 USD
Tolls	5.00 USD
Mileage (Federal Rate)	67.00 USD

4 Teaching Events, 1 Training Event

Upload

Expense Date * 01/01/2024

Expense Item * x Mileage (Federal Rate)

Quantity * 100

Rates Used 0.67

Total Amount 67.00

Currency * USD

Memo 4 Teaching Events, 1 Training Event

*Cost Center x CC13396 FAES | Extension

Submit Save for Later Close

Instructions

See [Travel Policy](#) for requirements. A detailed business purpose must be entered in the Business Reason field below.

For Origination/Destination fields, type the city that matches the trip location(s). If the specific city is not found, type *ALL to return the value of All Other Continental US Locations, United States of America. Enter the specific city in the memo field on the expense line.

Item Details

Origination * x *All Other Continental US Locations, United States of America

Destination * x *All Other Continental US Locations, United States of America

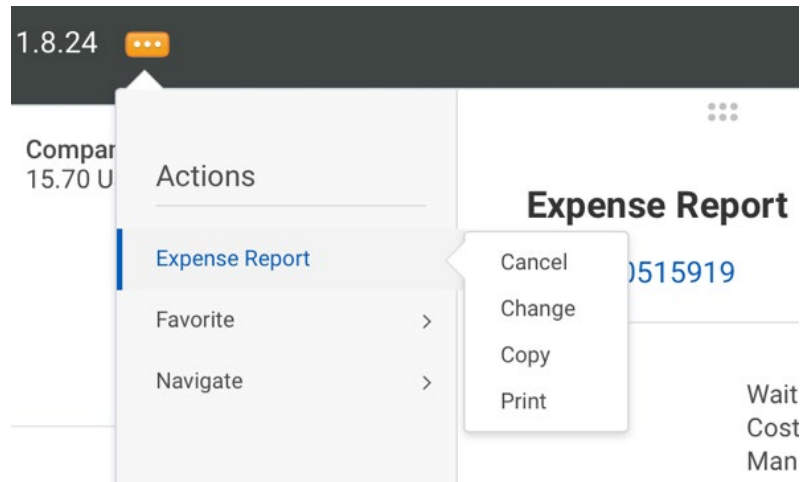
Business Reason * County Extension Mileage Programming Ti

Number of Trips * 5



To EDIT THE EXPENSE REPORT

1. Type in the Expense Report number (ER-xxxxxxxx) associated with the expense report. Or look up the Expense Report in the *Expense Hub* to search for the report.
2. Click on ellipsis to open an editable screen- Cancel, Change, Copy, or Print.



PLEASE **NOTE**:

- If Spend Authorization becomes overspent or inadvertently closed, add a comment in the Expense Report Memo referencing the Spend Authorization number and reason as to why SA# is not able to be selected.
- If entering more than one month on an Expense Report, each month must be on separate Mileage Logs and on separate expense lines.
- Expense lines can be split between Worktags for different funding sources within a month's travel.

For up-to-date TRAVEL information, visit:

travel.osu.edu

for current:

Mileage Rates

Mileage Log

as these change regularly.

