University Travel Guidelines key points:

- Faculty and staff are expected to exercise prudent fiscal management when considering FY22 travel arrangements to determine whether in-person or virtual attendance at any event, program or other circumstance will be most effective. Travel has been restricted since March 2020 because of the pandemic, and we should utilize the lessons learned about our ability to conduct business in flexible and efficient ways.
- Only fully vaccinated people should consider travel.
- If the traveler is traveling to an international location, they are required to sign the International Acknowledgement of Understanding Form and attach it to the Spend Authorization before submission.

Travel requests and reimbursements in Workday:

- Spend Authorization – this is the new term for a travel request. Like requests in eTravel.osu.edu, the spend auth must be submitted and approved prior to making travel arrangements.
  - Here is a job aid for creating spend authorizations: [https://admin.resources.osu.edu/workday/workday-for-employees/sa-create-a-spend-authorization-for-yourself](https://admin.resources.osu.edu/workday/workday-for-employees/sa-create-a-spend-authorization-for-yourself)
  - Guest Travel – all guests must be setup in the system and have a spend authorization approved prior to travel. Ann Ford and Eric Maul can assist with this process.
- Expense Reports - As expenses accumulate you will be submitting expense reports. Anything purchased for reimbursement will need an expense report entered within 60 days of the charge (not necessarily after the travel takes place). This is new, and important, as it means expense reports will be submitted before travel takes place in some cases. **Reimbursements after 60 days will be treated as taxable income.**
  - Any reimbursement prior to travel will need repaid if travel is cancelled.
  - PCards should be utilized to minimize reimbursements pre-travel.
  - Expenses on a PCard, or airfare through Concur, will be reassigned to you in Workday and you will enter the expense report, linking it to the credit card charge and the approved spend authorization. **These should be entered within 7 days of reassignment.**
  - The expense reports do not “pull in” the funding information from the spend authorizations so make sure to update the worktags appropriately.
  - The job aids below will help with the expense reports:
    - Job aid for creating an expense report for PCard or Airfare transactions: [https://admin.resources.osu.edu/workday/workday-for-core-users-finance/create-expense-report-for-credit-card-transactions-travel](https://admin.resources.osu.edu/workday/workday-for-core-users-finance/create-expense-report-for-credit-card-transactions-travel)
    - More information on entering expense reports (scroll to travel-related section): [https://admin.resources.osu.edu/workday/workday-for-employees/er-create-an-expense-report-for-yourself](https://admin.resources.osu.edu/workday/workday-for-employees/er-create-an-expense-report-for-yourself)

Travel reminders:

- CTP/Concur – we are still required to use Corporate Travel Planners for all airfare, and can use the online booking tool Concur.
  - Links to Concur and information about CTP including how to contact an agent are on the Travel Website.
- Rental Cars – we must use the rental car contracts with Enterprise, National and Hertz.
  - Due to lack of vehicle availability other companies may be used with justification, providing documentation the contracted agencies do not have vehicles.

Questions can be directed to Eric Maul.17@osu.edu