# Creating a Spend Authorization

A Spend Authorization is an estimate of costs related to your travel. Approval on this authorization is required **before** travel takes place.

Approval on this authorization is required **before** purchases related to the travel take place.

# Travel Overview and Timeline

| Here are the steps that you will need to take in order to travel: | |
|---|---|
| 7 weeks prior to travel | If needed, apply for a grant to fund your travel. If you do not need a grant for funding, you can skip this step. |
| Minimum 1 month prior to travel | Submit your Spend Authorization. You can do this further in advance if you know you will be traveling, but a one month **minimum** will ensure you have approval in time for your trip and can make all necessary purchases. |
| After Spend Authorization approval | Make purchases related to your travel and book airfare when needed. Purchases can include:<br>• Hotel stay<br>• Registration<br>• Vehicle rental |
| During travel | Keep any receipts that you pay for with a personal credit card and require reimbursement for. Without a receipt, you cannot be reimbursed. |
| After travel | If needed, input your Expense Report for reimbursement. See instructions for Create an Expense Report (post-travel) for how to do this. |

# Before You Start

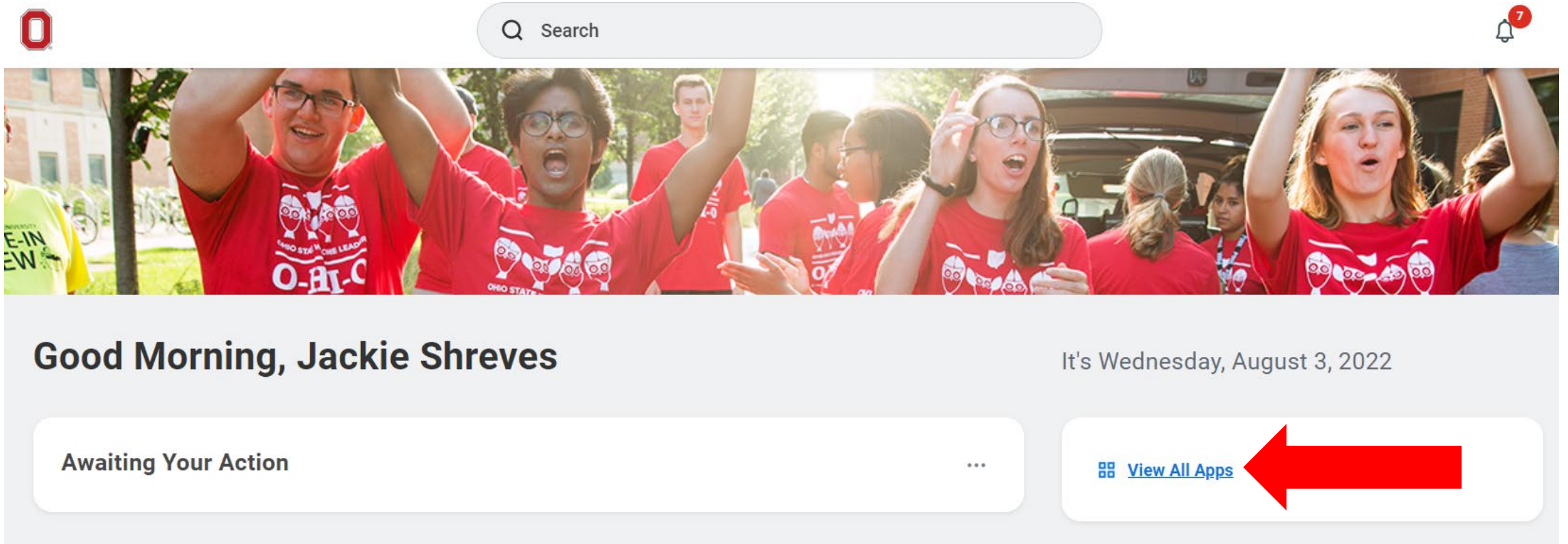| Before you begin submission in Workday, you will need the following: | |
|---|---|
| Estimates of the cost(s) associated with your travel | These can include:<br>• Airfare<br>• Hotel stay<br>• Registration<br>• Car rental<br>• Per diem (meals)<br><br>Screenshots of estimates from the web (ex: a hotel website) will be needed to verify your numbers. Estimates for per diem can be found here |
| Your funding source worktags | Every funding source has associated worktags, and you will need to know the worktags you want to use before you start buying. If you are uncertain on what the worktags are for your funding source, please email Jackie Shreves.5@osu.edu |
| The dates of your travel | This will be entered in your approval request |
| The purpose of your travel | Your approval must contain a short explanation of why your travel is necessary to your work |

# Create Spend Authorization

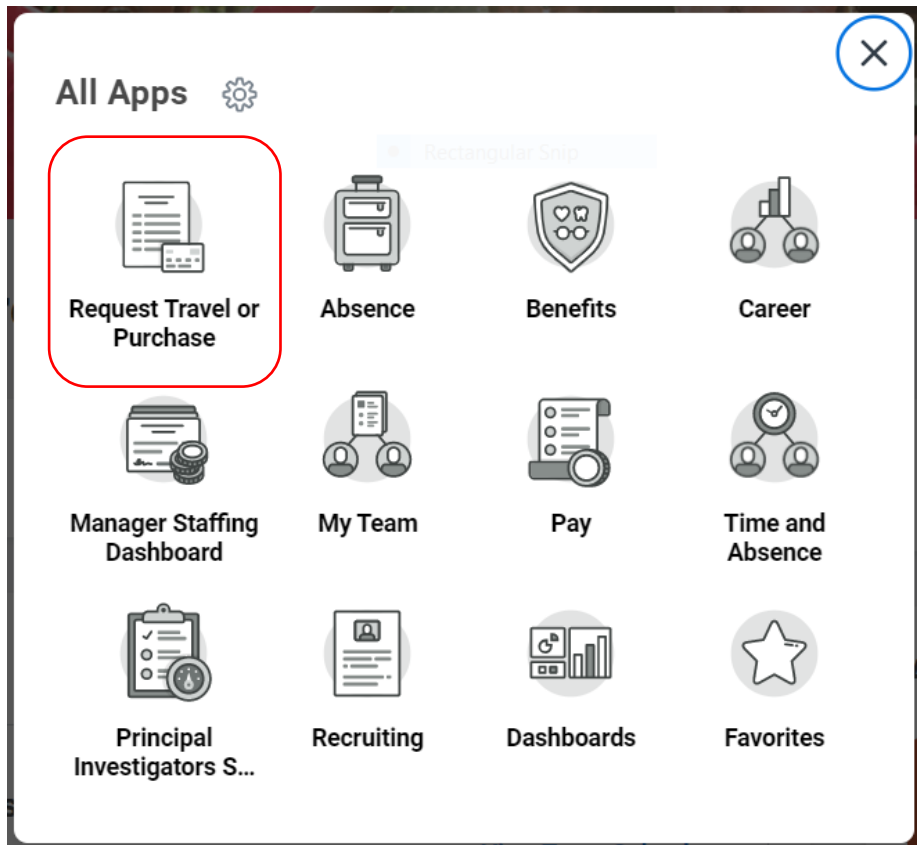Log into workday.osu.edu with your credentials.

Your main screen will look similar to the below, showing active inbox items on the left. You will need to click on the **View All Apps** button on the right to get started.

The App box will expand to show various options based upon your assigned role in Workday.

Click **Request Travel or Purchase**

You will then see an expanded selection to pick what action you would like. Select the first option, **Request preapproval for travel**.

**All Apps** ⚙

| | | | |
|---|---|---|---|
| Request Travel or Purchase | Absence | Benefits | Career |
| Manager Staffing Dashboard | My Team | Pay | Time and Absence |
| Principal Investigators S... | Recruiting | Dashboards | Favorites |

| I need to... | Description |
|---|---|
| Request preapproval for travel | Create a Spend Authorization to request approval to travel on behalf of the university with or without expected expenses. Embarking on travel and/or the prepayment of travel expenses is only permitted after an approved Spend Authorization is issued. |
| Request an expense reimbursement and/or process PCard transactions | Create an Expense Report to request a reimbursement for costs personally expensed for business needs or travel on behalf of the university and/or process a PCard transaction associated with business expenses. Transactions must be expensed in a timely manner. |
| Request to procure goods and/or services | Submit a requisition for external/internal goods or services off the Marketplace or Non-Catalog Requests. Examples: Office Supplies, Stores Orders, Laboratory Supplies, etc. |
| Request payment for a PO invoice | Request to pay an invoice tied to a purchase order. Examples: Invoices that did not go through Central AP. Please email them to: UNIV: apinvoices@osu.edu OSUHS: medctrinvoices@osumc.edu OSUP: osupinvoices@osumc.edu |
| Request payment for a non-PO invoice | Request to pay an invoice not associated with a purchase order and the supplier is an approved vendor in the system. Examples: Utilities |
| Request a one time payment to a non-supplier | Request a one-time payment to a non-supplier. Examples: Honorarium, visiting fellows, etc. |

On the left side, you will see some basic information to fill in.

## Spend Authorization Information

**Company** *  ✕ The Ohio State University ···

**Start Date** *  09/07/2022 📅

**End Date** *  09/07/2022 📅

Enter the date of your departure and the date of your return.

**Description** *

Enter a short description. Example: "2022 Society for Research on Nicotine and Tobacco Annual Meeting"

**Business Purpose**

Select the appropriate type from the drop-down menu, which might be:
- Conference
- Blanket Travel (for multiple trips over a longer period of time)
- Alumni Event
- Research Travel

**Currency**  USD

Spend Authorization Lines    Attachments

⊕ Add

On the right are two more boxes.

∨ **Spend Authorization Details**

Choices are Check or Direct Deposit ⟶ Reimbursement Payment Type * | ✕ Direct Deposit | ☰

Justification

Here, enter the purpose of your travel/why it is necessary.
Example: Attending the 2022 SRNT Annual Conference to present a paper on research efforts.

Spend Authorization Lines     Attachments

⊕ Add

Below this, there is a section to add estimated expense. Click **Add**

Spend Authorization Lines     Attachments

⊕ Add

| 0.00 |

**Spend Authorization Line** 🗑

| Expense Item | * | [                  ≣ ] | ◀— | Select an Expense Item. You can also type in a keyword and hit Enter to search for matches, such as:<br>•   Airfare<br>•   Conference Registration<br>•   Mileage<br>•   Parking<br>•   Per Diem (Pre-Trip) |

| Quantity | * | 1 | ◀— | Enter the quantity, such as 1 flight. |

| Per Unit Amount | * | 0.00 | ◀— | Enter the Total Amount that is estimated for this item. |

| Total Amount | * | 0.00 |

| Budget Date | * | 09/07/2022 🗓 | ◀— | The Budget Date and Memo section can be left as is. |

Memo      [             ]

Cash Advance Requested    ☐

## Spend Authorization Line 🗑

| Expense Item | * | ✕ Mileage (Federal Rate) ⋯ ☰ |
|---|---|---|
| Quantity | * | 1 |
| Per Unit Amount | | 0.63 |
| Total Amount | | 0.63 |
| Budget Date | * | 09/07/2022 📅 |
| Memo | | |
| Cash Advance Requested | | ☐ |

If you select Mileage, it will auto-populate the established reimbursement rate per mile. For Quantity, input the number of miles you will be driving.

Below this is a section for Worktags. These are how you are funding your trip. Input them as needed.

| | | |
|---|---|---|
| CC#s will go here* | Cost Center | ✕ CC12304 Arts and Sciences ⋯ ☰<br>\| Music |
| BL#s will go here*<br>- Note that this often populates for you based on the CC# you entered | Balancing Unit | ✕ BL1462 Arts and Sciences \| ⋯ ☰<br>Arts and Humanities |
| FD#s go here*<br>- These also autopopulate | Fund | ✕ FD100 General Fund ⋯ ☰ |
| GF#s go here | Gift | ☰ |
| GR#s go here | Grant | ☰ |
| PG#s go here | Program | ☰ |
| PJ#s go here | Project | ☰ |
| This section can contain FN#s*, AE#s, and AS#s<br>- FN#s will also autopopulate | Additional Worktags | ✕ Function: FN100 Instruction ⋯ ☰<br>and Departmental Research |

# Based on your Expense Item, additional boxes will appear to the right that need filled in.

For Airfare, you will need to input your flight dates, class, origination area and destination. Type in the Destination box and hit Enter to search for matches. Not all locations are listed in Workday, so for any you cannot find one within the USA, select **\*All Other Continental US Locations**. If you cannot find it outside of the US, use **[Other], country name**.

For Lodging, you will enter your check in/check out dates and the hotel. Input the hotel name and hit Enter to search for matches. Type in the Destination box and hit Enter to search for matches. Not all locations are listed in Workday, so for any you cannot find one within the USA, select **\*All Other Continental US Locations**. If you cannot find it outside of the US, use **[Other], country name**.

**Related Fees:**

- Ancillary fees should be added as a separate expense line with **Airline Baggage** or **Airline Change Fees**.
- Agency Service Fees (when applicable) should be added as a separate expense line with **Travel Booking Service Fee**.

Item Details

| | |
|---|---|
| Departure Date | * MM/DD/YYYY |
| Arrival Date | * MM/DD/YYYY |
| Class of Service | * |
| Origination | * |
| Destination | * |
| Travel Agency (see instructions above for appropriate entry) * | |

Enter **CTP/Concur**

Instructional Text

See Travel Policy for requirements.

See Per Diem Domestic and Per Diem International for allowance thresholds.

Item Details

| | |
|---|---|
| Hotel | |
| Arrival Date | * MM/DD/YYYY |
| Departure Date | * MM/DD/YYYY |
| Destination | * |

Spend Authorization Lines    Attachments

⊕ Add

Lodging       0.00

**Spend Authorization Line** 🗑

| Expense Item | * | ✕ Lodging ⋯ | ☰ |
| Quantity | * | 1 | |
| Per Unit Amount | * | 0.00 | |
| Total Amount | * | 0.00 | |

On the **Attachments** tab, add in the screenshots of your price estimates for verification.

If you need to add addition estimated expense items, click the **+Add** button and begin the process again until all items are accounted for.

When you are finished, select Submit at the bottom of the page. Now your Spend Authorization will route through the approval process. Once it has been approved, you will receive an email and can begin purchasing.

If you have any issues, email Jackie Shreves at shreves.5@osu.edu