Arranging Travel

How to create a Spend Authorization for pre-travel approval

A Spend Authorization is an estimated budget of how much university money will be spent on all aspects of travel, including airline tickets, gas, car rentals, mileage, daily meals, hotel stays, and conference registration, as well as a justification for why the travel is needed.

For your situation, you will likely be paying for a portion of your travel out of pocket while another portion is funded by your grant(s). You only must list the grant-funded portion of your trip on a Spend Authorization. For example, if you are given a $200 grant and your airfare is $300, you only list $200 on your Spend Authorization.

Anyone who travels **without** an approved Spend Authorization has not been approved to have their expenses reimbursed, and they may end up funding the trip out of their own pocket. That is why it is important to have the Spend Authorization complete **prior** to any travel.

Step 1 – Get Price Estimates

You need to have the price estimates on hand to enter a Spend Authorization. These can simply be screenshots of the conference registration cost, flight estimate cost, or the hotel stay cost that you want your grant to pay for.

To the right is an example of a screenshot that can be used to verify the cost of a hotel.

🏷 Select a Rate

Book Now and Save Advance Purchase ⌄

Planning ahead pays off. Book now with Sonesta and receive up to 15% at over 250 unique destinations ...

$159 /Night

Best Flexible Rate ⌄

Our best rate affords a flexible cancellation policy. Please see cancellation and deposit rules for ...

$179 /Night

Sonesta Travel Pass Member Double Points Promotion ⌄

Double Up On Summer Get 2X Sonesta Travel Pass points on your next stay! Offer is subject to availab ...

View Member Rate

Step 2 – Create the Spend Authorization

1. Log into workday.osu.edu

2. In the top search box, type Create Spend Authorization
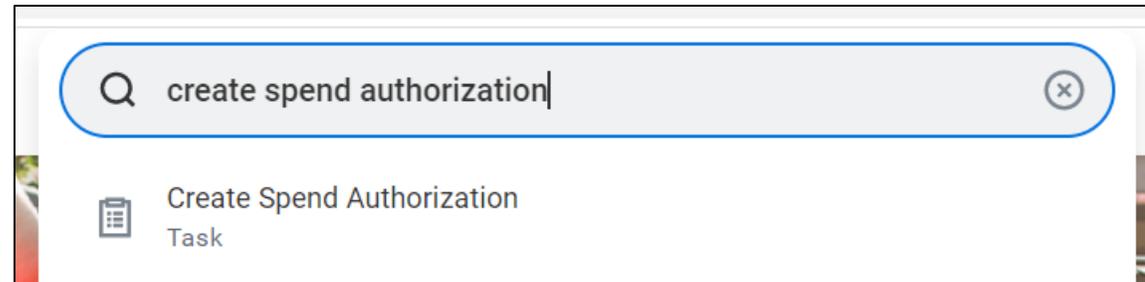
3. Click on the Task that appears to proceed

The first thing you will see on the page are some helpful links for certain situations, such as a specific form needed for International Travel, and links to review Travel policies. These are just helpful reminders for those who need them.

Create Spend Authorization

For **Employee: Jackie Shreves**

Cash Advance Requested
0.00 USD

Spend Authorization Total
0.00 USD

Rectangular Snip

NOTE: If you are requesting goods and services, you should be submitting a <u>Requisition</u> and not a Spend Authorization.

Create Spend Authorization is used exclusively for business travel to document preapproval (with or without expenses).

- Embarking on travel and/or the payment of travel expenses with university payment methods is only permitted after an **approved** Spend Authorization is issued.
- International Travel: Traveler must sign <u>Acknowledgement of Understanding Form-INTL</u> and attach to the Spend Authorization before submission.
- Domestic travel: Traveler should review <u>Acknowledgement of Understanding Form Disclaimer</u>.
- Please review applicable <u>Business Policies</u> (e.g. Travel, Expenditure) to ensure appropriate selections are applied to your Spend Authorization.

For assistance, contact your Service Center or the <u>Travel Office</u>.

NOTE: Health System Employees must change default Company to "OSU Health System" as applicable.

Tools:
<u>Travel Website</u>
<u>PCard Website</u>

Scrolling down on the page will show you the below boxes.

∨ **Spend Authorization Information**

∨ Spend Authorization Details

Reimbursement Payment Type * | ✕ Direct Deposit

Company * | ✕ The Ohio State University ···

Justification

Start Date * 08/22/2022

← Here, insert the date of your travel departure and return

End Date * 08/22/2022

Description * ← Insert a brief description of your travel, such as "Travel to XX conference" or "Research travel to XX"

Business Purpose

Currency USD

↖ Here you can select the most appropriate option from the list, such as "TRAVEL – Research" or "TRAVEL – Conference/Training"

Scrolling down on the page will show you the below boxes.

∨ Spend Authorization Information

Company	*	☰ ✕ The Ohio State University ⋯ ☰
Start Date	*	08/22/2022 📅
End Date	*	08/22/2022 📅
Description	*	
Business Purpose		☰
Currency		USD

∨ Spend Authorization Details

Reimbursement Payment Type * ✕ Direct Deposit ☰
Rectangular Snip

Justification

In this Justification box, write a longer reasoning as to why this travel is needed. Example: "Traveling to XX conference to present my research work with Prof. XX"

Spend Authorization Lines   Attachments

⊕ Add

0.00

Spend Authorization Line 🗑

Rectangular Snip

Expense Item	*	[≔]
Quantity	*	[1]
Per Unit Amount	*	[0.00]
Total Amount	*	[0.00]
Budget Date	*	[08/22/2022 📅]
Memo		[ ]
Cash Advance Requested		☐

At the page's bottom, you will need to click the **+Add** button to add a spend authorization line.

You will Add a line for each expense item that we are funding for you (ex: one line for hotel, another for conference registration).

Spend Authorization Lines   Attachments

⊕ Add

0.00

Spend Authorization Line 🗑

Expense Item   * [☰]

Quantity   * [1]

Per Unit Amount   * [0.00]

Total Amount   * [0.00]

Budget Date   * [08/22/2022 🗓]

Memo [   ]

Cash Advance Requested ☐

Expense Item: You will be able to select what you want paid for, such as:
- Lodging (covers hotel or AirBnB stay)
- Conference registration
- Airfare

Quantity: If you are staying in a hotel for multiple nights, you can input the number the nights. Otherwise, it can stay at 1.

Total Amount: the total amount of what you are paying for.

Budget date: This will default to today's date and does not need edited.

Memo: This does not need filled in.

Cash Advance Requested: Make sure this box is **not** checked.

Worktags

*Cost Center
× CC12304 Arts and Sciences | Music ⋯ ☰

*Balancing Unit
× BL1462 Arts and Sciences | Arts and Humanities ⋯ ☰

*Fund
× FD500 Current Use Development Activity Restricted Fund ⋯ ☰

Gift
× GF309313 School of Music Graduate Program Discretionary Fund ⋯ ☰

Grant
☰

Program
☰

Project
☰

*Additional Worktags
× Function: FN100 Instruction and Departmental Research ⋯ ☰

Scrolling down, there is a section of boxes labeled Worktags. Worktags are a letter-number combination that tells our system where to pull money from. Each grant has its own unique worktags.

You were given worktags in your grant email, and you should enter them. The image to the left is an example of entered worktags.

If you are unclear on your worktags or you did not receive them, contact the School of Music's fiscal team at ASC-Music-Finance@osu.edu

What if I must split one item between multiple funding sources?

If you have multiple grants to use on one expense, you will split the total between two spend authorization lines. To the right, we have two lines for airfare, and on each line we will enter the relevant worktags. If your purchase exceeds the total and you will be paying out of your own funds for some, just enter the total of the grant you received.

For the example to the right, let's say the airfare is $1200, but you have $950 from two different grants. You would enter the total of each grant ($250 and $700) and their relevant worktags each on a separate line using the **+Add** button.

Airfare	700.00
Airfare	250.00

Spend Authorization Line

Expense Item	* ☒ Airfare ···
Quantity	1
Per Unit Amount	700.00
Total Amount	* 700.00
Budget Date	* 03/08/2023
Memo	
Cash Advance Requested	☐

Worktags

*Cost Center	☒ CC12304 Arts and Sciences | Music
*Balancing Unit	☒ BL1462 Arts and Sciences | Arts and Humanities
*Fund	☒ FD500 Current Use Development Activity Restricted Fund
Gift	
Grant	
Program	☒ PG102917 Humanities Student Travel Grant
Project	
*Additional Worktags	☒ Function: FN100 Instruction and Departmental Research

Spend Authorization Lines   Attachments

⊕ Add

0.00

Spend Authorization Line 🗑

Rectangular Snip

Expense Item	*	☰
Quantity	*	1
Per Unit Amount	*	0.00
Total Amount	*	0.00
Budget Date	*	08/22/2022 📅
Memo		
Cash Advance Requested		☐

Scrolling up a bit, In the **Attachments** tab, you will need to upload:
- Your budget estimate and any relevant screenshots of prices
- Your grant approval confirmation
- Information on the event you are attending, such as a screenshot of the event page showing the dates and location

At the bottom of the page, Submit your request!

Submit   Save for Later   Cancel

Step 3 – Receive Approval

Approval will come to your email inbox as an automated email from Workday. It will contain a Spend Authorization number, which is formatted **SA-##########**

Once you have this approval, you can travel! Make sure you keep itemized receipts for whatever you buy. When you make purchases, there is a separate process for getting reimbursed.

Email ASC-Music-Finance@osu.edu for reimbursement.

Thank you and enjoy your travel!