

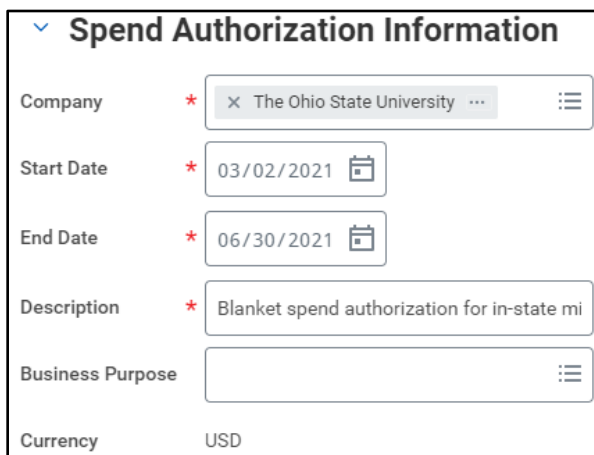
Travel – Blanket In-State Mileage/Ground Transportation

Step 1: Step 1: Create a “Spend Authorization”

Step 2: Create an “Expense Report” for your reimbursement

WORKDAY Step 1: Search “Create Spend Authorization”

- Company: * **The Ohio State University**
- Start/End Date: * **This will default to today’s date.**
 - This is the departure and return date for the trip.
 - For Blanket travel, these dates span the current fiscal year or shorter. **Do not enter dates that cross over fiscal years.**
- Description: * **Enter a short description of the trip.**
 - E.g.: “Blanket spend authorization for in-state mileage.”
- Business Purpose: ☐ **Blanket Travel**
- Currency: **USD**



Spend Authorization Information

Company *

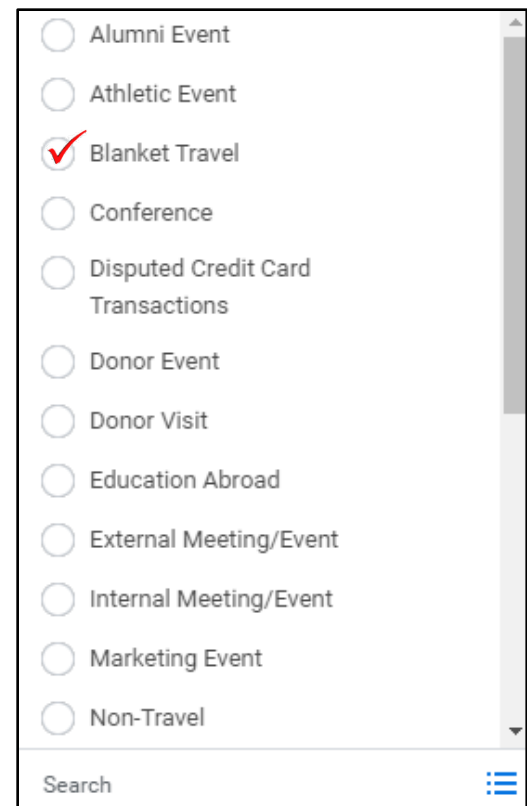
Start Date *

End Date *

Description *

Business Purpose

Currency USD



☐ Alumni Event

☐ Athletic Event

☒ Blanket Travel

☐ Conference

☐ Disputed Credit Card Transactions

☐ Donor Event

☐ Donor Visit

☐ Education Abroad

☐ External Meeting/Event

☐ Internal Meeting/Event

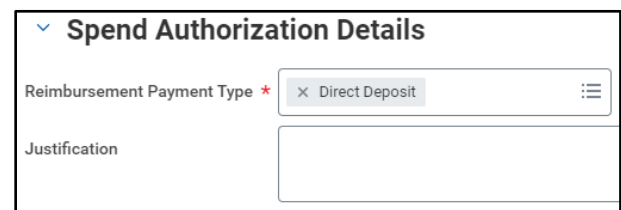
☐ Marketing Event

☐ Non-Travel

Search

2. Spend Authorization Details

- Reimbursement Payment Type: * ☒ **Direct Deposit**
- Justification: * **Add thorough business purpose and address the business essential nature of the request.**
 - If the travel is related to an in-person programming exemption or continuation of a previously approved Research Exemption, state those exemptions, and **attach approval documentation.**



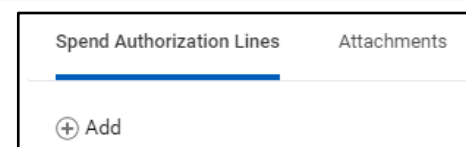
Spend Authorization Details

Reimbursement Payment Type *



Justification

3. Click **Add** under the **Spend Authorization Lines**

- Expense Items: * Type – **Mileage (Federal Rate)**
- Quantity: * **Number of miles expected to travel**
- Per Unit Price: **Federal rate, 0.56**
- Total Amount: **Automatically updates amount based on quantity entered**
- Memo: Type – **In-state mileage**



Spend Authorization Lines	Attachments
+ Add	



Spend Authorization Line 	
Mileage (Federal Rate)	280.00
Expense Item	* × Mileage (Federal Rate) ... 
Quantity	* 500
Per Unit Amount	0.56
Total Amount	280.00
Memo	In-state mileage
Cash Advance Requested	<input type="checkbox"/>









Worktags – Enter your FDM

- Cost Center, Balancing Unit, Fund, etc.
- Additional Worktags: Automatically populates
Function: FN109 Public Service.

Item Details

- Origination: * **Most of our county seats are not listed. If not listed, select, “All Other Continental US Locations, United States of America.”**
- Destination: * **Same as above**
- Number of Trips: **Best estimate of number of trips**

Item Details	
Origination	* × *All Other Continental US Locations, United States of America ... 
Destination	* × *All Other Continental US Locations, United States of America ... 
Number of Trips	50

Worktags	
*Cost Center	<input type="text" value="Search"/> 
*Balancing Unit	<input type="text" value="Search"/> 
*Fund	<input type="text"/> 
Gift	<input type="text"/> 
Grant	<input type="text"/> 
Program	<input type="text"/> 
Project	<input type="text"/> 
*Additional Worktags	× Function: FN109 Public Service ... 

Click **Submit**

NOTE:

- Once submitted for approval, the spend authorization will be reviewed/approved by both the CCM and Unit Leader (Area Leader for county offices, Assistant Director for state areas).
- If traveling infrequently, you may create spend authorizations before traveling as needed instead of a blanket spend authorization.

WORKDAY Step 2: Search "Create Expense Report" for your travel reimbursement

1. Expense Report Information

- a. **Select:** * ☐ **Create New Expense Report from Spend Authorization**

i. Select appropriate spend authorization from the list.

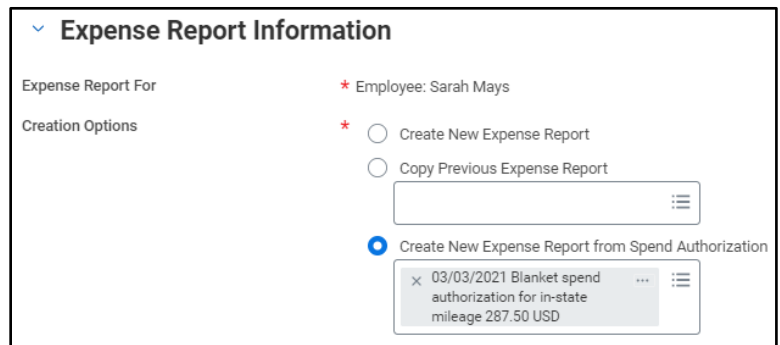
- b. **Memo:** Type – **Month/Year in-state mileage reimbursement**

- c. **Company:** * **The Ohio State University**

- d. **Expense Report Date:** * **Date entering**

- e. **Business Purpose:** * ☐ **Blanket Travel**

- f. **Update Worktags:** * **Does not pull from spend authorization! Default costing will appear. Check worktags and enter correct FDM.**



Click **OK**

Complete the [CFAES Ground Transportation Log](#) and attach to Expense Report

The log will calculate the allowable reimbursement miles and document depart/destination/return locations.

Click **Add** under **Expense Lines**

- g. Select **New Expense**

2. Expense Lines

- a. **Date:** * **Date of first day of travel on your log**

i. If any dates of travel are over 60 days, include on separate expense line.

- b. **Expense Item:** * Type – **Mileage (Federal Rate)**

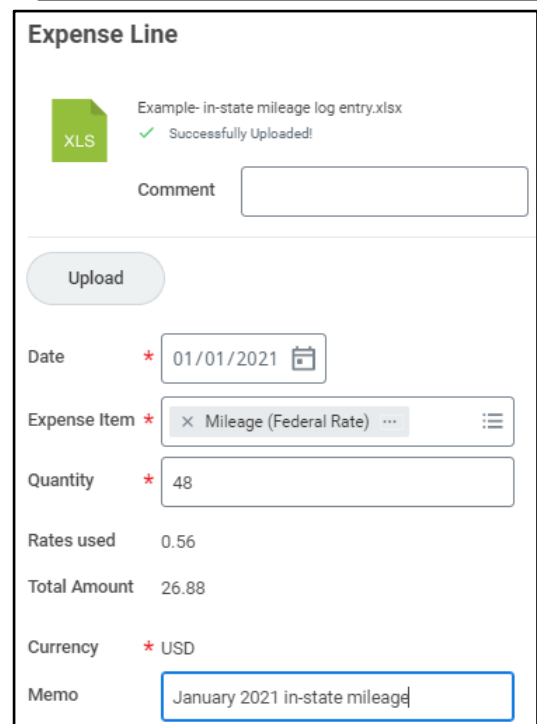
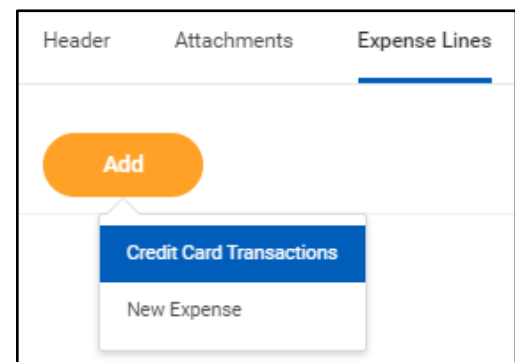
- c. **Quantity:** * **Enter total miles from your Travel Log**

i. Total Amount to be reimbursed will automatically calculate with federal rate.

- d. **Memo:** Type – **Month/Year in-state mileage**

- e. **Update Worktags:** * **update FDM for expense line**

- Typically, only a single expense line is needed on your expense report for personal mileage as the total number of net miles.
- You may add multiple expense lines to split funding across different Worktags as needed. Including splitting out OSP/UNIV.
- A separate expense line may be necessary for adding parking or toll reimbursement, as that would fall under a different expense category.



3. Items Details

- a. *Origination:* * Select “All Other Continental US Locations, United States of America.”
- b. *Destination:* * **Same as above**
- c. *Number of Trips:* * **Number of trips on the log**
- d. *Receipt Included:* ☒

4. Attach Travel Log

Drop files here

or

Select files

Item Details

Origination *

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

Destination *

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

Number of Trips *

3

Receipt Included ☒

Click **Submit** for approval.

NOTE:

- The amount expensed on this expense report will deduct from the total approved on the spend authorization.

Available Spend Authorization Lines

✕ Personal Mileage (Federal Rate) - 259.90 USD ⋮

- Expense reports are not reviewed by CCM unless it exceeds the spend authorization estimate. It goes straight to the service center for review and payment.