

UNIV Spend/Travel Authorization (SA) Roles and Responsibilities

Spend Authorization	
Business Role	Business Responsibilities
Employee or Cost Center Expense Data Entry Specialist (EDES)	☐ Create a Spend Authorization (SA) in Workday to gain approval prior to all OSU travel OSU PCard and airfare prepayments. ☐ The start and end dates in the SA header should only reflect the business travel dates. ☐ Add a clear, descriptive explanation supporting the travel in the “Justification” field in the SA. This should include the “why,” location/s, and conference title. 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. ☐ Personal travel in conjunction with business travel needs detailed information and should be listed in the justification with dates and location. Per the OSU Travel Policy, “Business travel must be the primary purpose for all travel paid via university funds.” and “Personal travel must be documented with the business travel documentation to delineate business travel dates and times from personal travel dates and times.” ☐ Attach supporting documentation including conference/meeting information showing location and dates, hotel/meal information, and agenda if available. For research travel, if a travel grant was given the award letter can be attached. Web URL links are not accepted as documentation. ☐ Add all expense lines anticipated even when paid with an OSU PCard, requisition, or personal reimbursement. Airfare, per diem, lodging, ground transportation etc. Lodging and per diem are location and date specific and multiple lines are needed when traveling to multiple destinations. ☐ If driving a personal vehicle out of state, flight comparisons must be attached per policy. Refer to this Travel Office Comparison Guide. If the traveler’s headquarters (or primary work location as defined by the traveler’s flexible work agreement or HR documentation) is different than their residence, then the mileage reimbursement is calculated by deducting the daily commute when traveling on a work day. ☐ The “Cash Advance” box should only be checked on expense lines which are eligible expenses. Please refer to the OSU travel policy for eligibility and stipulations. Faculty/staff cannot get advances on airfare or domestic travel, and only 80% of the travel less prepaid airfare is eligible for international travel. OSU students have 100% eligibility. ☐ Submit the SA for approval. The SA will change from “DRAFT” to “In Progress.” This does NOT mean the SA is approved. Prepaid airfare, use of the Department PCard cannot be utilized until the status of the SA is changed to “Approved.”
Cost Center Manager (CCM) *Average Process Time: One to two business days.	☐ The Cost Center Manager reviews who the SA is for, justification/business purpose of the travel, documentation, and funding. ☐ Verifies cash advance eligibility if selected per the OSU Travel Policy definitions. ☐ Adds additional approvers if needed. (Leadership travel requires College Finance Manager, SFO or OAA approval).
OSU Travel Office (UNIV) *Average Process Time: One to two business days.	☐ Reviews cash advance eligibility and amount requested per the OSU Travel Policy definitions. ☐ Will either “Approve” or “Send Back” when additional documentation or clarification is needed.

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

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 Spend/Travel Authorization Job Aids:

- [SA - Create a Spend Authorization](#)
- [SA - Find and View Spend Authorization](#)
- [SA - Edit or Change Spend Authorization](#)
- [SA - Cancel or Close Spend Authorization](#)
- [ECM - Create an External Committee Member](#) (required for group, non-employee or guest travelers)

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 Spend Authorizations**: Workers can view their spend authorizations in any status. From the report, workers can view, cancel, or change existing spend authorizations, and also create spend authorizations.
- **Find Spend Authorization Summary - OSU**: This report provides Spend Authorization summary information primarily from the header of the Spend Authorization such as payee/traveler, travel dates, business purpose, justification, and Business Process information.
- **Find Spend Authorization Details - OSU**: This report provides detailed Spend Authorization Line information including funding details, remaining commitments and available balances, payee, cash advances, and Expense Reports linked at the line level.