Overnight Travel

**Step 1:** Create a “Spend Authorization” specific for this travel.

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

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

1. Spend Authorization Information (* enter all required fields)
   a. **Company:** * The Ohio State University
   b. **Start/End Date:** * This will default to today’s date.
      i. This is the departure and return date of the trip.
   c. **Description:** * Enter a short description of the trip.
      i. E.g.: “Overnight travel to conduct Extension business.”
      ii. This will display beside the SA number when pulled into the expense report. The name of the conference, meeting, event, etc.
   d. **Business Purpose:** Select the appropriate type of travel. Commonly used.

2. Spend Authorization Details
   a. **Reimbursement Payment Type:** * x Direct Deposit
   b. **Justification:** * Add thorough justifications and address the business essential nature of the request.
      i. E.g.: “Overnight travel for Extension business to participate in Extension Leadership Team and Area Leader Meeting May 12-13, 2021 at the 4-H Center in Columbus, Ohio.”
3. Click **Add** under the **Spend Authorization Lines**

   ![Spend Authorization Lines](image)

   a. **Expense Item**: * Add each anticipated expense on separate lines.
      
      i. E.g.: *Conference Registration, Lodging, Mileage, Per Diem, Etc.*
      
      ii. Estimate high enough to cover the amount of actual expenses.
      
      iii. Complete all required fields under each expense line.

   ![Spend Authorization Line](image)

4. Toggle to the **Attachments** tab.
   a. Add the event agenda or schedule
   b. Travel Comparison Worksheet
   c. CTP airline quotes

   ![Attachments](image)

*Click Submit*
**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:** Short description of trip.
   c. **Company:** * The Ohio State University
   d. **Expense Report Date:** * Date entering
   e. **Business Purpose:** * Same as Spend Authorization
   f. **Update Worktags:** * Enter FDM for reimbursement
   g. **ONLY select Final Expense Report** when this is the final expense against the Spend Authorization. As this will close the SA and indicate that no other expense reports will be filed on this Spend Authorization. This action will remove the SA# from the available list.

   **Click OK**

2. Click **Add** under Expense Lines
   a. Select **New Expense**

3. **Expense Lines**
   a. Add each expense on a separate line.
      i. Baggage, separate fees, etc.
   b. Complete all required fields under each line.
   c. **Note:** Do not select Personal Expense on any of the expense line as this will show as owning the University rather than being paid by the University.

4. Entering **Per Diem** correctly for meals provided vs. meals claiming.
   a. Enter the date and location on the right side.
   b. A new screen will open called “Travel Journal” click View Details.
   c. Check the meals provided, leaving the rest for per diem.
5. Attach documentation for each expense line.

**Documentation to attach:**
- Event agenda
- PCard purchases relating to travel
- Map for mileage reimbursement
- Lodging folio
- Airline flight receipt
- Baggage receipt
- Parking receipt
- Toll receipt
- Etc.

a. **E.g.: Mileage line** – attach a map for actual mileage and normal commute. Net total mileage on the mileage line.

**Click Submit** for approval.
NOTE:

- **Travel policy is now a 60-day reimbursement from the date of the expense!**
- Complete the [Travel Comparison Worksheet](#) prior to travel and attach to the Spend Authorization in the following situations:
  - Drive vs. Fly
  - Mileage vs. Rental Vehicle
  - Personal Travel in Conjunction with Business Travel
- All airfare comparisons must be done through CTP.
- Rental cars are highly encouraged instead of personal mileage, particularly for out of state travel. Rental car price and personal vehicle mileage is to be compared. The lower cost should be the method of travel. Provide backup documentation for estimated amounts.
  - Resources to use: Enterprise, National, Google Maps, Taxi Fare Finder, Fuel and Toll Calculator.
- **PCard process:** (i.e., If the PCard is used for travel expenses, the manager will need to re-assign the charge to the traveler. The traveler will need to include it as an expense line with receipt attached in the expense report.
  - Reassign Expense Credit Card Transaction
- 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.
- You may add multiple expense lines to split funding across different Worktags as needed. Including splitting out OSP/UNIV.
- Receipts are not needed for meals if claiming per diem.
- Receipts for incidentals like taxis, parking, bag fees, etc. are not needed under $50.
Travel Policies – Check for updates! Travel | Office of Business and Finance (osu.edu)

Airfare:

- Airfare must be purchased through CTP (Corporate Travel Planners), **no exceptions!**
  - **CTP MUST be used to book airfare for non-OSU speakers/guests.**
  - **Contact a Travel Agent**
- PCards or personal credit cards cannot be used to purchase airfare through any other company.
  - **Use the GHOST CARD, UNIV/OSUMC* (...1329) when booking airfare/rental car/hotel with CTP.**

![Select a Method of Payment](image)

- University prepayment is the preferred payment method, but personal credit cards are accepted by CTP for the personal expenses of a trip.
  - E.g.: Vacation in conjunction with a business trip.
- Vacation in conjunction with business travel: use only agent-assisted service not online Concur. CTP will split final payment. Complete the “CFAES Vacation vs. Business Worksheet” and attach in Workday.
- All airfare itineraries, including those from CTP, are required to be attached in Workday.
- **IF PCARD IS SAVED UNDER YOUR PROFILE, IT MUST BE REMOVED!**
- Car rentals must be from the university’s contracted rental agency: Enterprise/National only!
- All travel-related expenses must be linked to the existing Expense Report.
  - E.g.: hotel bills, registration, shuttle services, parking, etc.

![Trip Search](image)