

# ASC Travel Checklist

## Pre-Travel/Spend Authorization (SA) Creation

- Create SA** in Workday to gain approval **prior** to all OSU travel OSU PCard and airfare prepayments.
- The start and end date 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 personal travel details **if** applicable.
- 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, rental car and flight comparisons are **required** to be attached per policy. Flight comparisons are only needed for out of state travel. Rental car comparison is needed for travel >45 miles from the primary work location. Refer to this [Travel Office Comparison Guide](#).
- 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.”**

## Spend Authorization Approval

- The Cost Center Manager reviews who the SA is for, business purpose of the travel, documentation, and adds additional approvers if needed. (Leadership travel requires College Finance Manager, SFO or OAA approval).
- Service Center Leads review all SA’s with cash advances requested.
- Department Cost Center Leader approval occurs last. All approvals have been made and the status of the SA is now “Approved”.
- Prepaid airfare with CTP, Department PCard purchases can be purchased **after** the approvals are completed.

## Travel Expense Reports (ER) - Prepaid Airfare, PCard, Reimbursement

- Submit a new [travel ER](#) for SA related expenses. Multiple ER#’s may be submitted, prior to travel and after. Personally paid expenses must be submitted within 60 days of **purchase**. If submitted >60 days, **justification needs documented on the ER.**
- Prepaid Airfare:** Comparisons are required at the time of purchase when personal time is included with the business travel. CCM will be added if additional information is needed. Overages due to personal time must be returned and deposited within seven days of purchase.
- 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 recording.
- NRA Guests: Do not submit an ER#.** Submit a Supplier Invoice Request (SIR). A detailed job aid can be found on the [ARC](#) and more information on the [BSC](#) page.
- Supporting Documentation:** Attach agenda if not available at the time of the SA creation. Attach worktag approvals if changing from the SA **or** for overages.
- Meals:** Per diem does not require receipts. Please use this option and do **not** attach meal receipts. Business meals require full itemized receipts with a business purpose and list of attendees. Alcohol requires College approval. **Per diem not eligible for meals provided on a plane, hotel, or conference.**
- Lodging:** Single occupancy and negotiated rate if applicable. If non-conference, cannot exceed 2X the [GSA rate](#) without exception. Any lodging over 1.5X the GSA rate needs justification and comparisons. Comparisons needed if non-OSU individuals are present.
- Misc. Expenses/ground transportation:** Refer to the [OSU Travel Policy](#) for eligibility. Under \$50, receipt not required if lost, but a detailed explanation in the expense line memo field **IS** required with details (i.e. “hotel to airport”)
- Foreign Transactions:** Credit card statement **required** for foreign transactions when used, cash transactions need noted in the expense line memo with conversion screen shots from [OANDA](#) or equivalent. **Translations to English required from [Google](#) or equivalent.**