

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)

- Company:** * **The Ohio State University**
- Start/End Date:** * **This will default to today’s date.**
 - This is the departure and return date of the trip.
- Description:** * **Enter a short description of the trip.**
 - E.g.: “*Overnight travel to conduct Extension business.*”
 - This will display beside the SA number when pulled into the expense report. The name of the conference, meeting, event, etc.
- Business Purpose:** **Select the appropriate type of travel.** Commonly used.★

▼ **Spend Authorization Information**

Company *

Start Date *

End Date *

Description *

Business Purpose

Currency USD

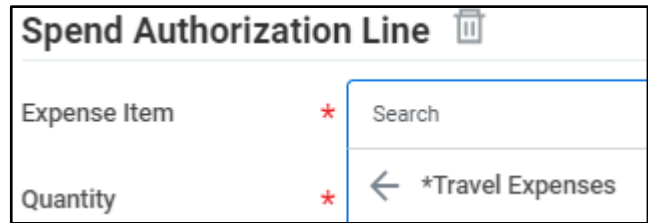
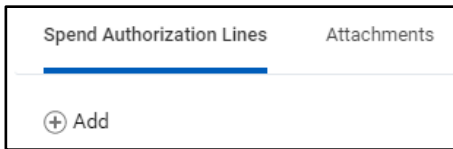
<input type="radio"/> Alumni Event	<input type="radio"/> Preapproved in eTravel
<input type="radio"/> Athletic Event	★ <input checked="" type="radio"/> Professional Development
<input type="radio"/> Blanket Travel	<input type="radio"/> Recruitment Travel
★ <input checked="" type="radio"/> Conference	★ <input checked="" type="radio"/> Research Travel
<input type="radio"/> Disputed Credit Card Transactions	<input type="radio"/> Service Center PCard
<input type="radio"/> Donor Event	<input type="radio"/> Student Activity Travel
<input type="radio"/> Donor Visit	<input type="radio"/> Student Group Travel
<input type="radio"/> Education Abroad	<input type="radio"/> Student Recruiting Event
★ <input checked="" type="radio"/> External Meeting/Event	<input type="radio"/> Travel Without Expenses
★ <input checked="" type="radio"/> Internal Meeting/Event	<input type="radio"/> Visiting Guest
<input type="radio"/> Marketing Event	
<input type="radio"/> Non-Travel	

2. **Spend Authorization Details**

- Reimbursement Payment Type:** * **x Direct Deposit**
- Justification:** * **Add thorough justifications and address the business essential nature of the request.**
 - 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.*”

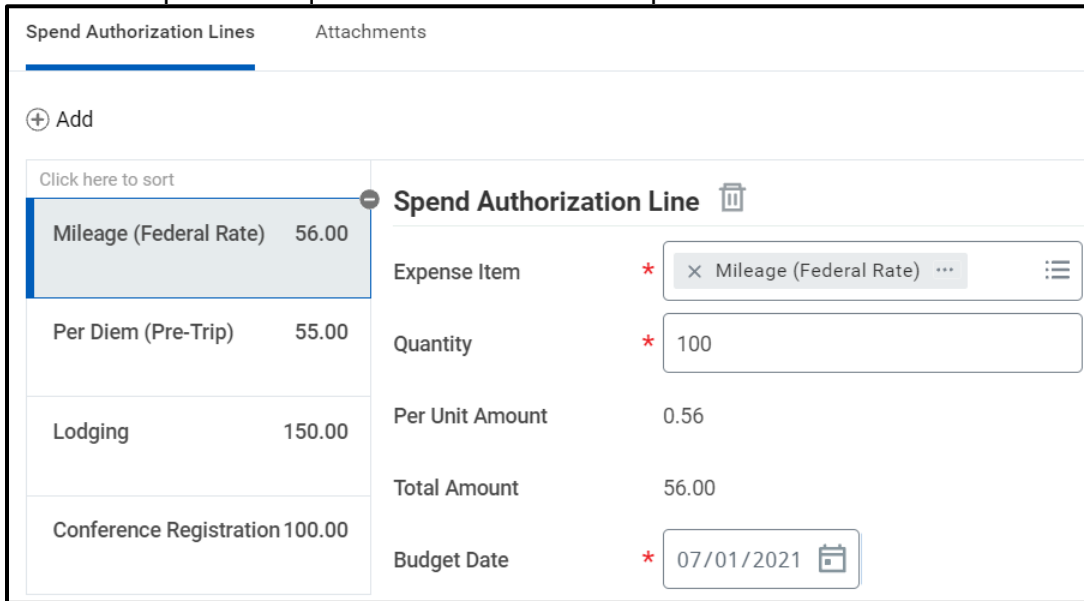


3. Click **Add** under the **Spend Authorization Lines**



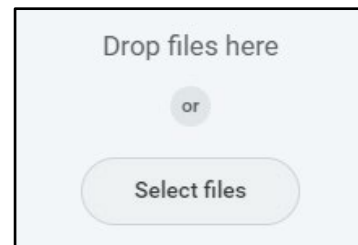
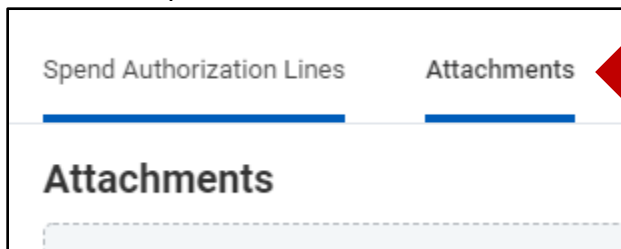
- a. *Expense Item*: * **Add each anticipated expense on separate lines.**

- 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.



4. Toggle to the **Attachments** tab.

- a. Add the event agenda or schedule
- b. Travel Comparison Worksheet
- c. CTP airline quotes



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.

2 Items		Sort By: ▾	Expense Line	
Thu, May 13				
Per Diem (Post-Trip)	106.75 USD	Date	* 05/13/2021	
Mileage (Federal Rate)	158.48 USD	Expense Item	* Per Diem (Post-Trip)	
		Total Amount	106.75	
		Currency	* USD	

- 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.

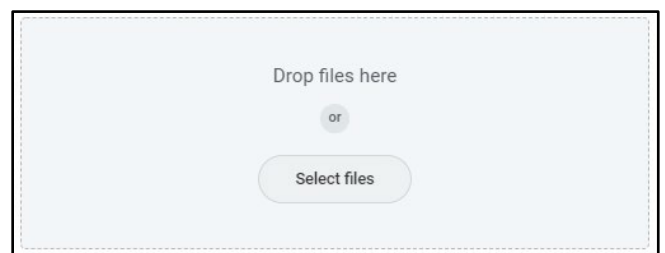
- a. Enter the date and location on the right side.
- b. A new screen will open called “**Travel Journal**” click **View Details**.
- c. Check the meals provided, leaving the rest for per diem.

Date *	06/11/2021	Item Details	
Expense Item	Per Diem (Post-Trip)	Arrival Date *	05/13/2021
Total Amount	122.00	Departure Date *	05/14/2021
Currency *	USD	Destination *	
Memo	<input type="text"/>	Exception Reason (SERVICE CENTER USE ONLY)	<input type="text"/>
*Cost Center	(empty)	Travel Journal	
*Balancing Unit	(empty)	Total Amount	122.00 USD
*Fund	(empty)	View Details	2 Items
Gift	(empty)		
Grant	(empty)	Thu, May 13, 2021	61.00 USD
Program	(empty)	Fri, May 14, 2021	61.00 USD
Project	(empty)		
*Additional Worktags	(empty)		

Destination *	
Breakfast provided?	<input checked="" type="checkbox"/>
Lunch provided?	<input checked="" type="checkbox"/>
Dinner provided?	<input type="checkbox"/>
Exception Reason (SERVICE CENTER USE ONLY)	<input type="text"/>

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 milage 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

Select the payment option below that is appropriate for your business travel funding source (business unit). To comply with university travel policy, an approved T# will be required to finalize purchase.

Airfare: Choose the appropriate company credit card from the drop down for your purchase.

- (1) UNIV / OSUMC* (...1329) = Your funding source business unit is for University or Medical Center funds
- (2) OSP / OSURF* (...8156) = Your funding source business unit is for Office of Sponsored Programs or Federal Grant/Research funds

Refer to your Travel Request (T#) documentation to confirm your selection is correct before continuing with the booking process

Hotel: There are no OSU credit cards loaded for hotel reservations. If interested in Direct Bill options for hotel payment, an OSU Purchase Order is required. Direct Bill options cannot be booked online and must be coordinated through Agent Assistance at 855.784.9282. Alternately, you can add a personal credit card. Note: Hotels will require that a credit card be provided at check-in.

How would you like to pay?

Please choose a credit card

Please choose a credit card, and

(1) UNIV / OSUMC* (...1329)

(2) OSP / OSURF* (...8156)

- 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

Booking for myself | Book for a guest

Train Search (Austria)

This online booking site is intended for university business use only.

You will be required to provide a T# at time of purchase.

Round Trip | One Way | Multi City

From: Departure city or train station

To: Arrive city or train station

Departure: Morning

Return: Afternoon

Search by: Price

ALERTS

TripIt creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to TripIt. [Connect to TripIt](#)

You haven't signed up to receive e-receipts. [Sign up here](#)

COMPANY NOTES

Need Help Using Concur? Finding Fares?

Concur navigational assistance – see **HELP** in upper right corner

Online Assistance, call 877-727-5188 (Hours: 8:00am - 7:00pm EST)

Reference Guides:

[How to Complete Your Profile](#) | [How to Assign an Assistant](#) | [How to Optimize your Fare Search Results](#)

[See more Concur Reference Guides](#)

MY TRIPS (0)

You currently have no upcoming trips.