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.

   - 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
   - Preapproved in eTravel
   - Professional Development
   - Recruitment Travel
   - Research Travel
   - Service Center PCard
   - Student Activity Travel
   - Student Group Travel
   - Student Recruiting Event
   - Travel Without Expenses
   - Visiting Guest

2. **Spend Authorization Details**
   a. **Reimbursement Payment Type:** *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 Line**

<table>
<thead>
<tr>
<th>Expense Item</th>
<th>Search</th>
<th>Quantity</th>
<th>*Travel Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage</td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Per Diem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Registration</td>
<td></td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>

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.

**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*

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

3. **Expense Lines**
   a. Add each expense on a separate line.
   b. Complete all required fields under each line.

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:**
- 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!*
- **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.
- 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.
  - https://busfin.osu.edu/buy-schedule-travel/travel/contact-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.

- 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.