Travel – Blanket In-State Mileage

The University extended “Business Essential Travel” restrictions thru 06/30/21.
This resource assists with decision-making if business travel is being considered. Both CFAES and University requirements included. The University and CFAES Leadership will continuously monitor and report on approved travel and has authority to cancel or postpone any upcoming travel with no notice. NOTE: Conference attendance and speaking engagements are not generally considered essential travel. Additional University Travel information is available at https://busfin.osu.edu/buy-schedule-travel/travel

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)
   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 for the trip.
      ii. For Blanket travel, these dates span the current fiscal year or shorter. Do not enter dates that cross over fiscal years.
   c. Description: * Enter a short description of the trip.
      i. E.g.: “Blanket spend authorization for in-state mileage.”
   d. Business Purpose: O Blanket Travel
   e. Currency: USD

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. 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.
3. Click **Add** under the **Spend Authorization Lines**
   a. **Expense Items:** *Type – Mileage (Federal Rate)*
   b. **Quantity:** *Number of miles expected to travel*
   c. **Per Unit Price:** Federal rate, 0.56
   d. **Total Amount:** Automatically updates amount based on quantity entered
   e. **Memo:** Type – In-state mileage

![Spend Authorization Line](image)

### Worktags – Enter your FDM
   a. **Cost Center, Balancing Unit, Fund, etc.**
   b. **Additional Worktags:** Automatically populates
      **Function:** FN109 Public Service

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

![Item Details](image)

**Click Submit**

**NOTE:**
Once submitted for approval, your spend authorization will be reviewed/approved by both your CCM and Unit Leader (Area Leader for county offices, Assistant Director for state areas).

If you are 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

   **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 – Personal 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**

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.
Reminder from Dean's Update 1/20/21:  
**Travel Exemption Process**  
Non-essential domestic and international travel will not be permitted through June 30, 2021. Business essential travel may occur pending approval procedures as outlined below.

**Essential Business Travel Process:**
1. Prior to travel, initiate a Spend Authorization request in WorkDay.
2. The Spend Authorization will route to the department/unit leader and Cost Center Manager for approval.
   - Department leaders will need to ensure travel is absolutely essential. *
   - CFAES Senior Fiscal Officer will review travels on a dashboard to ensure all are essential; questions/concerns will be directed to the department leader and/or traveler.
   - Business and Finance will conduct ongoing risk assessments and will reach out if there are COVID-19 related concerns.
3. Once the Spend Authorization is approved, travel can commence.

*Guiding Principles of Business Essential Travel*  
(all 3 conditions must be justified by business reason and documentation attached to the “Spend Authorization” in WorkDay)

1. Business travel is absolutely necessary to University/College mission and why (robust business purpose required).
2. Business can only be accomplished by the traveler’s in-person physical presence and NOT virtually.
3. Traveler’s in-person physical presence does not create an unacceptable health hazard.

Please review the [CFAES Resource Guide for Business Essential Travel Approval](#). Questions should be directed to the department fiscal officer.