Spend/Travel Authorization (SA) Roles and Responsibilities

THE OHIO STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES

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 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 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, 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. 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. ☐ 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).
Service Center Lead (UNIV) ***Average Process Time: One to two business days.**	☐ The Service Center Lead is only required to review a SA request with a cash advance requested. ☐ 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.
Cost Center Leader (Chair/Director) ***Average Process Time: One to two business days.**	☐ Department Cost Center Leader approval occurs last. All approvals have been made and the status of the SA is now "Approved".
Service Center Rep (UNIV) ***Average Process Time: One to two business days**	☐ Reviews SA post approvals as a "To Do" step for compliance based on the OSU Travel policy. ☐ Communicates any compliance issues and changes needed to the individual who submitted the SA.

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

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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 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.