


eTravel	Workday
Worklist	Workday Inbox: 
Travel Request (R#, T#)	Spend Authorization (SA#)
Payment Request (T#)	Expense Report (ER#)
Registration Prepayment	Expense Report (ER#), Miscellaneous Payment (MP#), Non-PO Invoice Request (SIR#)
Cash Advance	Spend Authorization (SA#)

1. Is it OK to create the Spend Authorization (SA#) after the trip if I have written preapproval attached?
 - **No.** An **approved** Spend Authorization (SA#) is required prior to travel and prior to using University procurement methods for expenses (PCard, prepaid airfare, purchase order etc.).
 - **No travel expenses can be purchased without an approved Spend Authorization (SA#).** This includes but is not limited to prepaid airfare, hotel deposits, and registration for in person events. This is explicitly referenced in the Travel Policy:
 - Page four, letter “C” under “Preapproval”: “Payments for university business travel expenses using university procurement methods are not permitted without an approved Spend Authorization (SA#).”
 - A Spend Authorization number (SA#) is created when it is saved prior to approvals and is either in “Draft” or “In Progress”. This does **not** allow any expenses to be made on that SA# until it has been approved by all applicable approvers and the status has been changed to “Approved”.
 - Any expense made prior to the Spend Authorization (SA#) being approved will be an exception to policy.
2. Are the funds on a Spend Authorization (SA#) encumbered?
 - Yes. To release any unused funds on a SA#, you must click on “Final Expense Report” in the Expense Report (ER#) when the reimbursement is submitted. Only click on that option if the ER# being submitted is the final ER# to be expensed on that SA#. Once this option has been selected, the SA# cannot be used for future Expense Reports.
3. Do I need a Spend Authorization (SA#) if I am traveling but am not going to be reimbursed for my travel by OSU?
 - For duty of care a Spend Authorization (SA#) is needed even if travel expenses are not going to be covered by OSU. This could be used when there is a third-party covering travel, or when a registration cost will be covered by OSU for an in-person event with no travel support.
 - Spend Authorization (SA#) lines would include any registration fees OSU is covering and the full estimated amount.
 - An OSU PCard cannot be used to cover registration fees until the Spend Authorization (SA#) has been approved.
4. What documentation is needed in the Spend Authorization (SA#)?
 - A detailed **justification** needs to be added in the Spend Authorization (SA#) Details supporting the travel that explains the who, what, when, where, and why.
 - If traveling for a conference please attach the conference announcement showing the registration fees, dates, and location of the conference. An agenda will be needed for per diem eligibility.
 - Flight quote if applicable.
 - Comparison documentation including the ASC Comparison Form if personal time is included or driving/renting a car is being used in place of flying is required.
5. How can I get a registration prepaid?
 - Departmental PCard is the preferred method of prepaying a registration fee.

- If the organization requires a check, there are two options:
 - Is there a supplier ID (SPL#) active in Workday?
 - NO: Miscellaneous Payment (MP#). A Miscellaneous Payee can be created by the initiator and all vendor forms must be attached.
 - YES: A non-PO Supplier Invoice Request (SIR#) can be submitted.
 - Wire Payment:
 - Is there a supplier ID active in Workday?
 - NO: Please submit vendor maintenance forms and submit to the BSC to request a SPL#.
 - YES: Submit the AP Wire Request Form:
<https://www.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=9937e4c2-63c1-4a62-9562-b29ac935c908&env=na1&acct=387d1013-fb1c-4705-9bd9-7cf575f484ce&v=2>
6. I used personal funds for a travel related expense (registration, airfare etc.) The business travel is not until four months after purchase. Can I get reimbursed now?
- It is not recommended expenses such as registration fees and airfare be purchased with personal funds when there are multiple ways to pay those expenses with University procurement methods. However, **all** reimbursements must be reimbursed within 60 days of purchase per policy:
 - “The traveler must submit an expense report with itemized receipts and other applicable supporting documentation within 60 days of the expense being paid or incurred.” (Travel Policy, page 3)
 - “If an expense report with supporting documentation is not submitted by the 60 day deadline, then the expense(s) may be treated as taxable income to the traveler.” (Travel Policy, page 3)
 - Any travel expense submitted greater than 60 days of the purchase will be marked as an exception.
7. How do I show multiple locations in the Spend Authorization (SA#)?
- All locations should be detailed in the **justification** along with the dates in those locations.
 - To represent multiple locations, multiple Spend Authorization (SA#) Lines are required when the expenses are based on the GSA rates. For example, per diem and lodging eligibility are all based on the GSA rates Workday pulls in for the dates listed in the Spend Authorization (SA#) Information Header. In the **Memo** line you will list the dates in the location.
8. Can I have multiple worktags in a Spend Authorization (SA#)?
- You can use multiple worktags in a Spend Authorization (SA#), however you will need to have multiple expense lines listed with the specific worktags. For example, if lodging is a 50/50 split, you will need two lines of lodging and the estimated amount per worktags.
 - It is easier to charge split worktags using the itemization function in the Expense Report.
9. I am asking for partial or a reduced per diem. How is that submitted?
- You will choose “Actual Meal Expenses” for the Spend Authorization (SA#) Line. In the **Memo** line, please indicate it will be a reduced/partial per diem.
 - Receipts are **NOT** required for meals and should not be attached unless it is for a business meal.
 - On the Expense Report, you will attach a general description of what was purchased (i.e. Breakfast on 6/22, and Dinner on 6/23) and the amounts for the meals.
10. I have vacation/personal time in conjunction with my business travel. What is needed?
- A completed ASC Comparison form is required and must be attached to the Spend Authorization.
 - Airfare comparisons showing the combination travel and the business only travel.
 - If the airfare is more with the vacation time the traveler can use a personal card to pay for the additional amount by working with a full-service CTP agent.

- No expense related to personal travel will be reimbursed or prepaid.
11. I am driving in lieu of flying. Can I get the entirety of the mileage and associated costs?
- An airfare comparison, taxi comparisons, parking comparisons are needed where applicable.
 - The ASC Comparison Form that lists all estimated expenses for both flying and driving (personal mileage or rental car) must be attached to the Spend Authorization.
 - Only the most economical mode of transportation will be reimbursed including rental car vs. personal vehicle.
12. Workday does not recognize the location or is not listed for the country I am trying to submit. What do I do?
- If a location is not recognized it means the standard GSA rate is applied for that location. For the US, you will select "All Other Continental US Locations, United States of America" and the standard GSA rate will be used for per diem and lodging. For any other country, in the lookup select "Travel Cities by Country" and select "Other" if the city is not listed.
13. Can I still have a blanket Spend Authorization (SA#) for transportation expenses?
- Yes, you can still enter a blanket request for transportation expenses once per fiscal year for an individual. Per policy "Blanket travel Spend Authorization (SA#)s are used to track and reimburse transportation expenses (gasoline, mileage, parking, rental car, tolls), and may be issued once per fiscal year for an individual."
 - You will submit expense reports as they occur and need to be submitted no later than 60 days after the trips. Do not click on "Final Expense Report" in the Expense Report to allow for multiple submissions on the Spend Authorization (SA#).
 - If multiple locations will be needed for the blanket Spend Authorization (SA#), please select "All Other Continental US Locations, United States of America" for the location and add details in the "**Justification**" and "**Memo**" fields in the Expense Line.
 - This should be used for transportation costs for **the same business purpose with no overnight stay**. Examples would be student teacher observations and research specific trips in the field that have no overnight stay and **no additional business travel expenses** such as lodging, per diem and registration.
14. I'm working from home and had mileage on a workday. Can I get the full mileage from my home location or does my work commute need to be removed? What documentation is needed for mileage?
- If claiming mileage on a normal workday the individual's daily commute **must** be removed from the mileage and must be shown with a map. Per the Travel office FAQ "This calculation applies even in cases where the individual does not normally drive to the primary work location."
 - When mileage occurs on a non-normal workday the commute does not need removed.
 - Please refer to this guide for further information: <https://busfin.osu.edu/sites/default/files/faq-mileage-best-practice-guide.pdf>
 - Please attach maps showing start and end addresses and miles to support mileage claimed. If multiple locations are claimed, a log with start and end addresses, dates and odometer readings can be used.

For additional information and assistance, please refer to the OSU Travel Office FAQ's:

<https://busfin.osu.edu/travel-faq>