

# SPEND AUTHORIZATIONS

## Spend Authorization:

To request permission to travel, faculty, staff, and grad students must submit a Spend Authorization (SA) through Workday. The SA must be **approved** prior to departure and before making any travel-related purchases. Travel is reviewed centrally, so approval times can vary widely. To be safe, it is recommended that you allow at least 3 weeks to get approval for any travel.

For additional details, please see [OSU Travel Policy](#) and the Workday [Spend Authorization Job Aid](#).

## Overview of Process:

1. Please communicate with Jennifer (illes.4@osu.edu) to confirm funding before starting the travel process. Jennifer will supply you with your funding balances and “worktags” which are used to track your funds and are necessary for Workday processes.
2. Create Spend Authorization (SA) in Workday PRIOR to making any purchases using university payment methods.
3. Submit the SA to route for approval.
4. Once Approved, submit Expense Reports for purchases within 60 days of the purchase date
5. When all Expense Reports are complete, the SA can be closed.

## Helpful Links to Travel Resources and Job Aids:

[Travel Policy \(osu.edu\)](#)

[Travel Authorization and Expensing Overview | Administrative Resource Center \(osu.edu\)](#)

[Travel | Office of Business and Finance \(osu.edu\)](#)

[Travel FAQ | Office of Business and Finance \(osu.edu\)](#)

[Contact a Travel Agent | Office of Business and Finance \(osu.edu\)](#)

[SA - Create a Spend Authorization | Administrative Resource Center \(osu.edu\)](#)

[SA - Edit or Change Spend Authorization | Administrative Resource Center \(osu.edu\)](#)

[SA - Find and View Spend Authorization | Administrative Resource Center \(osu.edu\)](#)

[SA - Cancel or Close Spend Authorization | Administrative Resource Center \(osu.edu\)](#)

[ER - Create an Expense Report \(Travel\) | Administrative Resource Center \(osu.edu\)](#)

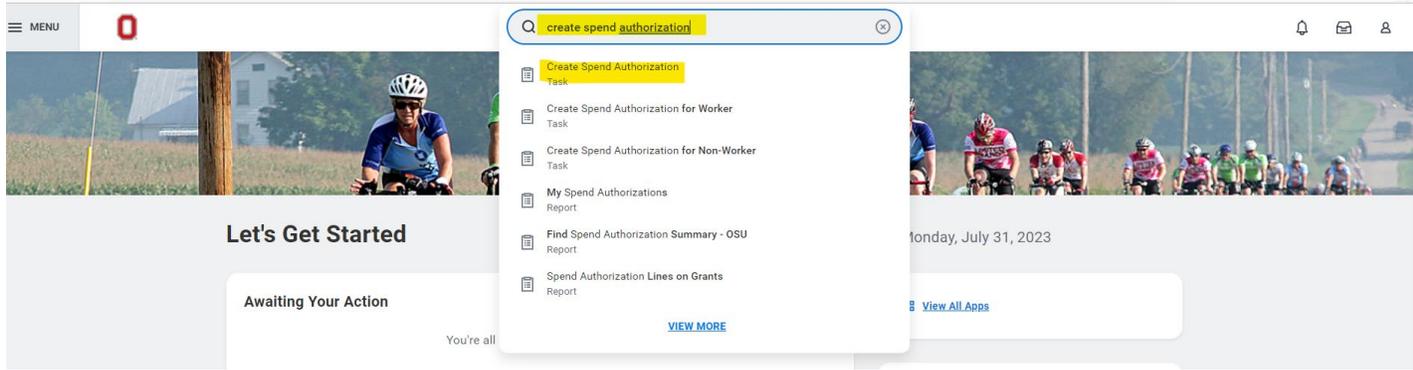
[ER - Edit or Change Expense Report | Administrative Resource Center \(osu.edu\)](#)

[ER - Find and View Expense Report | Administrative Resource Center \(osu.edu\)](#)

[ER - Cancel an Expense Report | Administrative Resource Center \(osu.edu\)](#)

## How to Create and Submit an SA:

1. Log into Workday ( <https://workday.osu.edu/> )
2. Type **Create Spend Authorization** in the search bar, hit enter, and click on the link that appears.



3. Under **Spend Authorization Information** complete all fields (even fields that are not identified as required) You may arrive one day prior and depart one day after the business activity for domestic travel. International travel allows for two travel days.  
-If you are leaving more than 1 day before or coming back more than 1 day after the dates of business, and you are not doing research, an [ASC Comparison Form](#) must also be submitted. [Travel Cost Comparison Guide | Office of Business and Finance \(osu.edu\)](#)

### Create Spend Authorization

For **Employee: Jennifer Illes**      Cash Advance Requested: 0.00 USD      Spend Authorization Total: 0.00 USD

A Spend Authorization is used exclusively for business travel and MUST be in "approved" status before travel expenses are purchased with university or personal payment methods and before departure.

#### Important Reminders:

- Health System Employees must change the default Company (see below) to "OSU Health System" as applicable.
- For Domestic Travel for Faculty/Staff: Traveler should review [Acknowledgement of Understanding Form Disclaimer](#) before departure.
- For International Travel for Faculty/Staff: Traveler **MUST** complete the required [International Acknowledgement of Understanding Questionnaire](#) in Workday in order for the Spend Authorization to proceed to next approval steps. Exceptions may occur with Group Spend Authorizations that include faculty/staff that do not have an individual Spend Authorization in their name and who **MUST** complete the [International Acknowledgement of Understanding Form](#) in DocuSign and attach to the Group Spend Authorization before submission.

#### Need Assistance?

- Refer to the [Administrative Resource Center \(ARC\)](#) for the [Create a Spend Authorization Job Aid](#)
- Visit the [Travel Website](#) for Training, FAQs, News and other resources
- Review the [Travel Policy](#) for allowable expense guidance
- Contact your Service Center or the [Travel Office](#)

#### ▼ Spend Authorization Information

Company \*

Start Date \*

End Date \*

Description \*

Business Purpose

Currency USD

#### ▼ Spend Authorization Details

Reimbursement Payment Type \*

Justification

4. Under **Spend Authorization Details** in the box labeled “Justification” describe and provide reasoning for the travel (answer the questions who, what, when, where, and why). For example:

- If you are doing research, what and where you are researching, as well as whether research is in museums or library archives, etc.
- If you are attending a conference, include the dates of the conference, the name of the conference, the city of the conference, what paper you are presenting etc.
- Conference information must be attached to SA’s for approval in the form of a pdf (no links as links tend to fail over time)
- Please also describe any additional travel plans (e.g., adding personal travel, flying in/out different cities, etc.) This will require an ASC Cost Comparison Form. [Travel Cost Comparison Guide | Office of Business and Finance \(osu.edu\)](#)
- List your funding sources (attach award letter/emails)

▼ Spend Authorization Details

Reimbursement Payment Type \*

**Justification**

5. Under **Spend Authorization Lines**, click the “⊕ Add” icon to enter each travel expense for which you are requesting reimbursement. On each line, complete all Item Details and enter Worktags.

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▼ Spend Authorization Information

Company \*

Start Date \*

End Date \*

Description \*

Business Purpose

Currency **USD**

Spend Authorization Lines    Attachments

⊕ Add

▼ Spend Authorization Details

Reimbursement Payment Type \*

Justification

First, enter the "Expense Item" and fill out the Worktags (the fund you intend to use for that expense)

-Cost Center, Balancing Unit, Fund, and Additional Worktags are required (Yellow)

-Gift, Grant, Program and Project may apply to some funding (Blue).

-If you do not know your Worktags, please contact Jennifer Ills.

Spend Authorization Lines    Attachments

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⊕ Add

0.00

**Spend Authorization Line**

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<b>Expense Item</b>	*	<input style="width: 95%;" type="text"/>
Quantity	*	<input style="width: 95%;" type="text" value="1"/>
Per Unit Amount	*	<input style="width: 95%;" type="text" value="0.00"/>
Total Amount	*	<input style="width: 95%;" type="text" value="0.00"/>
Budget Date	*	<input style="width: 95%;" type="text" value="08/04/2023"/>
Memo		<input style="width: 95%;" type="text"/>
Cash Advance Requested		<input type="checkbox"/>

Worktags

<b>*Cost Center</b>		<input style="width: 95%;" type="text" value="× CC12482 Arts and Sciences   Spanish and Portuguese"/>
<b>*Balancing Unit</b>		<input style="width: 95%;" type="text" value="× BL1462 Arts and Sciences   Arts and Humanities"/>
<b>*Fund</b>		<input style="width: 95%;" type="text" value="× FD100 General Fund"/>
<b>Gift</b>		<input style="width: 95%;" type="text"/>
<b>Grant</b>		<input style="width: 95%;" type="text"/>
<b>Program</b>		<input style="width: 95%;" type="text"/>
<b>Project</b>		<input style="width: 95%;" type="text"/>
<b>*Additional Worktags</b>		<input style="width: 95%;" type="text" value="× Function: FN100 Instruction and Departmental Research"/>

Each expense will have different details to fill in. Some common expenses may include:

### Airfare:

-Faculty/staff must use CTP/Concur. OSU strongly encourages all airfare is purchased with CTP/ Concur for duty of care including student and guest travel. An estimated amount is fine under Total Amount.

⊕ Add

Airfare	0.00	Spend Authorization Line	
Expense Item	*	✕ Airfare ...	
Quantity		1	
Per Unit Amount		0.00	
Total Amount	*	0.00	
Budget Date	*	08/04/2023	
Memo		<input type="text"/>	
Cash Advance Requested		<input type="checkbox"/>	

-Complete Item Details. This must fit in with the Dates in the Header or you will receive an error.

### Example:

See [Travel Policy](#) for airfare requirements and class of service restrictions.

#### Airfare Requirements:

- All business travel airfare must be procured through the university's contracted travel agencies with an **approved** Spend Authorization number. Visit the [Travel Website](#) for agency information.

- Travel Agency selection **must** include one of the following:

- **Corporate Travel Planners** (CTP/Concur) – required for ALL individual business travel.

- **Anthony Travel** – required for ALL athletic business/team travel

- **ScholarTrip** – require for ALL group business travel

- Use **Other** for circumstances permitted by the [Travel Policy](#).

#### Related Fees:

- Ancillary fees should be added as a separate expense line with Airline Baggage or Airline Change Fees.

- Agency Service Fees (when applicable with ScholarTrip) should be added as a separate expense line with Travel Booking Service Fee.

For Origination/Destination fields, type the city that matches the trip location(s). If the specific city is not found, type \*ALL to return the value of All Other Continental US Locations, United States of America. Enter the specific city in the memo field on the expense line.

#### Item Details

Departure Date	*	08/04/2023
Arrival Date	*	08/06/2023
Class of Service	*	✕ Coach/Economy ...
Origination	*	✕ CMH, John Glenn Columbus International Airport, Columbus ...
Destination	*	✕ ORD, O'Hare International Airport, Chicago ...
Travel Agency (see instructions above for appropriate entry)	*	Corporate Travel Planners (CTP/Concur)

## Airline Baggage Fees:

### Example:

⊕ Add

Click here to sort

Airline Baggage Fees	60.00
Airfare	400.00

**Spend Authorization Line**

Expense Item \*

Quantity \* 1

Per Unit Amount \* 60.00

**Total Amount** \*

Budget Date \*

**Memo**

Cash Advance Requested

## Rental Vehicle:

-If you rent instead of flying, you must attach the Cost Comparison Form [Travel Cost Comparison Guide | Office of Business and Finance \(osu.edu\)](#)

-Rental cars must be purchased through the OSU rental car portal. You will be given the option to direct bill the rental car to a department in OSU. This is a very specific department, and your rental is not eligible, so please select “no”. Receipts must show that the OSU discount was used (booking through the business portal as required will show this information) and that the required insurances were included. Refills should be done at an off-airport gas station. Refills provided by the car rental company will generally not be refunded.

### Example:

**Spend Authorization Line**

Expense Item \*

Quantity \* 1

Per Unit Amount \* 350.00

**Total Amount** \*

Budget Date \*

**Memo**

Cash Advance Requested

Worktags

\*Cost Center

\*Balancing Unit

Instructional Text

See [Travel Policy](#) for requirements.

A detailed business purpose must be entered in the Business Reason field.

For Origination/Destination fields, type the city that matches the trip. Do not type the value of All Other Continental US Locations, United States of America.

Item Details

**Origination** \*

**Destination** \*

**Vehicle Type** \*

**Business Reason** \*

**Mileage:** for personal vehicle only. If you are driving your personal vehicle to an out-of-state location, you must attach the Cost Comparison Form.

Example:

⊕ Add

Click here to sort

Mileage (Federal Rate)	0.66
Rental Vehicle	350.00
Airline Baggage Fees	60.00
Airfare	400.00

**Spend Authorization Line**

Expense Item \*

Quantity \*

Per Unit Amount 0.66

Total Amount 0.66

Budget Date \*

Memo

Cash Advance Requested

Worktags

\*Cost Center

Instructional Text

See [Travel Policy](#) for requirements.  
A detailed business purpose must be entered in the Business Reason field.

For Origination/Destination fields, type the city that matches the trip value of All Other Continental US Locations, United States of America

Item Details

Origination \*

Destination \*

Business Reason \*

Number of Trips

**Lodging:** The university will only reimburse a standard/single room rate for one guest. Enter Quantity (the number of nights you will stay), the rate per night, and the Total Amount will automatically calculate.

If you have multiple people:

- If you plan to have multiple people sharing a room, you must show (via screenshots) the room costs for one person versus multiple people as a comparison.
- If payment was split between multiple people sharing a room, when you go to submit the full paid lodging receipt, you'll need verification of the payment (PayPal/Venmo etc.) showing who paid whom and why. If this is not available, an email stating this information from the payee will suffice.

For Non-Traditional Lodging:

- If you are using an alternative housing arrangement you must have permission from the department chair before you leave and forward that email as a part of your post-trip submission

## Example:

Spend Authorization Lines Attachments

⊕ Add

Click here to sort

Expense Item	Amount
Lodging	300.00
Mileage (Federal Rate)	458.50
Rental Vehicle	350.00
Airline Baggage Fees	60.00
Airfare	400.00

**Spend Authorization Line**

Expense Item \*

Quantity \*

Per Unit Amount \*

Total Amount \*

Budget Date \*

Memo

Cash Advance Requested

Worktags

\*Cost Center

\*Balancing Unit

Instructional Text

See [Travel Policy](#) for requirements.  
See allowance through [Domestic Rates](#) - [International Rates](#)

For Destination field, Other Continental U.S. destinations are not supported.

Item Details

Hotel

Arrival Date \*

Departure Date \*

Destination \*

← All Hotels

- Airbnb
- Best Western
- Blackwell Hotel
- Courtyard by Marriott
- Crowne Plaza
- DoubleTree
- Element Orlando International Drive
- Embassy Suites
- Fairfield Inn and Suites
- Four Points by Sheraton
- Hampton Inn
- Hilton

Search

**Conference Registration:** Enter Merchant, Total Amount, and attach any registration forms or agendas to SA.

-Reminder: Conference registration is a common expense made early before travel begins. Please keep an eye on the date you purchase. You have **60 days** from the **purchase date** to submit for reimbursement. Once your SA is approved, you may immediately submit this expense on an expense report to comply with the policy.

## Example:

**Spend Authorization Line**

Expense Item \*

Quantity 1

Per Unit Amount 0.00

Total Amount \*

Budget Date \*

Memo

Cash Advance Requested

Instructional Text

See [Travel Policy](#) for requirements.  
Conference registration requires a registration form, agenda, and itemized receipt or equivalent documentation.

Item Details

Merchant \*

**Dues and Memberships:** You may also request approval to renew your membership to the professional association at the same time that you register for a conference.

Example:

⊕ Add

Click here to sort		Spend Authorization Line	
Dues and Memberships	0.00	Expense Item	* X Dues and Memberships ...
Conference Registration	0.00	Quantity	1
Lodging	300.00	Per Unit Amount	0.00
Mileage (Federal Rate)	458.50	Total Amount	* 0.00
Rental Vehicle	350.00	Budget Date	* 08/04/2023
Airline Baggage Fees	60.00	Memo	
		Cash Advance Requested	<input type="checkbox"/>

**Ground Transportation:** In the Memo field enter the mode of transportation (e.g.: Uber, Lyft, taxi, bus, subway, train) and in the Item Details - Business Reason field describe the trip's purpose (e.g., home to airport, hotel to airport). You may combine all trips into one item.

Example:

⊕ Add

Click here to sort		Spend Authorization Line		Instructional Text	
Ground Transportation	0.00	Expense Item	* X Ground Transportation ...		
Dues and Memberships	0.00	Quantity	1	See <a href="#">Travel Policy</a> for requirements.	
Conference Registration	0.00	Per Unit Amount	0.00	Ground transportation (not associated with rental vehicle) requires an itemized receipt or equivalent documentation.	
Lodging	300.00	Total Amount	* 0.00	A detailed business purpose must be entered in the Business Reason field below.	
Mileage (Federal Rate)	458.50	Budget Date	* 08/04/2023	Item Details	
		Memo		Business Reason *	<input type="text"/>

**Parking:** In the Item Details field describe the type of parking (e.g., airport parking, hotel parking) under the Business Reason

Example:

⊕ Add

Click here to sort		Spend Authorization Line		Instructional Text
Parking	0.00	Expense Item	* X Parking ...	See <a href="#">Travel and Expenditures Policies</a> for requirements. A detailed business purpose must be entered in the Business Reason field below.
Ground Transportation	200.00	Quantity	1	
Dues and Memberships	100.00	Per Unit Amount	0.00	
Conference Registration	200.00	Total Amount	* 0.00	
Lodging	300.00	Budget Date	* 08/04/2023	
		Memo	*	Item Details
				Business Reason *

**Per Diem (Pre-Trip):** Enter the Destination and Number of Days at the bottom of this section and the dollar amount will auto-calculated.

Example:

⊕ Add View

Click here to sort		Spend Authorization Line		Instructional Text
Per Diem (Pre-Trip)	237.00	Expense Item	* X Per Diem (Pre-Trip) ...	For Spend Authorizations (pre-trip only). See <a href="#">Travel Policy</a> for requirements. For Destination field, type the city that matches the trip locations. If the specific city is not found, type *ALL to return the value of All Other Continental US Locations, United States of America. Enter the specific city in the memo field on the expense line.  See Per Diem Rates: <a href="#">Per Diem Domestic</a> <a href="#">Per Diem International</a>
Parking	0.00	Quantity	1	
Ground Transportation	200.00	Per Unit Amount	237.00	
Dues and Memberships	100.00	Total Amount	237.00	
Conference Registration	200.00	Budget Date	* 08/04/2023	
Lodging	300.00	Memo		
Mileage (Federal Rate)	458.50	Cash Advance Requested	<input type="checkbox"/>	
		Worktags		
		*Cost Center	X CC12482 Arts and Sciences ... I Spanish and Portuguese	
				Item Details
		Destination	* X Chicago, Illinois, United States of America ...	
		Number of Days	* 3	

The total of the SA will be automatically calculated at the top of the SA by your name. Any Cash Advance Amounts will also be listed. There can only be one SA per trip.

Example:

## Create Spend Authorization

For **Employee: Jennifer Illes**

Cash Advance Requested  
0.00 USD

Spend Authorization Total  
2,305.50 USD

6. Under **Attachments** upload the following (accessed using the button to the right of the Spend Authorization Lines)
  1. If attending a conference, you must provide documentation of paper acceptance or presentation details, and documentation showing dates/location of conference (e.g., a screenshot of the conference website).
  2. If you obtained special funding, include any acceptance letters of funds/grants you have received.
  3. If you are driving a personal vehicle or renting a car to go to an out of state location, a Cost Comparison form must be completed and added to the attachments. Please refer to the Travel Comparison guidelines
7. Submit or Save for Later
  1. If you need to stop before you are done, click "Save for Later" and record the 10-digit SA number. If you have any questions, please provide this number to Jennifer Illes ([illes.4@osu.edu](mailto:illes.4@osu.edu)) for assistance.
  2. If you are done, click "Submit" and make a record of the 10-digit SA number.

**Once your SA is approved, you may proceed with booking your travel expenses.**

#### **IMPORTANT REMINDERS AND OTHER INFORMATION:**

##### **Cash Advances:**

- An advance payment is available to eligible travelers for travel expenses when specific circumstances would cause undue financial hardship
- Link to Cash Advance Request Process:  
[sa-cash\\_advance\\_process.pdf \(osu.edu\)](#)
- Eligibility:
  1. Faculty: cannot get one for domestic travel and only up to 80% of SA# estimate for international travel
  2. Students: can get 100% for domestic or international SA# estimate
  3. Cannot be used to purchase airfare or any other items that could be purchased via university services or pcard.
  4. Per policy, all cash advances must be reconciled and substantiated within 30 days of completion of the trip by the traveler.
  5. To request this, please contact [illes.4@osu.edu](mailto:illes.4@osu.edu)

##### **Booking Airfare:**

- If booking with Concur, airfare can ONLY be booked once you have received **approval** on the SA. You should receive an email from Workday with this notification. You will need to provide the Approved SA # with your reservation.

-Log on to Concur OR call/email CTP 855-784-9282 or theohiostate@ctp-travel.com with your flight screenshot and SA#.

-[Travel | Office of Business and Finance \(osu.edu\)](#)

**Expense Reports:**

-Reimbursements must be requested via an Expense Report (ER) in Workday.

-Submit an expense report with itemized receipts and other applicable supporting documentation within **60 days** of the expense being paid.

**Cost Comparison Form:**

The ASC Cost Comparison Form is required:

- If you are not flying in/out of Columbus Airports

- If you are adding personal travel in conjunction to the business travel

-If you plan to drive your personal car to an out-of-state location.

-If you plan to use a rental vehicle

Please refer to the Cost Comparison Guide and Form

[Travel Cost Comparison Guide | Office of Business and Finance \(osu.edu\)](#)