Create a Spend Authorization

Demo below

All travelers travelling for OSU business must have a spend authorization approved prior to the travel, even if there are no expenses. Spend authorizations are used to grant permission for future travel expenses. Spend authorizations must be completed before any travel is booked or occurs.

1. Type Create Spend Authorization in the search bar.
   - You can also click on the create travel authorization button in your applications
   - University affiliate uses worker
2. Complete all required fields (those with a red asterisk).
   a. Company: Auto populates based on the organization you are assigned to but can be changed
   b. Start/End Date: This is the departure and return date for the trip
      i. Per OSU policy, 1 day before and 1 day after business dates for domestic travel; 2 days before and 1 day after business dates for international travel.
      1. Anything further beyond requires a flight cost comparison
   c. Description: This is a free form field for you to enter a short description of the trip
   d. Business Purpose: Choose one of the appropriate business purpose options that best describes the type of travel. The business purpose should state why you’re going, where you’re going, the dates of the travel, and what the purpose is.
      Ex. Brutus Buckeye to attend IFT in Chicago July 10-13, 2022 to support professional development, networking and collaboration efforts on behalf of FST
      If this request has no cost, select "Travel Without Expenses"
   e. Reimbursement Payment Type: This field auto populates based on information provided to payroll.
   f. Justification: Add information to clarify the reason for the future expense.

Spend authorizations must have at least one Spend Authorization Line. To add Spend Authorization Line item:
1. Click the Add icon.
2. Complete all required fields for each spend authorization line (with a red asterisk).
   a. Click on the list icon inside the expense item field to view the expense item options (If you already know the expense item you can type it and click enter)
      i. Common Expense items include:
         1. Airfare
         2. Lodging
         3. Registration
         4. Parking
         5. Mileage
         6. Per diem
      ii. Each expense item will have unique fields that are required once you make your selection
3. For each spend authorization line be sure to add the funding Worktags being used for the travel
4. Add additional lines for each expense item as needed.
5. Use the Attachments tab to include any additional information (i.e. Guest invitation, funding approval, conference information, other documentation, etc.).
   a. Conference/meeting agendas with the dates are required for approval
6. Click **Submit** once all spend authorization lines have been added.
   a. Request will route to cost center manager for approval; once approved the SA# may be used to book airfare

When you book your flight through Concur, you can use one of the two p-cards already loaded in Concur to pay your airfare. One is a UNIV card and one is an OSP card.

**AIRFARE**: Choose the appropriate OSU business airfare credit card from the drop down for your purchase. Do not use your PCard for airfare.

"If not certain which card is applicable to the business airfare, contact the OSU Travel Office at 614.292.9290 or refer to your SA# documentation before continuing with the booking process."

- (1) UNIV / HEALTH SYSTEM / OSUMC* (...1329) = Your funding source business unit is for University or Health System funds
- (2) OSP / GRANT / SPONSORED* (...8156) = Your funding source business unit is for Office of Sponsored Programs or Federal Grant/Research funds

Receipts for reimbursements need to be submitted within **60 days of purchase NOT 60 days after th end of the trip** or your reimbursement could be classified as taxable income. That means items such as airfare or conference registration that may be purchased before the trip need to be submitted separately before the post- trip documentation.

Once your flight is finalized and invoiced (you will get two notifications from CTP. The second one is the one we need – the final invoice), please send the itinerary immediately to our fiscal staff for reallocation.

**Some things to note:**
- Airfare - you do not need a quote attached for airfare however, you will need your CTP itinerary showing travel office PCard for your expense report
- Make sure you select Pre-Trip Per Diem - Post-Trip Per Diem is selected when completing your expense report upon your return
- Take note of your SA#, it will be needed when booking airfare and helpful when completing your expense report
- Keep safe your CTP airfare itinerary/payment receipt, hotel itemized payment receipt, any ground transportation or parking receipts and any other payment receipts for travel expenses of which you will be requesting reimbursement upon return. However, you will not need any meal receipts since you are receiving per diem.
- Lodging will be a reimbursed expense. No department PCards will be used.
- Familiarize yourself with the OSU travel policy - look specifically at section XVIII on page 6. These tables detail travel expenses, payment methods, documentation required, and additional considerations for business travel.
- Please confirm that each SA expense line has the correct funding worktags entered - you'll get those from either your advisor or the department. This will depend on who is funding your travel.
Guided Walk-Thru: Follows written steps above

1.)

Or

Applications
14 items

Request Travel or Purchase

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.

2.)
Spend Authorization Lines:
Click Add for each type of expense. You can type the kind of expense in the expense item box. Example, airfare, transportation, lodging, etc.
### Worktags

<table>
<thead>
<tr>
<th>*Cost Center</th>
<th>CC11911 FAES</th>
<th>Food Science and Technology</th>
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<tbody>
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<tr>
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<tr>
<td>*Additional Worktags</td>
<td>Function: FN100 Instruction and Departmental Research</td>
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</tr>
</tbody>
</table>
Spend Authorization Lines

Attachments

Conference Program Agenda.pdf
Successfully Uploaded!

Comment

Click Submit

Submit  Save for Later  Cancel