

Expense Report (ER) Roles and Responsibilities

UNIV Non-Travel Expense Reports (ER) – PCard, Reimbursement	
Business Role	Business Responsibilities
Employee or Cost Center Expense Data Entry Specialist (EDES)	☐ PCard transactions must be expensed within 10 business days from the transaction load in Workday. ☐ Reimbursement transactions must be submitted in Workday within 60 days of purchase. ☐ Ensure a complete business purpose is listed which supports the expense and includes the “who, what, when where and why.” This business purpose should be written so an individual, unfamiliar to the organization’s operation can understand why the transaction occurred and how it benefits the mission of the University. ☐ Complete separate Expense Item Lines based on what is being claimed using the correct Workday “Expense Item,” i.e., “Publications-Printed” for books. ☐ For non-PCard expenses, the Expense Item date submitted must be the purchase date of the expense. PCard expenses will have a default date. ☐ If applicable, attach all approved Terms and Conditions which were approved by OSU Purchasing and the vendor to the ER. ☐ For software purchases, add the SPID in the “Software Preapproval ID” field under “Item Details” ☐ Provide and attach itemized receipts and supporting documentation such as list of attendees, list of recipients for items such as gift cards or non-cash items per the OSU Expenditure, Purchasing, PCard, University Provided Clothing and Uniforms Policies.
Cost Center Manager (CCM) *Average Process Time: One to two business days.	☐ The CCM will review the funding/budget, business purpose and general compliance with OSU policy. ☐ Verifies business meal guidelines are compliant and all alcohol and meal overage deposits are attached when limits are exceeded per the Expenditure policy. ☐ Acknowledges recipients of gift cards or non-taxable items have been reported with a onetime payment in Workday or Student Financial Aid for non-employee student recipients. ☐ Ad hoc additional approvers if required (Department Leader, College Finance officer, SFO, OAA etc.).
Service Center Rep (UNIV) *Average Process Time: One to two business days	☐ Reviews the ER for compliance using all OSU policies for reference. ☐ Ad hoc additional approvers if needed. ☐ Will either “Approve” or “Send Back” when additional documentation or clarification is needed.
Service Center Lead (UNIV) *Average Process Time: One to two business days.	☐ Compliance quality review with an in-depth investigative evaluation for ER’s > \$2,000 and high-risk expenses including but not limited to alcohol, conflict of interest, reasonableness of expense per all OSU policies/B&F and Internal Audit. ☐ Reviews ER’s where a customer invoice must be created for billing an individual due to ineligible or personal non-OSU purchases made on a University PCard. ☐ Managing compliance uncertainty of transactions by coordinating with Internal Audit, the Travel Office and Business and Finance. ☐ Will either “Approve” or “Send Back” when additional documentation or clarification is needed.
OSU Travel Office *Average Process Time: One business day.	☐ Submits prepaid airfare purchased via CTP on a Non-Travel ER only when the Spend Authorization is closed or unable to have Expense Reports linked. ☐ Reviews all airfare reimbursement non-travel ER’s only for OSU employees for required contract compliance when the Spend Authorization is closed or unable to have Expense Reports linked.

**Average Process times can fluctuate throughout the fiscal year due to conference travel seasons and fiscal year end transaction processing.*

Expense Report (ER) Roles and Responsibilities

UNIV Travel Expense Reports (ER) - Prepaid Airfare, PCard, Reimbursement	
Business Role	Business Responsibilities
Employee or Cost Center Expense Data Entry Specialist (EDES)	☐ Reimbursement transactions must be submitted in Workday within 60 days of purchase. ☐ Ensure expenses and ER is associated and linked with the correct Spend Authorization (SA). ☐ If a complete business justification for the travel was not provided on the Spend Authorization (SA), please add the detailed justification for the travel on the subsequent Expense Reports supporting the travel. ☐ Attach final agenda/conference at-a-glance if not provided previously in Workday for per diem and business eligible travel dates. ☐ Provide the required comparisons (drive vs fly, personal travel in conjunction with business travel) if not previously provided in Workday. The OSU Travel job aid helps determine when a comparison is needed. Helpful links for comparison backup documentation can be found here. ☐ Complete separate Expense Item Lines based on what is being claimed. For non-PCard expenses, the Expense Item date submitted must be the purchase date of the expense. PCard expenses will have a default date. ☐ Provide and attach receipts which are complete with payment information, itemization, translation, and currency conversions if applicable per the OSU Travel Policy. Foreign charges need a bank statement showing correct currency conversion for reimbursements. ☐ If lodging nightly rate exceeds the GSA nightly rate >2X or appears to be with taxes, the expense lines must be itemized, one for "Lodging" and one for "Lodging Fees and Taxes". Additional justification and comparisons in the area must be attached per the OSU Travel Policy. ☐ Cash Advances: Must be reconciled on an ER with appropriate expense lines/itemized receipts and unused funds deposited within 30 days of return. Attach the deposit journal to the ER or contact the BSC Lead for cash advance repayment instructions and recording.
Cost Center Manager (CCM) *Average Process Time: One to two business days.	☐ Reviews travel-related reimbursements or PCard transactions only when Worktags change or when Spend Authorization budgets are exceeded by 125% and \$500 or more. ☐ Ad hoc additional approvers if required (Department Leader, College Finance officer, SFO, OAA etc.).
Service Center Rep (UNIV) *Average Process Time: One to two business days.	☐ Reviews all travel-related ER's for compliance using all OSU policies for reference. ☐ Ad hoc additional approvers if needed. ☐ Will either "Approve" or "Send Back" when additional documentation or clarification is needed.
Service Center Lead (UNIV) *Average Process Time: One to two business days.	☐ Compliance quality review with an in-depth investigative evaluation for ER's > \$2,000 and high-risk expenses including but not limited to alcohol, conflict of interest, reasonableness of expense per all OSU policies/B&F and Internal Audit. ☐ Managing compliance uncertainty of transactions by coordinating with Internal Audit, the Travel Office and Business and Finance. ☐ Reviews ER's where a customer invoice must be created for billing an individual due to a cash advance repayment or PCard airfare overage due to personal time. ☐ Will either "Approve" or "Send Back" when additional documentation or clarification is needed.
OSU Travel Office *Average Process Time: One business day.	☐ Submits prepaid airfare purchased via CTP. ☐ Reviews all airfare reimbursement ER's only for OSU employees for required contract compliance.

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Helpful links

Workday: <https://it.osu.edu/workday>

OSU Policies: <https://policies.osu.edu/>

ASC BSC: <https://ascintranet.osu.edu/business-services>

- Additional help for common questions/situations can be found on our [FAQ](#).

OSU Travel Office: <https://busfin.osu.edu/buy-schedule-travel/travel>

- [Travel FAQ](#)

GSA Rates:

- [Domestic Rates](#)
- [Foreign Per Diem Rates](#)

ARC Expense Report Job Aids:

- [Create an Expense Report \(Non-Travel\)](#)
- [ER-Create an Expense Report \(Travel\)](#)
- [Find and View Expense Report](#)
- [Edit or Change Expense Report](#)
- [ER - Cancel an Expense Report](#)
- [Reassigning Transactions \(PCard Manager ONLY\)](#)
- [ECM - Find | Create | Change an External Committee Member](#)

BuckeyeLearn Training

- [Workday Core Concepts](#)
- [Introduction to Business Travel at OSU \(ONLINE\)](#)
- Business Travel Life Cycle Training (2 options):
 - [ONLINE](#)
 - [LIVE AND INTERACTIVE](#)

Workday Reports

- **My Expense Reports**: View your expense reports with the date, status, amount, and other details. Perform related actions such as cancel, change, or copy an expense report.
- **Find Expense Report Summary – OSU**: This report provides Expense Report summary information such as Payee, Business Purpose, Reimbursement Amount, Company Paid (PCard) Amount, linked Spend Authorizations and Business Process information.
- **Find My Team's Expense Reports**: Find expense reports for members of your team. Details for each report include the expense report number, date, status, amount, currency, pay-to person type, and whether reports has been paid.
- **View Expense Item**: View details about expense items including spend category, processing type, and expense item attributes.
- **Extract Expense Items**: Full list with associated spend categories which can be downloaded.