

Non-Travel Expense Reports (ER) – PCard, Reimbursement

| Business Role | Business Responsibilities |
|--|---|
| Employee or Cost Center Expense Data Entry Specialist (EDES) | <ul style="list-style-type: none"> <input type="checkbox"/> PCard transactions must be expensed within 10 business days from the transaction load in Workday. <input type="checkbox"/> Reimbursement transactions must be submitted in Workday within 60 days of purchase. A justification comment for late submission is needed. <input type="checkbox"/> 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. <input type="checkbox"/> Complete separate Expense Item Lines based on what is being claimed using the correct Workday “Expense Item,” i.e., “Publications-Printed” for books. <input type="checkbox"/> For non-PCard expenses, the Expense Item date submitted must be the purchase date of the expense. PCard expenses will have a default date. <input type="checkbox"/> Attach all approved Terms and Conditions which were approved by OSU Purchasing and the vendor prior to the PCard purchase if applicable. <input type="checkbox"/> 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. <input type="checkbox"/> If the department EDES submits the ER on behalf of the employee, the employee must approve the ER. |
| Cost Center Manager (CCM) *Average Process Time: One to two business days. | <ul style="list-style-type: none"> <input type="checkbox"/> The CCM will review the funding/budget, business purpose and general compliance with OSU policy. <input type="checkbox"/> Verifies business meal guidelines are compliant and all alcohol and meal overage deposits are attached when limits are exceeded per the Expenditure policy. <input type="checkbox"/> 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. <input type="checkbox"/> 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 | <ul style="list-style-type: none"> <input type="checkbox"/> Reviews the ER for compliance using all OSU policies for reference. <input type="checkbox"/> Ad hoc additional approvers if needed. <input type="checkbox"/> 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. | <ul style="list-style-type: none"> <input type="checkbox"/> Compliance quality review with an in-depth investigative evaluation for irregular 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. <input type="checkbox"/> Managing compliance uncertainty of transactions by coordinating with Internal Audit, the Travel Office and Business and Finance <input type="checkbox"/> Will either “Approve” or “Send Back” when additional documentation or clarification is needed. |
| OSU Travel Office *Average Process Time: One business day. | <ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> 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

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

| Business Role | Business Responsibilities |
|--|--|
| Employee or Cost Center Expense Data Entry Specialist (EDES) | <ul style="list-style-type: none"> <input type="checkbox"/> Reimbursement transactions must be submitted in Workday within 60 days of purchase. A justification comment for late submission is needed. <input type="checkbox"/> Ensure expenses and ER is associated and linked with the correct Spend Authorization (SA). <input type="checkbox"/> 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. <input type="checkbox"/> Attach final agenda/conference at-a-glance if not provided previously in Workday for per diem and business eligible travel dates. <input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> Provide and attach receipts which are complete with payment information, itemization, translation, and currency conversions if applicable per the OSU Travel Policy. <input type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> If the department EDES submits the ER on behalf of the employee, the employee must approve the ER. |
| Cost Center Manager (CCM) *Average Process Time: One to two business days. | <ul style="list-style-type: none"> <input type="checkbox"/> Department PCard travel expense reports (registration prepay, hotel etc.) will go to the CCM in Workday for review. The review will be for funding/budget, business purpose and general compliance with OSU policy. <input type="checkbox"/> The CCM only reviews reimbursement travel Expense Reports if the total travel expenses are >20% over the approved Spend Authorization funding. <input type="checkbox"/> Ad hoc additional approvers if required (Department Leader, College Finance officer, SFO, OAA etc.). |
| Service Center Rep & Lead (UNIV) *Average Process Time: One to two business days. | <ul style="list-style-type: none"> <input type="checkbox"/> Reviews the ER for compliance using all OSU policies for reference. <input type="checkbox"/> Ad hoc additional approvers if needed. <input type="checkbox"/> 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. | <ul style="list-style-type: none"> <input type="checkbox"/> Compliance quality review with an in-depth investigative evaluation for irregular 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. <input type="checkbox"/> Managing compliance uncertainty of transactions by coordinating with Internal Audit, the Travel Office and Business and Finance <input type="checkbox"/> Will either "Approve" or "Send Back" when additional documentation or clarification is needed. |
| OSU Travel Office *Average Process Time: One business day. | <ul style="list-style-type: none"> <input type="checkbox"/> Submits prepaid airfare purchased via CTP. <input type="checkbox"/> 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.