

## Bus Rental

Step 1) Determine Spend Authorizations needed, as this will be a TRAVEL expense.

**Group travel requires a Group Spend Authorization.** If ALL travelers are OSU employees, they will create their own SAs. If any of the group will be non-employees, then An External Committee must be set up so a Spend Authorization can also be created for the trip. Group ECMS can only be used for the one event. If any individual expects to have any expenses reimbursed to them, they must submit for their own SA#.

NOTE: The ECM will be for the GROUP that is traveling (has to be 10 or more for a GROUP). In order to get them a SA# to travel and for OSU to pay for the bus- must have phone number, full mailing address and email address of the group requesting to put into the system- can be that of an Educator that is traveling as part of the group. Vendor Setup form not needed.

Search that the External Committee hasn't already been set up: Find External Committee Member. If not in the system, then

### Create External Committee Member:

Committee type would be **Expenses for Group Travel**

**Reason: Committee Member Service> Committee Memberships> Add New**

**Membership Type: Visitor/Guests for Expenses**

**Fill in the 2 TABS before hitting Submit:**

**Legal Name information/Contact Information – please note: for FIRST NAME- can use XX County and for LAST NAME -can use XXConf or a way to portray the name as the purpose of the trip and ease to find and use.**

**Create Spend Authorization for Non-Worker:** An External Committee Member (ECM) must be created to initiate a spend authorization for individual (non-employee/guest) travel or group travel. The External Committee Member (ECM) will be used to reconcile or reimburse expenses in the Expense Report. Create an ECM for an individual or for a group

### Purpose of ECM:

- Establish Spend Authorization for a non-employee or guest
- Establish reimbursement payment for a non-employee or guest. Any payment made to an ECM will be in the form of the check (no direct deposit is available).

### Purpose of Group ECM:

- Establish Spend Authorization for a Group Travel (10+ travelers with same itinerary) and to permit reconciliation of Group expenses made with a PCard. Group ECMs should not be recycled for multiple trip usage. The Group ECM should be unique to the specific Group Trip, destination, and timeframe.

### Create External Committee Member

Create a new external committee member and assign membership in the s

Effective Date \* 03/01/2023

Committee \* X Expenses for Group Travel ...

OK

Cancel

Committee Expenses for Group Travel

Reason \* X Committee Member Service > Committee Memberships > Add New

### Proposed Membership Information

Membership Type \* X Visitor/Guests for Expenses ...

Membership Type Start Date 03/01/2023

Term End Date MM/DD/YYYY



## Step 2) Work with any contracted charter bus company.

Charter Bus Contracts - busfin.osu.edu - [Home](#) - [Buy, Schedule, Travel](#) - [Purchasing](#) - [Find a Supplier](#) - [STM Driven; Cardinal Transportation](#)

STM is one that is in the system as a supplier and can be used to expand our options to other providers because they cover the additional insurance required by the University. STM (Short's Travel Management) contact Nick Gyllin ([ngyllin@stmDriven.com](mailto:ngyllin@stmDriven.com)) 319.212.5413, Director of STM Driven).

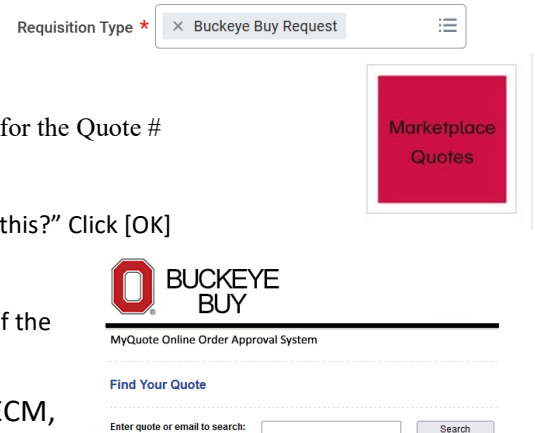
Have the specifics of the trip ready: travel dates for departure and return, estimated passenger count, pickup/additional-stop addresses and drop-off addresses and a GROUP LEADER needs appointed and provide the bus company with their name/Cell phone number.

The bus company will create a Quote for the trip and upload that Quote into Workday. When Purchasing approves the quote (allow one to two days) the person who requested the quote will receive an email confirmation. Using that person's email can SEARCH to find the Quote # (should include letters AND numbers).

Then someone with access in Workday, who can create the requisition for a purchase order to pay the bus company, will search to find that Quote # in the Marketplace Quotes to approve it and pull that into the Requisition - follow these steps:

Process to find the Marketplace QUOTE from approved bus company:

- **Create Requisition** in Workday, choose RQ type as **Buckeye Buy**
- **Add the GROUP SA#** in Comment or Internal Memo field
- **Connect to Supplier Website**, Scroll and select the **Marketplace Quotes** logo/link– click **Connect**
- Enter the Quote # provided in the email from OSU- or your email to Search for the Quote #
- Click on the quote number to open and view the quote
- Click the checkout box to complete the transaction
- You will receive the following message: “are you sure you want to approve this?” Click [OK]
- Click the [Checkout] button to pull the quote into Workday
- Complete “Submit” in Workday to create your Requisition.
- Workday creates the Requisition and puts it on the “GOODS” line as most of the internal Buckeye Buy requests are created.



**NOTE:** Requires the Expense Data Entry Specialist role to request ECM, SA for ECM, enter ECM expenses and to create the requisition.

*Office Associates* will have the data access to be able to enter these. Reach out to the Operations team if access needs updated for OSCs.

**Job Aid for ECM:** Create the ECM (External Committee Member) for the group in Workday. Job Aid: [External Committee Member \(ECM\) Non-Employee Reimbursement](#)

**Special NOTE:** First check in Workday IF the non-employee/Group may already be in the system. If they are in as a SUPPLIER, they will still need to be entered in as an ECM as they will not pull into the name field otherwise.

**Invoice:** STM/Cardinal (bus company) will send the Invoice to Accounts Payable after the trip.

**Read the Quote Terms & Conditions:** does not cover hotel, food, or parking... may or may not cover driver's tip or fuel surcharges.

