Travel – Blanket In-State Mileage

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

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

**WORKDAY Step 1:** Search “Create Spend Authorization”

1. **Spend Authorization Information** (*enter all required fields*)
   - 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

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

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
### 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

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**Click Submit**

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**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: * May not pull from spend authorization, enter FDM

   * Employee: Sarah Mays
   * Create New Expense Report
   ○ Copy Previous Expense Report
   ○ Create New Expense Report from Spend Authorization

Click OK

Complete the Travel Expense Report 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](image)

Click **Submit** for approval.

**NOTE:**

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

- 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.