

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: <ul style="list-style-type: none">• Hotel stay• Registration• 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:

- Airfare
- Hotel stay
- Registration
- Car rental
- Per diem (meals)

Screenshots of estimates from the web (ex: a hotel website) can be used 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 ASC-Music-Finance@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

Cost Comparison

The Travel Comparison Worksheet is required when travelers request a deviation from the Travel Policy requirements. In all cases, the most economic option that meets the business need should be selected for business travel.

You will need to complete a cost comparison form when:

- You are opting to drive instead of fly
 - Driving may be considered as the primary means of transportation to the business travel destination IF the cost does not exceed the least expensive airfare
- You will be using your own vehicle rather than a rental
- You are combining business travel with personal travel

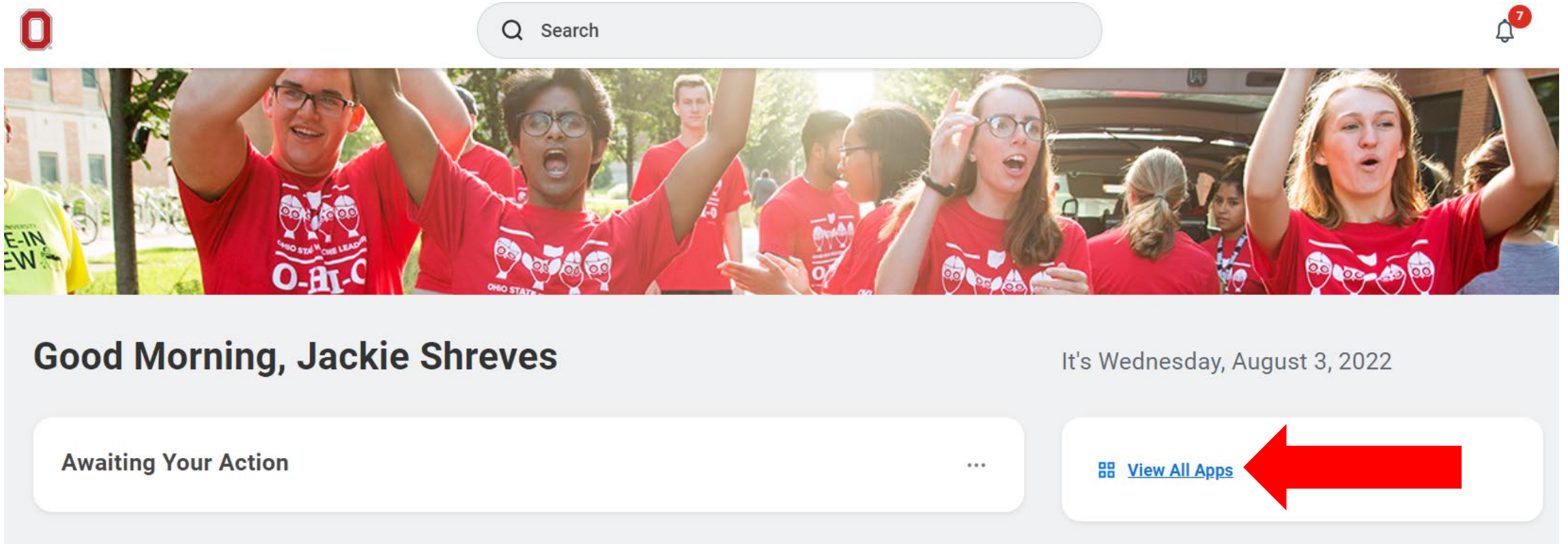
If any of the above apply to your travel, fill out the [Cost Comparison Worksheet](#) and add it as an attachment to your Spend Authorization. You can also reference the [Cost Comparison Guide](#) on how to fill out that form.

If none of the above scenarios apply to your travel, you do not need to fill out a Cost Comparison form.

Create Spend Authorization

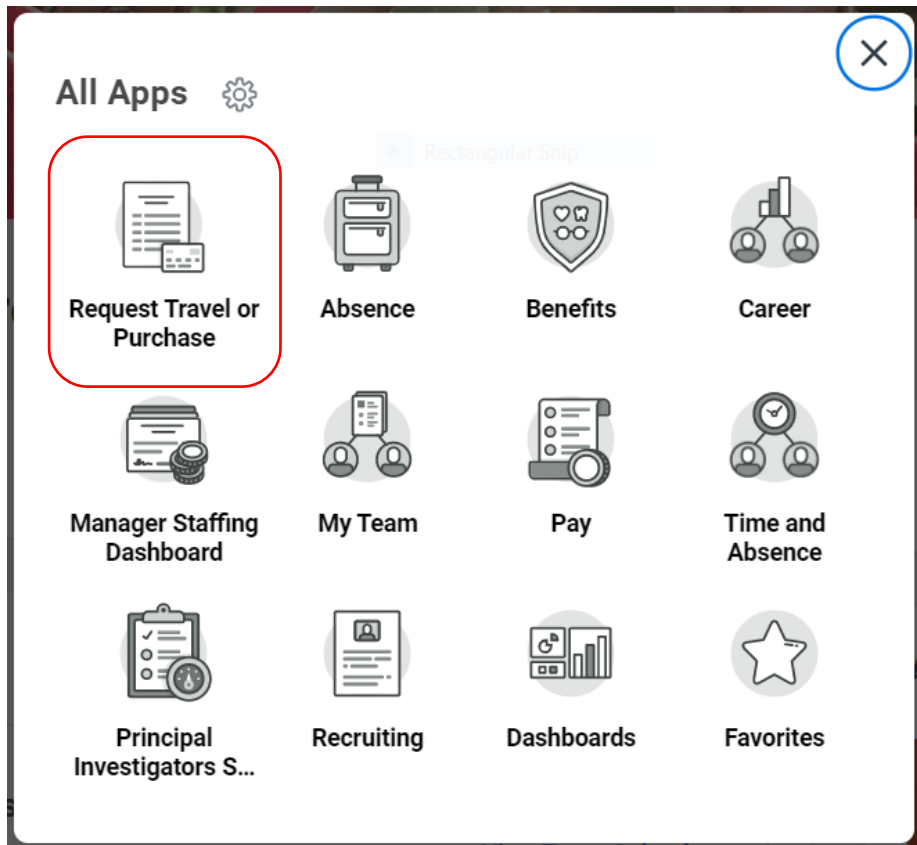
Log into workday.osu.edu with your credentials.

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**.

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 *

Start Date *

End Date *

Description *

Business Purpose

Currency USD

Spend Authorization Lines Attachments

⊕ Add

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

Enter a short description. Example: "2023 North American Saxophone Alliance Conference"

Select the appropriate type from the drop-down menu, which might be:

- Conference/Training
- Research
- Special Event
- Student Group
- Blanket (for multiple trips over a longer period of time)

On the right are two more boxes.

▼ Spend Authorization Details

Choices are Check or Direct Deposit



Reimbursement Payment Type *

× Direct Deposit

Justification

Empty text input field for justification



Here, enter the purpose of your travel/why it is necessary.
Example: My proposal to the North American Saxophone Alliance was accepted, and I will be performing a piece as well as learning from presenters at the conference.

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

*



Quantity

*

Per Unit Amount

*

Total Amount

*

Budget Date

*



Memo

Cash Advance Requested


Select an Expense Item. You can also type in a keyword and hit Enter to search for matches, such as:


- Airfare
- Conference Registration
- Lodging
- Mileage
- Parking
- Per Diem (Pre-Trip)

Enter the quantity, such as 1 flight.

Enter the Total Amount that is estimated for this item.

The Budget Date and Memo section can be left as is.


Spend Authorization Line 

Expense Item * 

Quantity *

Per Unit Amount 0.63

Total Amount 0.63

Budget Date * 

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.

If you are uncertain on what the worktags are for your funding source, please email ASC-Music-Finance@osu.edu

CC#s will go here*	Cost Center	<input type="text" value="CC12304 Arts and Sciences Music"/>
BL#s will go here* - Note that this often populates for you based on the CC# you entered	Balancing Unit	<input type="text" value="BL1462 Arts and Sciences Arts and Humanities"/>
FD#s go here* - These also autopopulate	Fund	<input type="text" value="FD100 General Fund"/>
GF#s go here	Gift	<input type="text"/>
GR#s go here	Grant	<input type="text"/>
PG#s go here	Program	<input type="text"/>
PJ#s go here	Project	<input type="text"/>
This section can contain FN#s*, AE#s, and AS#s - FN#s will also autopopulate	Additional Worktags	<input type="text" value="Function: FN100 Instruction 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**.

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	*	<input type="text"/> 
Origination	*	<input type="text"/> 
Destination	*	<input type="text"/> 
Travel Agency (see instructions above for appropriate entry)	*	<input type="text"/>

Enter **CTP/Concur** 

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**.

Instructional Text

See [Travel Policy](#) for requirements.

See [Per Diem Domestic](#) and [Per Diem International](#) for allowance thresholds.

Item Details

Hotel	<input type="text"/> 	
Arrival Date	*	MM/DD/YYYY 
Departure Date	*	MM/DD/YYYY 
Destination	*	<input type="text"/> 

Spend Authorization Lines Attachments

+ Add

Lodging 0.00

Spend Authorization Line

Expense Item	*	<input type="text" value="x Lodging ..."/>
Quantity	*	<input type="text" value="1"/>
Per Unit Amount	*	<input type="text" value="0.00"/>
Total Amount	*	<input type="text" value="0.00"/>

On the **Attachments** tab, you can add in a screenshot of your price estimates for verification and your Cost Comparison form (if applicable).

If you need to add additional 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 ASC-Music-Finance@osu.edu.