A Spend Authorization (SA) MUST be completed and fully approved before ANY travel arrangements can be made. This includes having your spend authorization number (SA#) before any of the following can be booked or paid:

- Conference registration fees
- Lodging
- Travel including flights using Concur/CTP

Who does this apply to? Anyone who is traveling as a faculty, staff, or student at the university and will be seeking reimbursement following their travel.

This link is a job aid within OSU’s Administrative Resource Center (ARC) and will take you through the necessary steps to create your spend authorization:

SA - Create a Spend Authorization (filtered results) | Administrative Resource Center (osu.edu)

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.

Any issues with Concur should be directed to the travel office: OSU Travel Office 292-9290 or travel@osu.edu  https://busfin.osu.edu/buy-schedule-travel/travel

These links/job aids are also helpful:

- If you want to know where in the approval process the Spend Authorization (SA) is at one time:
  SA - Find and View Spend Authorization | Administrative Resource Center (osu.edu)

- If you chose to “save for later” and need to edit or add additional expense lines:
  SA - Edit or Change Spend Authorization | Administrative Resource Center (osu.edu)

- If you want to cancel or close the spend authorization:
  SA - Cancel or Close Spend Authorization | Administrative Resource Center (osu.edu)

This information is accurate as of March 2022.

More Information Available

If you would like to watch a tutorial on requesting Business Travel Authorization you can click here to launch it. This is a 30 minute course in BuckeyeLearn.