Creating a Spend Authorization (SA)

- **Please note that the SA must be approved by the FST department chair before any travel arrangements are permitted to be booked or paid. This includes conference registration.
- **All fields with a red asterisk (*) must be completed. There are also a few mandatory fields noted below that are not asterisk's but are required by the college.

Log into Workday and Type "Create Spend Authorization" into Search Bar in WorkDay and hit Enter:



You will see your name in the upper left-hand corner of the page

Create Spend Authorization

For Employee: Ann Ford Cash Advance Requested Spend Authorization Total 0.00 USD 0.00 USD

NOTE: If you are requesting goods and services, you should be submitting a Requisition 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 Business Policies (e.g. Travel, Expenditure) to ensure appropriate selections are applied to your Spend Authorization.

For assistance, contact your Service Center or the $\underline{\text{Travel Office}}.$

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

Tools:

Travel Website

Completing the Header Information:

*Company: Auto-fills

*Start Date: Day you are departing Columbus

*End Date: Day you will return to Columbus.

*Description: Short description of your trip

*Business Purpose: Choose the option from the drop-down menu that best describes the purpose of your trip. Most likely, if you are a student, you will choose "Conference". As you can see, there is not an asterisk next to Business Purpose, but it is a required field.

*Reimbursement Payment Type: Auto-fills to Direct Deposit – if you need to change, please see Peggy or me prior to submitting SA

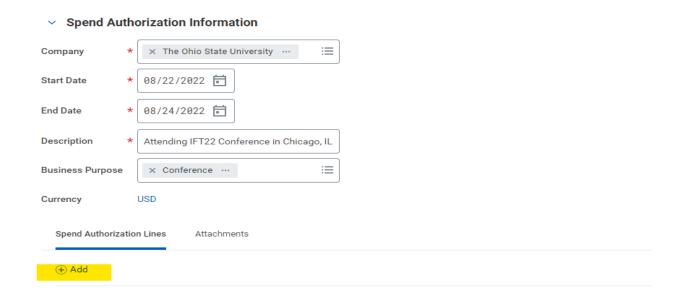
*Justification: Required field although it does not have an asterisk. This should be an extension of your Business Purpose with more details. This is also the field in which to add any comments such as if you are sharing lodging expense with another student or adding personal time.



Adding Estimated Expenses:

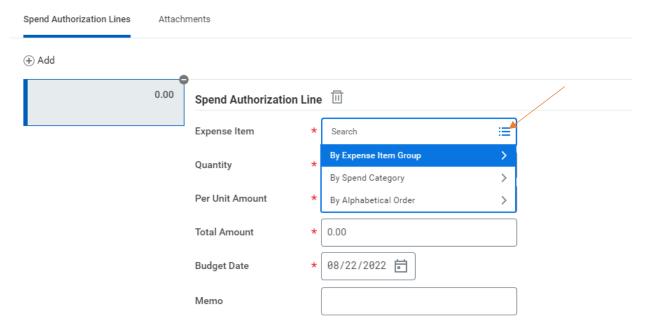
Please note this example is geared more toward conference travel.

Click on the plus sign on the left side:

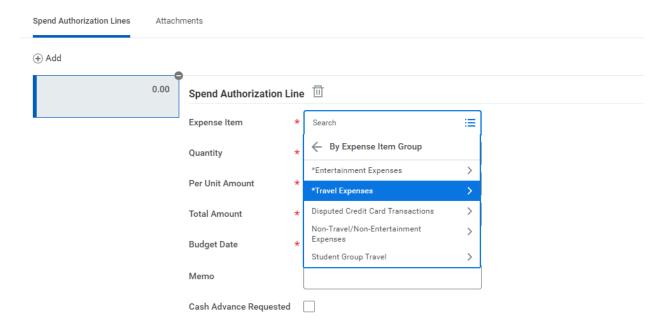


Choose your Expense Item from the drop down menu by clicking on the 3 small lines in the field box Select:

>By Expense Item Group

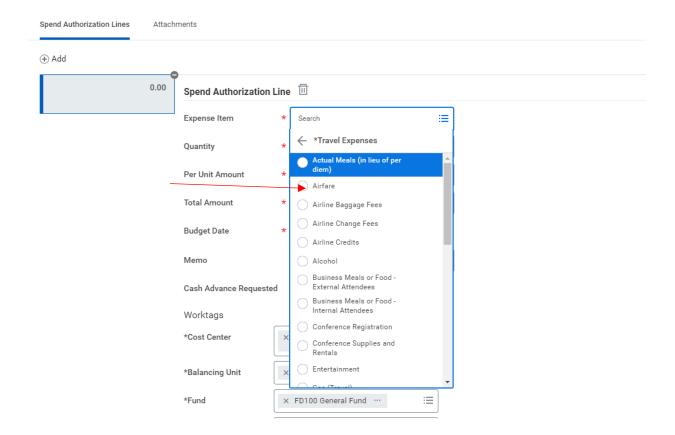


>*Travel Expenses



Then choose the expense:

**Airfare:

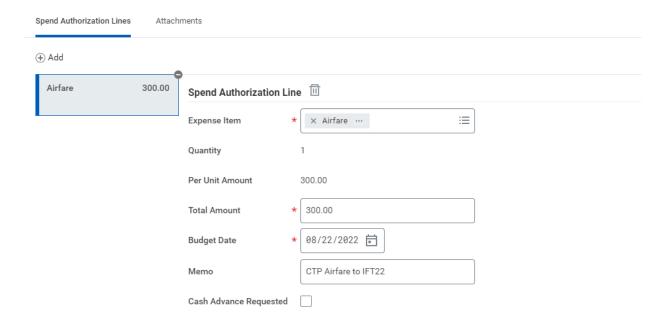


**Per OSU Travel Policy, all airfare must be booked through our contracted travel agency, CTP. You will contact CTP for a quote and enter that amount in the Total Amount field. With travel prices constantly in flux, it's best to round up.

Total Amount: Contact CTP for a quote and enter that amount in the Total Amount field. With travel prices constantly in flux, please round up.

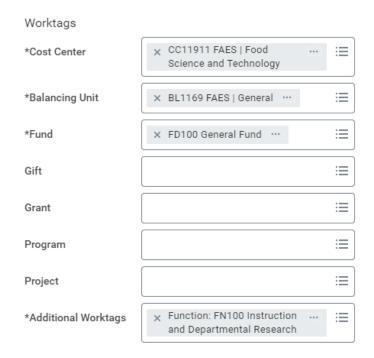
Budget Date: Autofills the Start Date of your trip that you entered in the Header -Leave as is

Memo: Enter "CTP" and your destination



**Worktags:

Cost Center and Balancing Unit will autofill but confirm that the following are as shown here (CC11911 BL1169). Fund also autofills, but may not be correct depending on the funding your advisor provides for your trip.



For the Airfare expense, additional fields are required on the bottom right side:

*Departure Date: Date you are departing out of Columbus

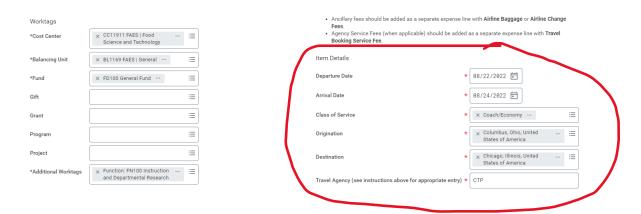
*Arrival Date: Date you arrive back in Columbus

*Class of Service: Always Coach/Economy - This is also an OSU Travel Policy

*Origination: City you are departing from (most likely Columbus)

*Destination: City you are traveling to for the trip

*Travel Agency: Always "CTP"

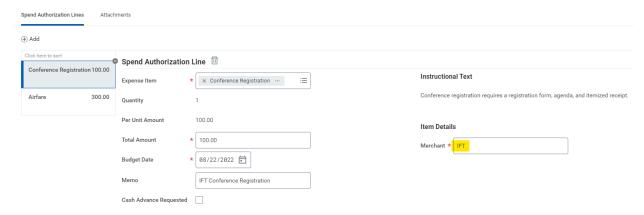


Next you add your remaining expenses one at a time as you added airfare. Please remember to add the funding worktags to each expense line.

Below are the specific expenses that have additional fields and helpful hints on what to enter in each.

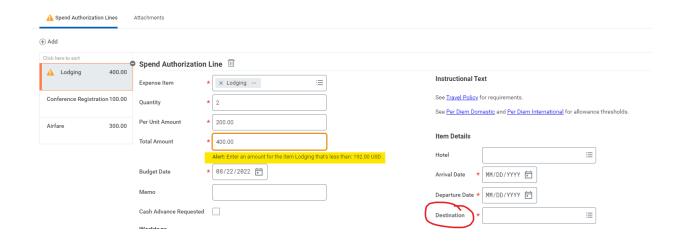
**Conference Registration:

*Merchant Field: Name of the vendor – for a conference, it will be the host organization



- ** **Lodging**: Best to call the hotel of choice beforehand so you have a room rate to enter. Confirm with the hotel that the room rate includes all taxes and fees.
- *Quantity: Number of nights stay
- *Per Unit Amount: Price per night of lodging as quoted
- *Total Amount: Auto-Calculates. Allowable hotel rates are dependent on the destination city so you may see an alert pop up a warning about the allowable rate of the room.

Once you complete the Destination field on the right, you should see that warning disappear. If the alert remains, you can still submit your SA as long as you have a justification in the Memo such as "Conference Rate".

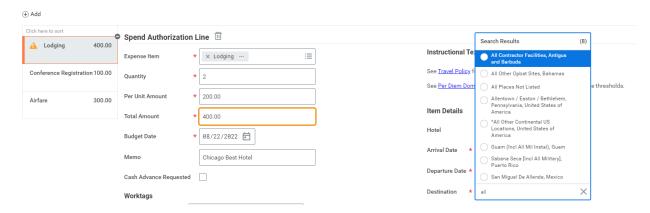


*Hotel: Enter the name of the hotel chain and it should pop up to select. If it is an independent hotel, leave it blank and enter the name of the hotel in the Memo field.

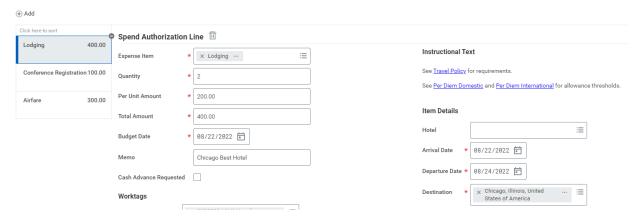
*Arrival Date: Day of check in

*Departure Date: Day of check out

*Destination: City – trip location. If your city is not available, type "all" and you can select one of the options and then enter the actual city location in the Memo field



Here you can see I entered Chicago for the Destination and the warning is now off my screen since the lodging per diem in Chicago is higher than \$192.00



**Mileage (Federal Rate): Usually only used for those driving to the airport and back or using a personal vehicle to travel to their destination instead of by air.

Note: If driving a personal vehicle rather than using CTP airfare, you must complete the applicable information on page 1 of the Travel Comparison Worksheet (comparison form june 2021.pdf (osu.edu) and attach a PDF to your SA. You will only be reimbursed for the least expensive of the options. Driving is not the preferred option but if 3-4 people are using one vehicle and the cost is much less, we may be able to approve.

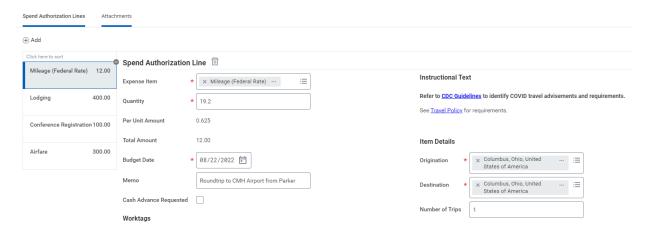
*Quantity: Number of miles to and from airport or destination city; the per unit amount provided is the federal rate and the Total Amount will auto-calculate

*** You will need to attach a map showing the mileage from 2015 Fyffe Rd to the airport (or destination)

*Origination: Columbus

*Destination: If CMH, enter "Columbus"

*Number of Trips: 1 if a roundtrip (just make a note of it in the Memo as illustrated here



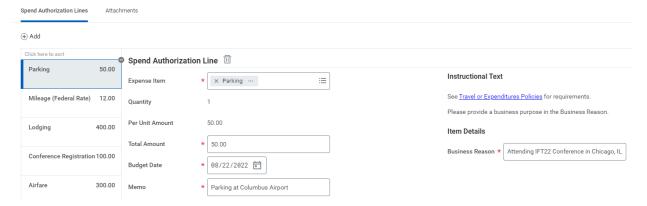
**Parking: If driving a personal vehicle to the airport, you will want to have a parking expense line. Please note you should attempt to park in the least expensive option available

*Total Amount: Estimated cost

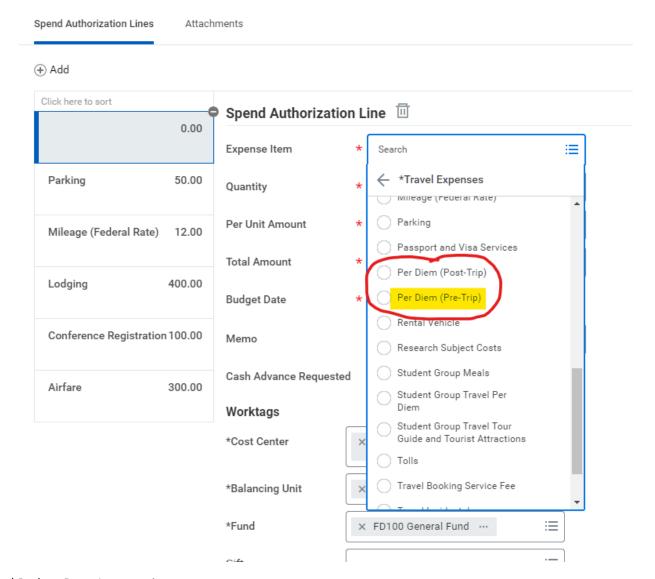
*Budget Date: Auto-fills as Start Date of trip from Header information previously entered – Leave as is

*Memo: Parking at Columbus Airport

*Business Reason: Cut and paste from the Justification entered in the Header



**Per Diem (Pre-Trip): Please make sure you select PRE-Trip and not POST-Trip. Per Diem (Post-Trip) will not provide the fields needed to get an accurate estimate of your meal reimbursement allowance and will cause issues when submitting your expense report upon completion of your trip.

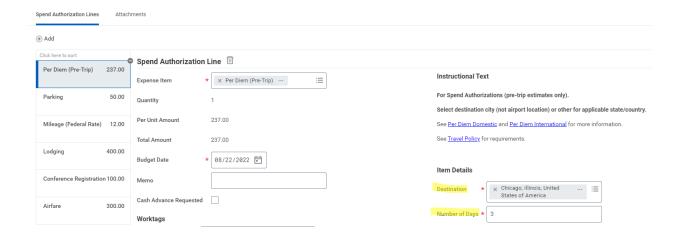


*Budget Date: Leave as is

*Destination: (on right side of page) City traveling to

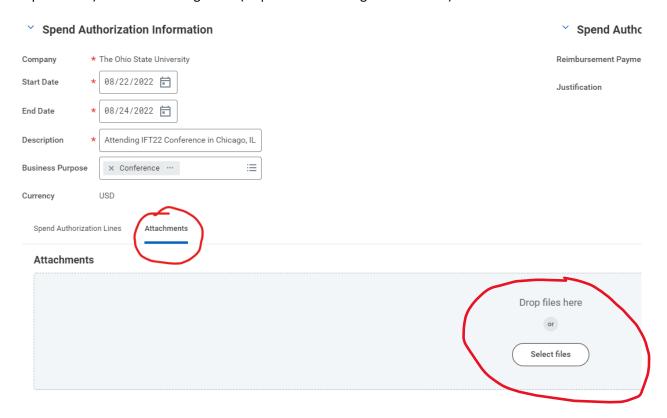
*Number of Days: Include all days from Start Date to End Date of trip stated in the Header

This information will auto-calculate your total trip meal allowance.

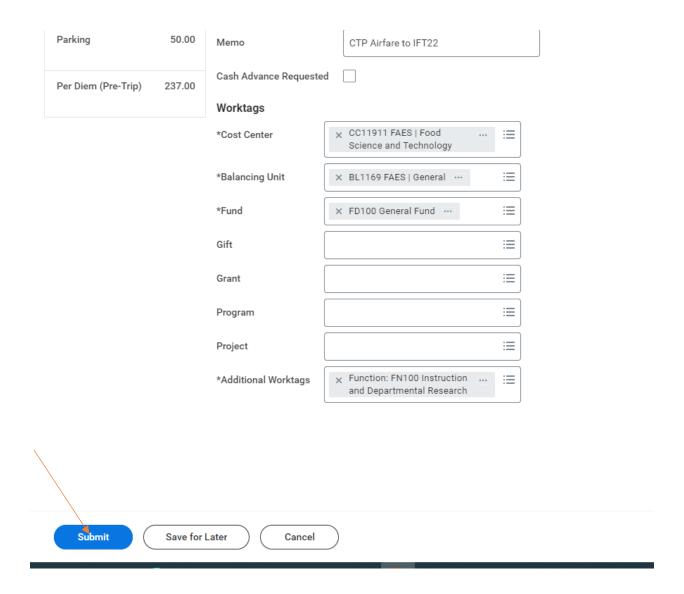


Attachments

Any required attachments can be uploaded or dragged here such as mileage maps (if SA has a mileage expense line) or conference agendas (required if attending a conference)



Once Complete - SUBMIT!



***Your SA will be assigned an SA# so keep for reference. If you want to check on its progress through the Workday approval workflow, enter the SA# into the search bar.