CFAES

Fiscal Presentation

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THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

Spend Authorization

A Spend Authorization is required for **all** business travel and must be in "Approved" status prior to departure **and** before the purchase of any travel-related expense.

- This applies even when there are no anticipated travel expenses or when a third party is paying for the travel expenses.
- Only exception is when the destination is not greater than 45 miles from traveler's work location.
- Travel less than 45 miles from home is only eligible for mileage. Lodging and per diem is not an allowable expense per policy.

Spend Authorizations that do not include all estimated expenses, supporting documentation and/or are not compliant with all university policies that apply will not be approved and will be sent back to the traveler for edits.

Prior to starting a Spend Authorization (SA), you will need to compile a comprehensive list of the estimated expenses and supporting documentation.

Checklist:

- Travel Dates and Location
  - Conference/event agenda, program or letter of invitation
  - If personal time will be included in travel, no expense(s) related to the personal time are included in any of the expense item/spend authorization line cost estimates.
- Airfare
  - Obtain a list of current fares from CTP by using the Concur online booking tool.
  - If the traveler is adding personal time for the trip, then you must pull a second comparison quote to clearly show if there is any difference in the fare that would need to be paid for by the traveler.
    - ***Important* If the quote for the business eligible dates is less than the quote with the personal time added, then the traveler is required to pay the difference.**
    - Domestic and international flights less than 5 consecutive hours excluding layovers must be booked in coach class/economy.
- Lodging
  - A quote, screenshot or other appropriate documentation should be included to support the lodging amount entered.
  - When possible, lodging should be shared with another OSU traveler (for students).
  - When the room is being shared with another OSU traveler, the name and SA# should be documented on both SAs to facilitate the review process and avoid delays.

- Rideshare/Taxi
  - Expense line memo should state purpose for ride, i.e. airport to home, hotel to conference, etc.
- Per diem
  - For the spend authorization expense line, select pre trip per diem.
  - Only include the business eligible dates when estimating per diem.
  - If per diem is not being requested for any reason, please add a comment to explain.
- Conference Registration
  - A quote, screenshot or other appropriate documentation should be included to support the amount entered.
- Miscellaneous Items
  - Baggage Fees
  - Incidentals
  - Please verify that the amounts entered on the SA match the back-up documentation and if there are variances, they are clearly explained.
- Driving versus Flying
  - Two forms need completed: travel comparison form and a mileage log
    - Must show the cost difference for driving. If the cost to drive is more expensive, the traveler is responsible for the difference. At time of reimbursement, your reimbursement will be reduced to reflect the difference in costs.
    - A rental car price comparison is also required if using your personal vehicle.
    - Travel comparison form must be attached to the spend authorization as well.

Quick Notes

Every spend authorization needs 5 things:

- Who: Person traveling
- What: Type of event (conference, meeting, training, etc.)
- Where: Location of event being attended
- When: Date of event and travel days
- Why: Purpose of attending event

Every spend authorization needs detailed expense lines:

- Mode of transportation: how will you get to your destination.
- Lodging: where will you sleep
- Ground transportation: how will you get around while at the event.
- Meals: what/how will you eat (per diem)
- Conference fee

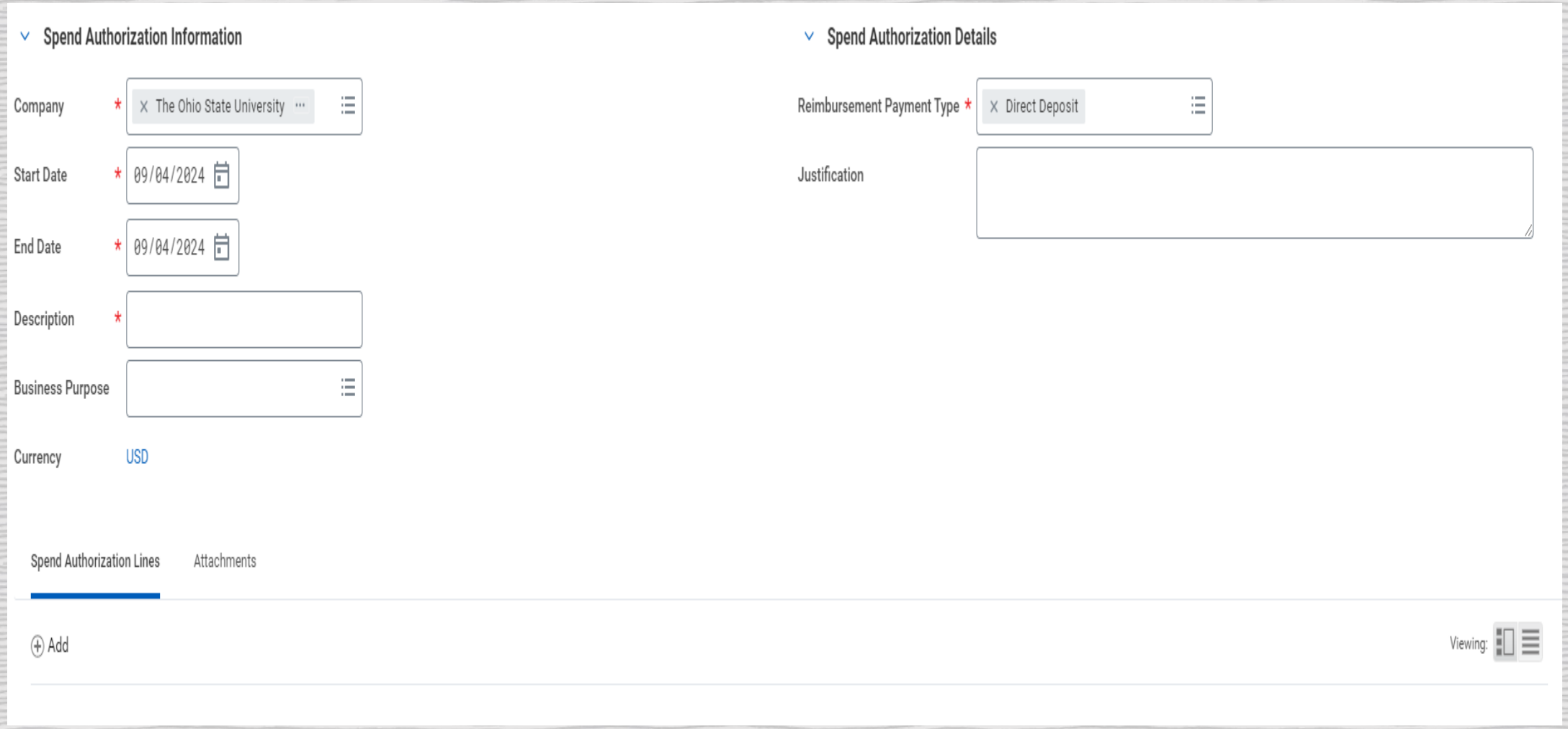
Justification vs. Description Fields:

- Justification Field needs to be fully detailed with the Who, What, When, Where and Why along with any other important detail
  - Example: Brutus Buckeye to attend AERA in San Diego, CA on April 22-25, 2022 to support professional development, networking and collaboration efforts on behalf of FST
- Description field should be a short, condensed description of what the spend authorization is for:
  - Example: Chips and Dips Conference February 30, 2030, in Tuscaloosa, AL.

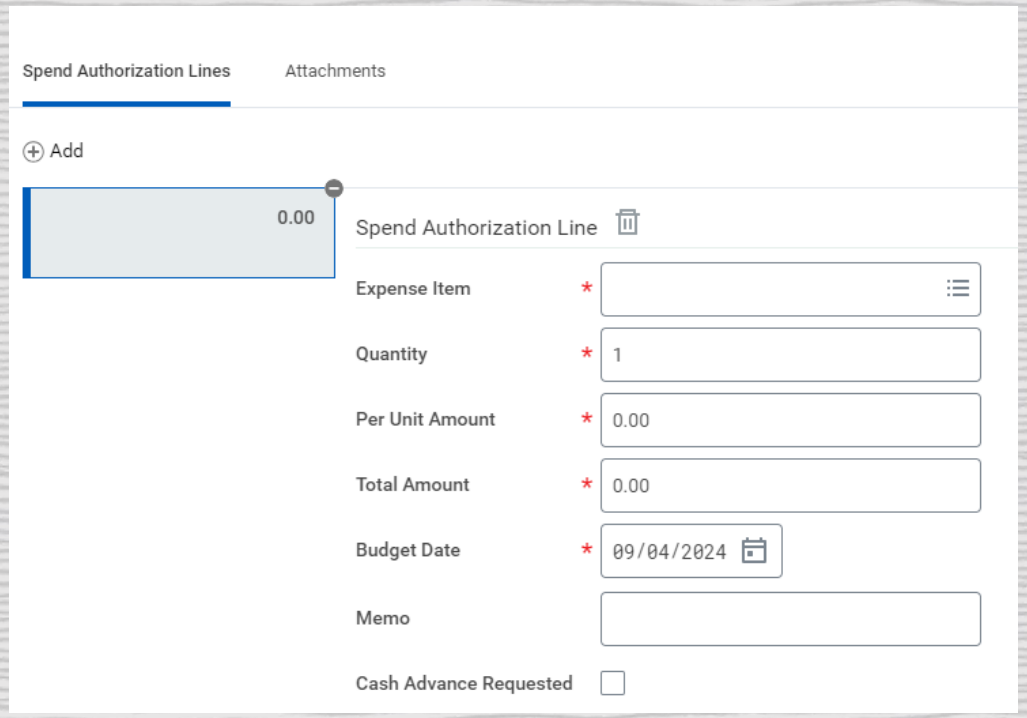
Quick Notes

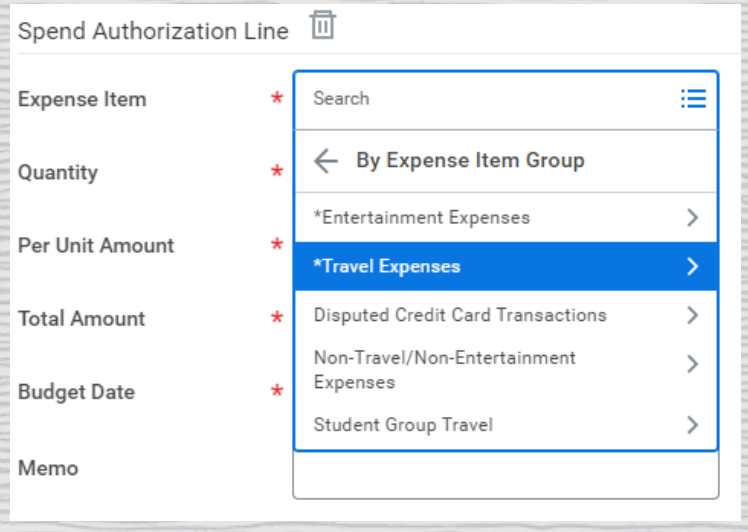
- Ensure your flight dates and times are what you need when you book the flight. **Changes after the flight has started will result in extra charges and the department will be charged with an exception from the Travel Office**. Exceptions are reported to the department Chair, and College management if necessary.
- If you have an emergency and need to change your flight after you depart, you need to contact the fiscal team (Kandice and Peggy) upon return for instructions on needed documentation.
- First class flights are not allowed. If a flight is over 6 hours, you are allowed to book business class.
- Allowable travel times are:
  - Domestic travel: you may leave one day before business purpose (conference) and you may leave one day after business purpose ends (last day of conference).
  - International travel: you may leave two days before business purpose (conference) and you may leave one day after business purpose ends (last day of conference).

Entering a Spend Authorization



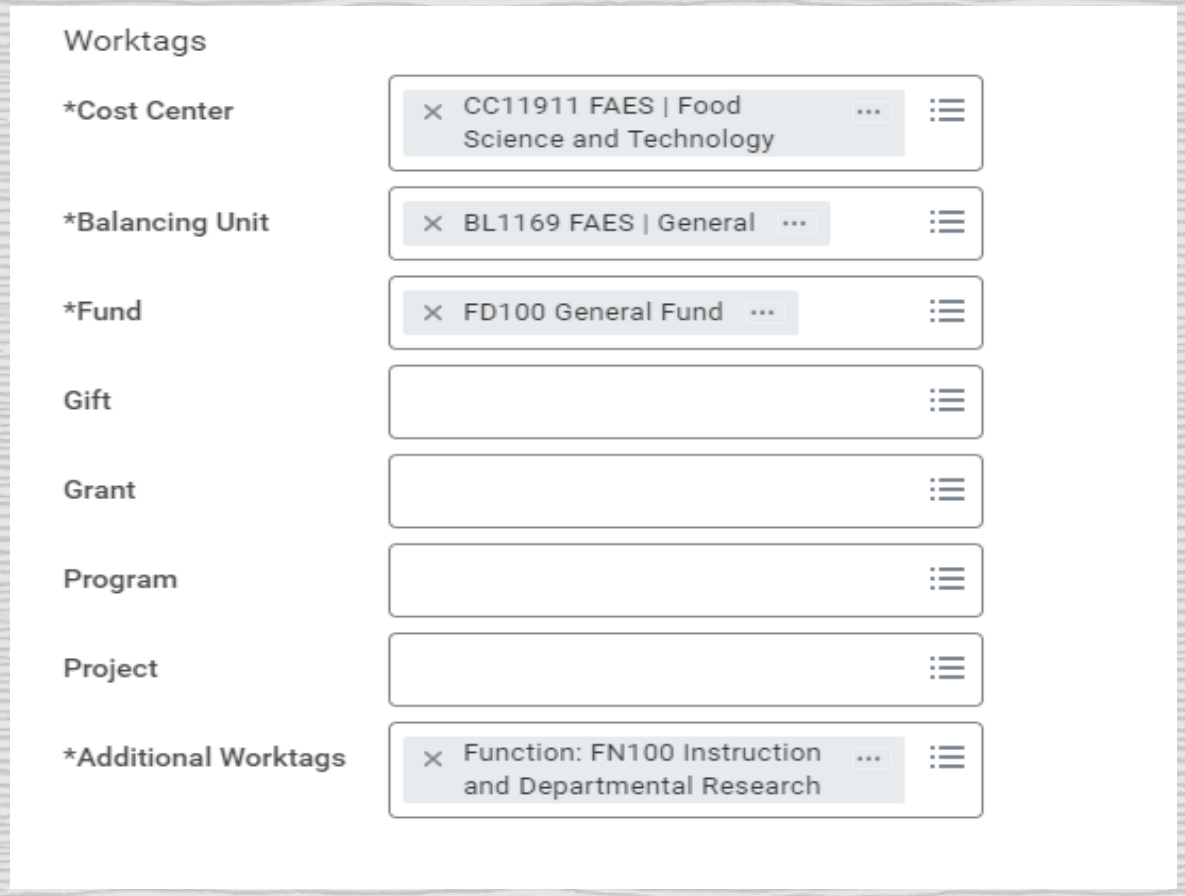
Entering a Spend Authorization





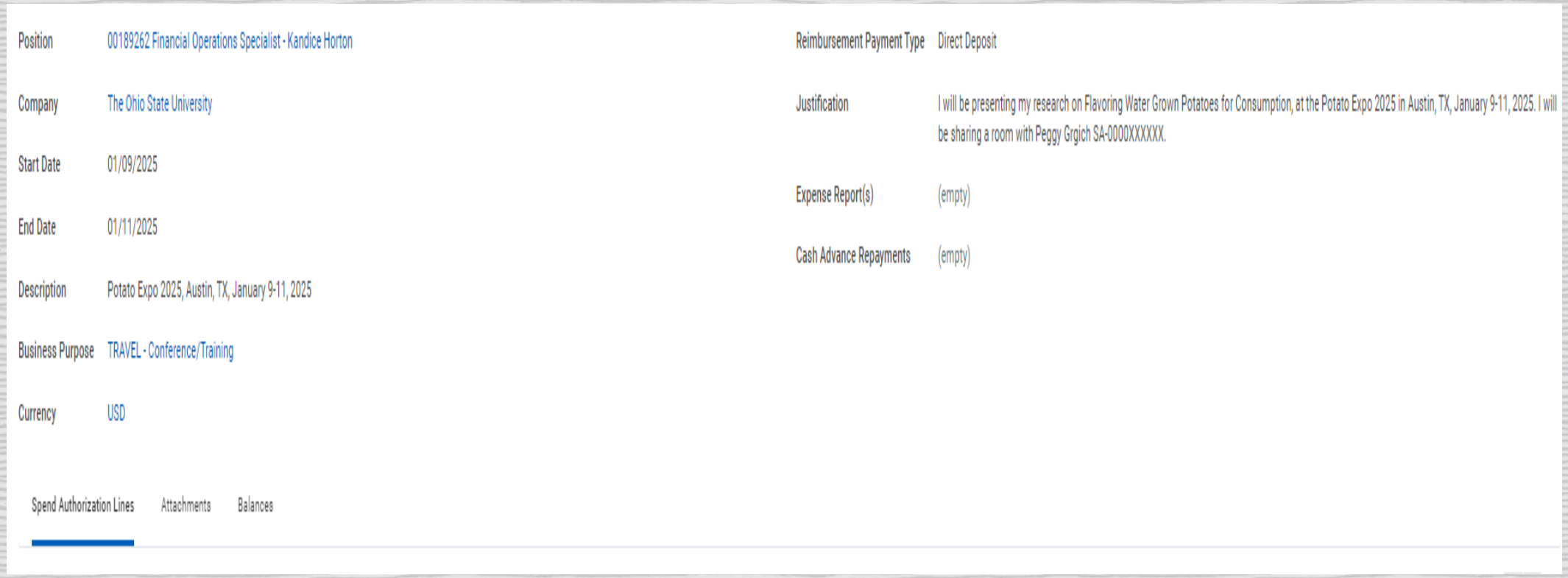
Travel Expense Items:
Airfare
Lodging
Conference fee
Per diem (pre trip)
Ground transportation
Mileage

Entering a Spend Authorization



Entering a Spend Authorization

Example of a completed SA:

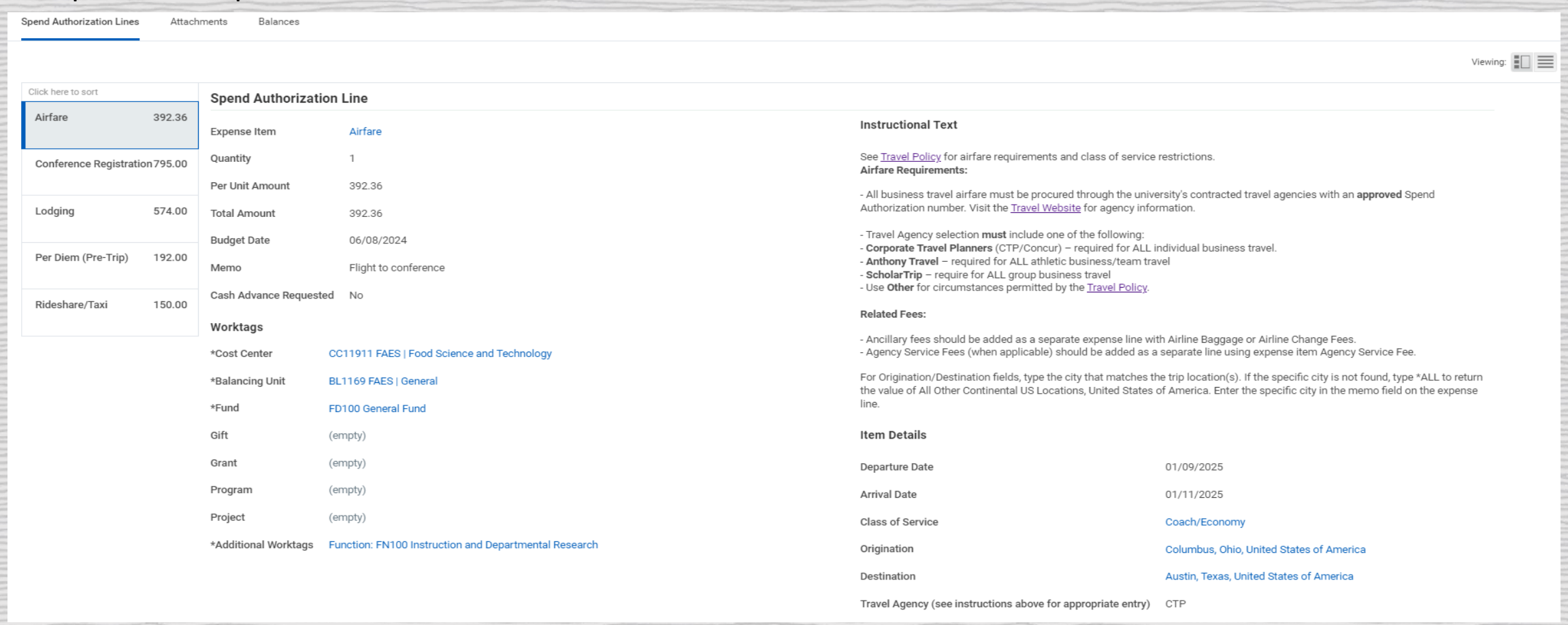


Position	00189262 Financial Operations Specialist - Kandice Horton
Company	The Ohio State University
Start Date	01/09/2025
End Date	01/11/2025
Description	Potato Expo 2025, Austin, TX, January 9-11, 2025
Business Purpose	TRAVEL - Conference/Training
Currency	USD
Reimbursement Payment Type	Direct Deposit
Justification	I will be presenting my research on Flavoring Water Grown Potatoes for Consumption, at the Potato Expo 2025 in Austin, TX, January 9-11, 2025. I will be sharing a room with Peggy Grgich SA-0000XXXXXX.
Expense Report(s)	(empty)
Cash Advance Repayments	(empty)

Spend Authorization Lines | Attachments | Balances

Entering a Spend Authorization

Example of a completed SA continued:



Spend Authorization Lines | Attachments | Balances

Viewing:

Click here to sort

Airfare	392.36
Conference Registration	795.00
Lodging	574.00
Per Diem (Pre-Trip)	192.00
Rideshare/Taxi	150.00

Spend Authorization Line

Expense Item	Airfare
Quantity	1
Per Unit Amount	392.36
Total Amount	392.36
Budget Date	06/08/2024
Memo	Flight to conference
Cash Advance Requested	No

Worktags

*Cost Center	CC11911 FAES | Food Science and Technology
*Balancing Unit	BL1169 FAES | General
*Fund	FD100 General Fund
Gift	(empty)
Grant	(empty)
Program	(empty)
Project	(empty)
*Additional Worktags	Function: FN100 Instruction and Departmental Research

Instructional Text

See Travel Policy for airfare requirements and class of service restrictions.
Airfare Requirements:

- All business travel airfare must be procured through the university's contracted travel agencies with an **approved** Spend Authorization number. Visit the Travel Website for agency information.

- Travel Agency selection **must** include one of the following:
- **Corporate Travel Planners** (CTP/Concur) – required for ALL individual business travel.
- **Anthony Travel** – required for ALL athletic business/team travel
- **ScholarTrip** – require for ALL group business travel
- Use **Other** for circumstances permitted by the Travel Policy.

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 line using expense item Agency Service Fee.

For Origination/Destination fields, type the city that matches the trip location(s). If the specific city is not found, type *ALL to return the value of All Other Continental US Locations, United States of America. Enter the specific city in the memo field on the expense line.

Item Details

Departure Date	01/09/2025
Arrival Date	01/11/2025
Class of Service	Coach/Economy
Origination	Columbus, Ohio, United States of America
Destination	Austin, Texas, United States of America
Travel Agency (see instructions above for appropriate entry)	CTP

Entering a Spend Authorization

Supporting Documents

- Invite to Attend – Email from professor to present or attend event
  - If attending a conference, a copy of the conference agenda also.
- Airfare - Copy of current cost to fly
- Hotel – Copy of current cost for lodging and along with the roommate's name and SA#
- Mileage – Copy of road map showing trip to destination
- Travel comparison form if taking personal time or driving instead of flying.

Submitting for Travel Reimbursement

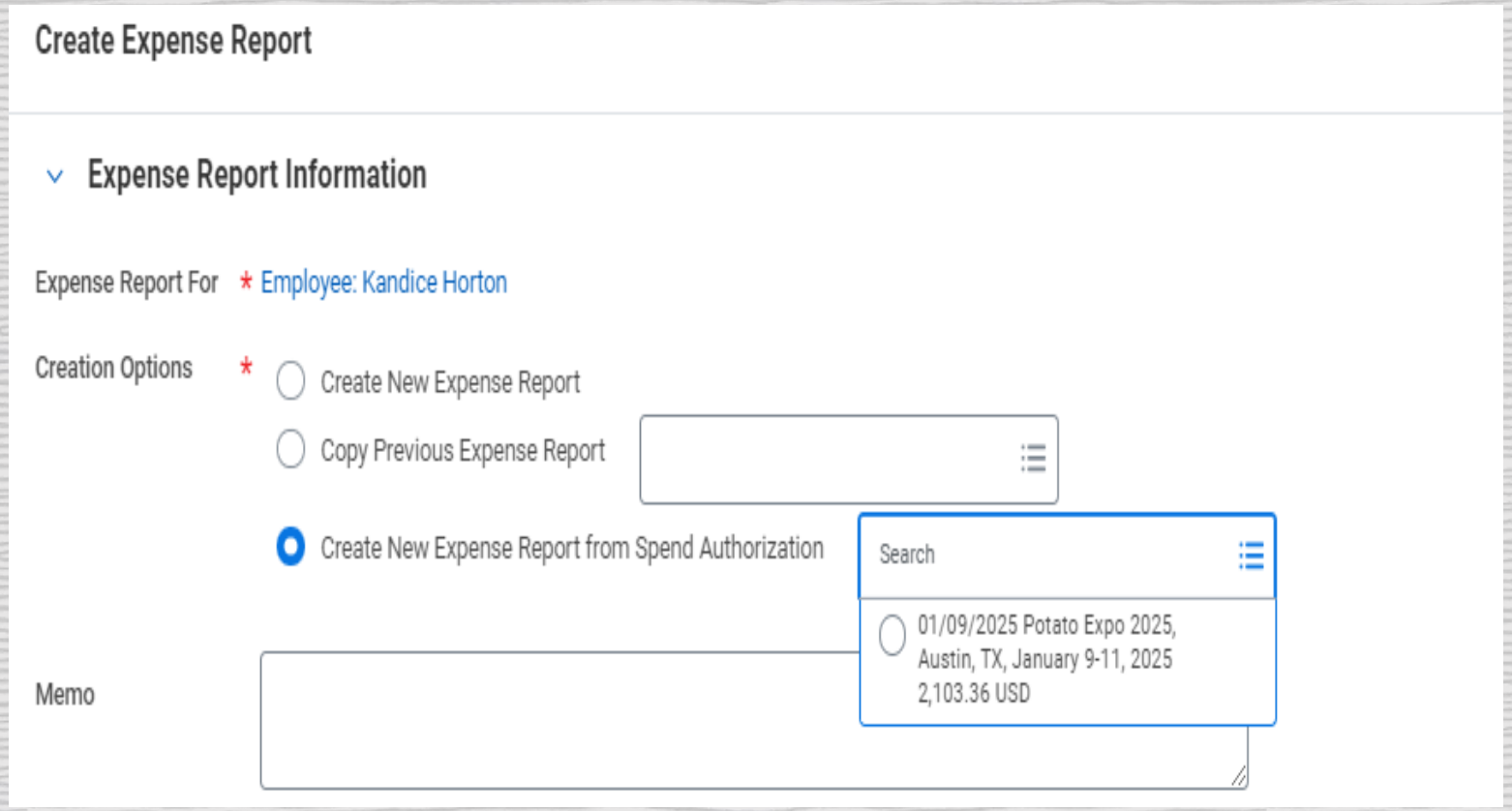
Expense report: An expense report is a form that itemizes expenses to be reimbursed when an employee incurs business expenses.

Travel expenses need the following elements for approval:

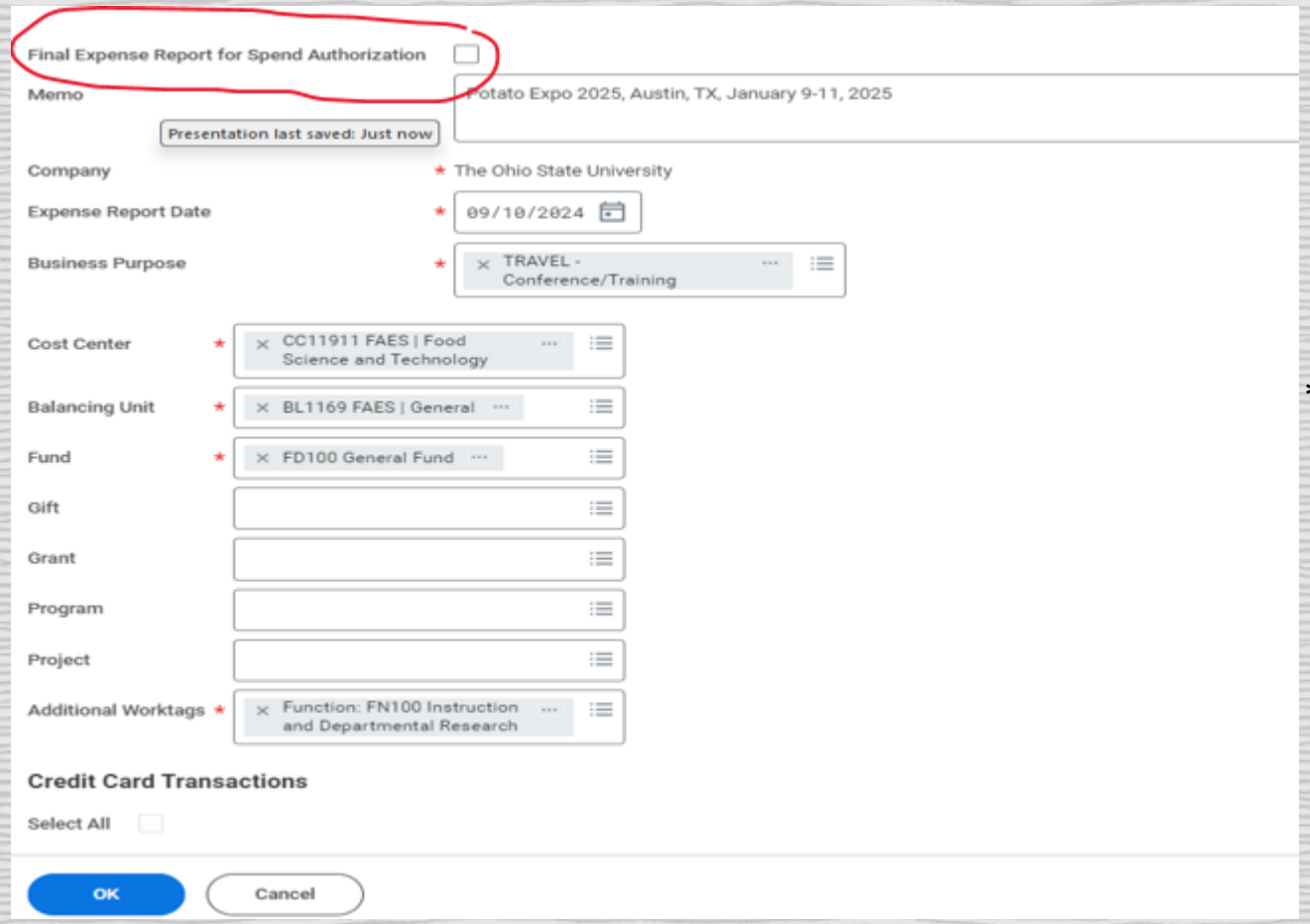
- Your expense report must match your spend authorization, meaning you need the same expense lines and amounts as close as possible for reimbursement.
- Itemized receipts are required for every expense except for meals and when mileage is involved.
  - When you are traveling, you do not need to turn in meal receipts as the university pays per diem (allowance for meals each day: Breakfast 25% Lunch 25% Dinner 50%).
  - When using your personal vehicle, you must turn in a mileage log. No gas receipts are required. Reimbursement for use of a personal vehicle is based on the mileage reimbursement rate provided by the federal government.
- Your funding must match what you used on the spend authorization.
  - Example: If you used a grant for funding for lodging, you need to use the same grant for funding on your expense report. It does not carry over from the SA to the expense report. **Funding must be entered on the expense report.**

Entering an Expense Report

You must connect the expense report to the spend authorization. Select the spend authorization that corresponds with the receipts you need reimbursed.

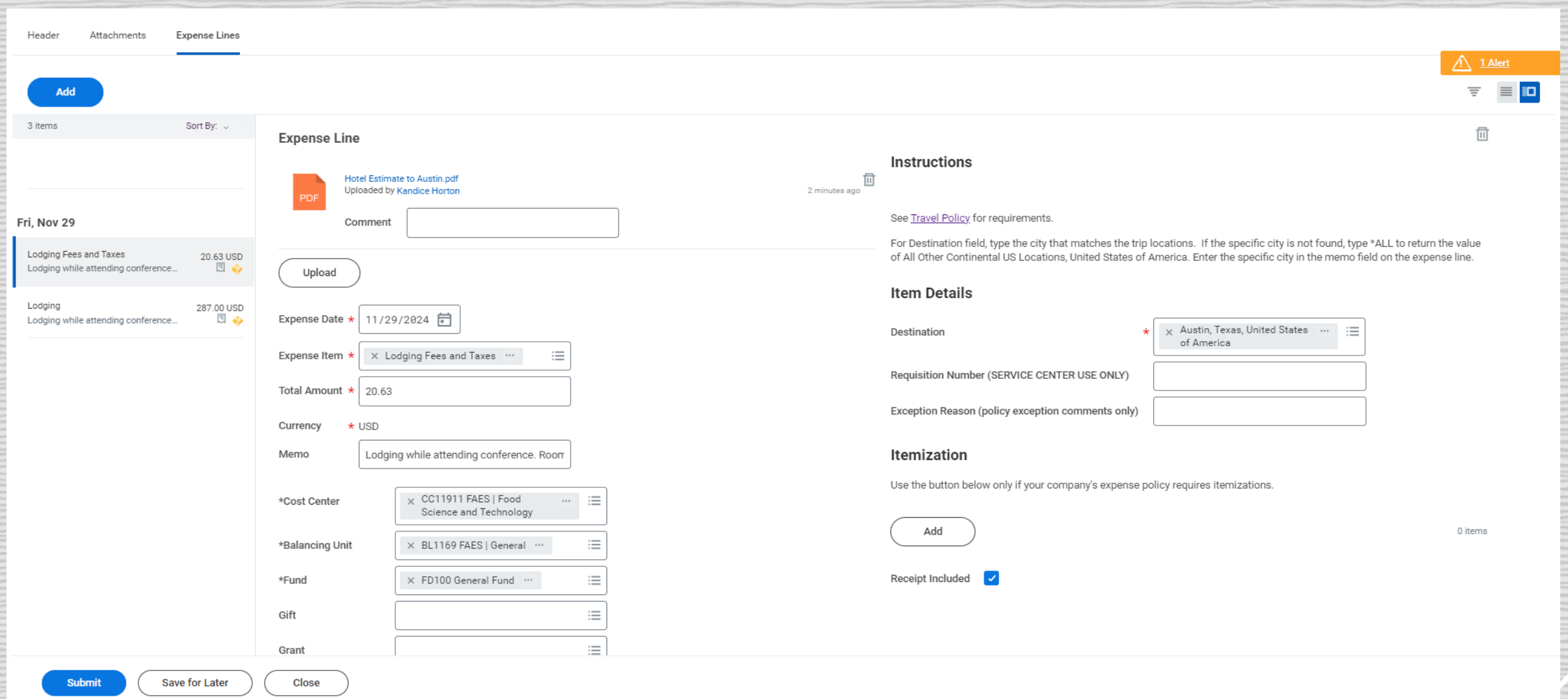


Entering an Expense Report



*Make sure to click the final expense box so the spend authorization will be closed.

Entering an Expense Report



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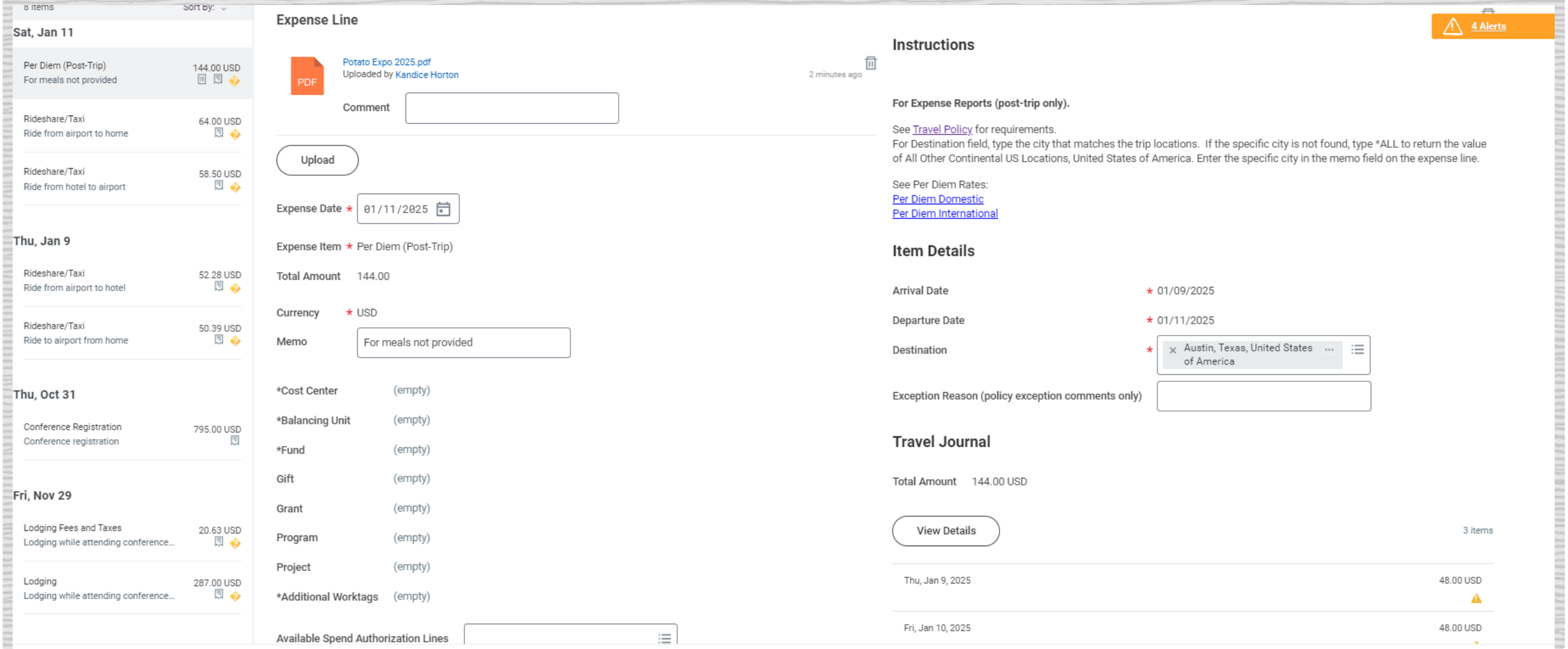
Submitting an Expense Report



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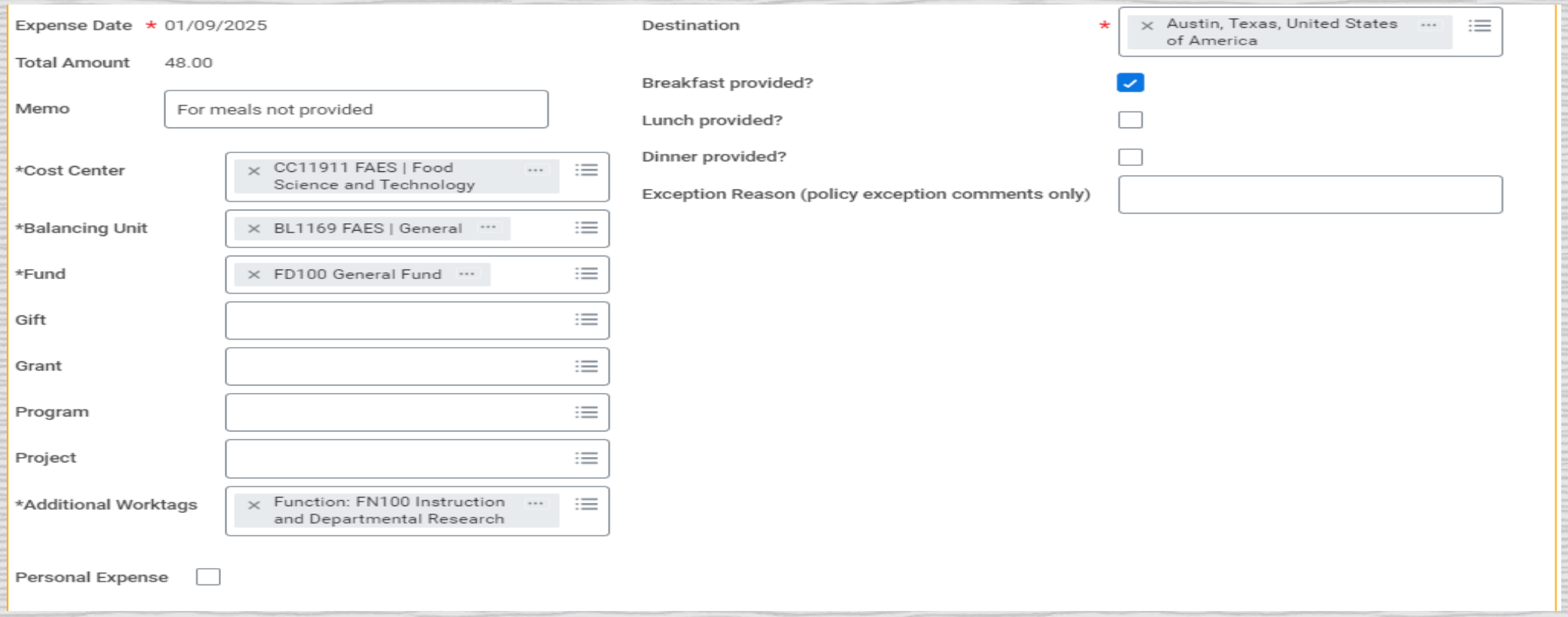
Submitting an Expense Report

For any meal provided, check the corresponding meal box and per diem will be reduced.
Departure/return time will be considered when calculating per diem. Example: if you leave at 10:00 a.m., you will not receive per diem for breakfast. If your return is before 5:00 p.m., you will not receive per diem for dinner.
Any in-flight meals, breakfast provided by hotel, or meals provided by conference will be deducted from per diem.



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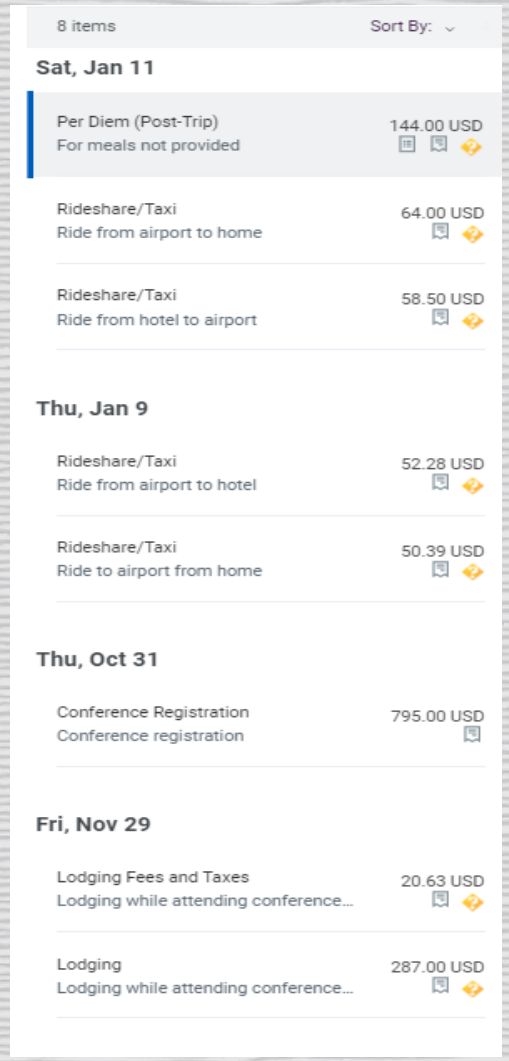
Submitting an Expense Report

The dates entered on the expense report should match the dates on the receipts.



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Important Information

- You must separate the taxes from the hotel fees and rates. They should be on a separate expense item line.
- Memo line should be detailed including who you are sharing a room with and their SA # as well.
- Please watch your email and WorkDay worklist for any items that may require your attention. (i.e. items that need fixed before they can be approved).

Important Links

Administrative Resource Center, Create a Spend Authorization
https://admin.resources.osu.edu/workday/workday-for-core-users-finance/sa-create-a-spend-authorization

Administrative Resource Center, Create an Expense Report
https://admin.resources.osu.edu/workday/workday-for-core-users-finance/er-create-an-expense-report-travel

Concur – Book a Flight
https://us2.concursolutions.com/nui/signin/setsession?code=npqd3chlyum5rdlsu6nfef0t07d&correlationid=c54423da2bbe7b78e86d16783101c0e1&type=saml2&loginurl=https%3A%2F%2Fwebauth.service.ohio-state.edu%2Fcgi-bin%2Flogout.cgi

Travel Policy
https://policies.osu.edu/assets/policies/busfin-travel-policy.pdf

Travel on Sponsored Projects
https://research.osu.edu/award-management/travel-sponsored-projects

Mileage Log
https://busfin.osu.edu/sites/default/files/mileage_log2021.pdf

Travel Comparison Worksheet
https://busfin.osu.edu/sites/default/files/comparison_form_june_2021.pdf