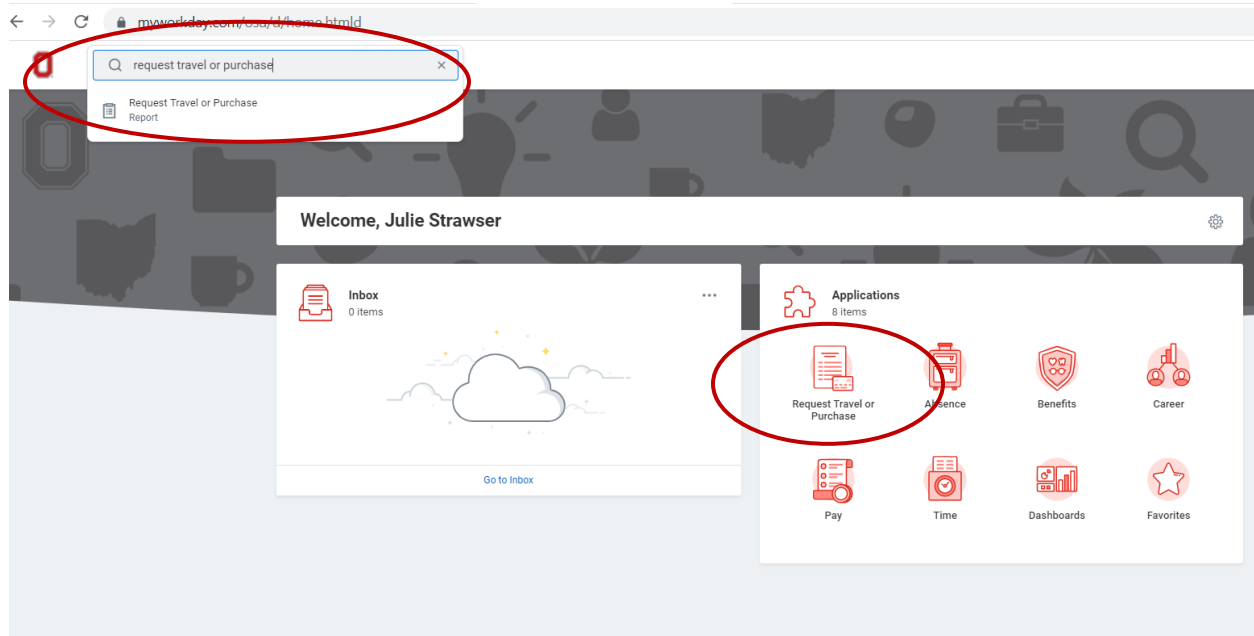


Entering a Travel Request for Monthly Mileage
 (OSP Grants require separate spend authorizations for each grant)

<https://workday.osu.edu>



I need to...	Description
Request preapproval for travel	Create a Spend Authorization to request approval to travel on behalf of the university with or without expected expenses. Embarking on travel and/or the prepayment of travel expenses is only permitted after an approved Spend Authorization is issued.
Request an expense reimbursement and/or process PCard transactions	Create an Expense Report to request a reimbursement for costs personally expensed for business needs or travel on behalf of the university and/or process a PCard transaction associated with business expenses. Transactions must be expensed in a timely manner.
Request to procure goods and/or services	Submit a requisition for external/internal goods or services off the Marketplace or Non-Catalog Requests. Examples: Office Supplies, Stores Orders, Laboratory Supplies, etc.
Request payment for a PO invoice	Request to pay an invoice tied to a purchase order. Examples: Invoices that did not go through Central AP. Please email them to: UNIV: apinvoices@osu.edu OSUHS: medctrinvoices@osumc.edu OSUP: osupinvoices@osumc.edu
Request payment for a non-PO invoice	Request to pay an invoice not associated with a purchase order and the supplier is an approved vendor in the system. Examples: Utilities
Request a one time payment to a non-supplier	Request a one-time payment to a non-supplier. Examples: Honorarium, visiting fellows, etc.

Company: The Ohio State University

Start date: 7/1/2021

End date: 6/30/2022 for state specialists or 12/31/2021 for county personnel

Description: Monthly Mileage for Extension Business

Business Purpose: Blanket Travel

Reimbursement Payment Type: This auto populates based on information you have provided to payroll

Justification: Monthly Mileage for Extension Business

Click: Add

Create Spend Authorization

For Employee: Julie Strawser Cash Advance Requested: 0.00 USD Spend Authorization Total: 0.00 USD

NOTE: If you are requesting goods and services, you should be submitting a Requisition and not a Spend Authorization.

Create Spend Authorization is used exclusively for business travel to document preapproval (with or without expenses).

- Embarking on travel and/or the payment of travel expenses with university payment methods is only permitted after an approved Spend Authorization is issued.
- International Travel: Traveler must sign [Acknowledgement of Understanding Form-NTI](#) and attach to the Spend Authorization before submission.
- Domestic travel: Traveler should review [Acknowledgement of Understanding Form-Traveler](#)
- Please review applicable [Business Policies](#) (e.g. Travel, Expenditure) to ensure appropriate selections are applied to your Spend Authorization.

For assistance, contact your Service Center or the [Travel Office](#).

NOTE: Health System Employees must change default Company to "OSU Health System" as applicable.

Tools:
[Travel Website](#)
[PCard Website](#)

Spend Authorization Information

Company *

Start Date *

End Date *

Description *

Business Purpose *

Currency: USD

Spend Authorization Details

Reimbursement Payment Type *

Justification:

Spend Authorization Lines Attachments

 Add

Viewing: 

Complete the following fields.

1. Expense Item: Mileage (Federal Rate) - shortcut: Type Mileage and click enter and it should auto-populate
2. Quantity: Enter estimated miles you will drive this fiscal year. This cannot be changed so you may want to estimate high. This amount will be encumbered against your funds until you submit your reimbursements.
3. Memo: Monthly mileage for {your name}
4. Worktags – these should auto-populate. If you need to change a tag, click on the X and fill in your new tag. You will be able to charge mileage to other worktags during the reimbursement process (except for OSP Grant reimbursements).

Item Details

5. Origination: If your departure city is not listed for Ohio, use *All Other Continental US Locations, United States of America – shortcut: Type All Other and click enter and it will pop up for selection
6. Destination: Always use *All Other Continental US Locations, United States of America for blanket travel
7. Number of trips: Estimate number of trips for the year. This field is not used in any calculations.
8. If everything is correct, you are ready to Submit.

Click here to sort

Mileage (Federal Rate) 672.00	Spend Authorization Line		Instructional Text
0.00	Expense Item * X Mileage (Federal Rate) ...		Refer to CDC Guidelines to identify COVID travel advisements and requirements. See Travel Policy for requirements.
	Quantity * 1200		
	Per Unit Amount 0.56		Item Details
	Total Amount 672.00		Origination * X *All Other Continental US Locations, United States of America
	Memo Monthly mileage J Strawser		Destination * X *All Other Continental US Locations, United States of America
	Cash Advance Requested <input type="checkbox"/>		Number of Trips 12
	Worktags		
	*Cost Center X CC11928 FAES Agriculture and Natural Resources ...		
	*Balancing Unit X BL1169 FAES General ...		
	*Fund X FD100 General Fund ...		
	Gift		
	Grant		
	Program		
	Project		
	*Additional Worktags X Activities and Events: AE100933 OSU Income Tax School ... X Function: FN109 Public Service ...		

Submit Save for Later Cancel

Make separate expense line for Parking and Tolls.

If you need to Save for Later, here's how you find your draft:

In the search box, type "my spend authorizations"

The screenshot shows a web browser window with the URL `myworkday.com/osu/d/home.html`. A search bar at the top contains the text "my spend authorizations". Below the search bar, a dashboard for "Julie Strawser" is visible, featuring an "Inbox" section with 0 items and an "Applications" section with 8 items, including "Request Travel or Purchase", "Absence", "Benefits", "Career", "Pay", "Time", "Dashboards", and "Favorites".

Below the dashboard, a search bar again contains "my spend authorizations". A red banner labeled "Search Results" is positioned below the search bar. Underneath, a "Categories" list on the left includes "Common", "Assets", "Banking", "Endowments", "Expenses", "Financial Accounting", "Grants", and "Inventory". The "Search Results" section shows 1 item under the "Tasks and Reports" category, which is circled in red. The item is titled "My Spend Authorizations" and includes a description: "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. Required prompt: none Optional prompt:..."

Tip: try selecting another category from the left to see other results

myworkday.com/osu/d/task/299754577.html

my spend authorizations

My Spend Authorizations Julie Strawser

Create Spend Authorization

Turn on the new tables view

My Spend Authorizations 1 item

Spend Authorization	Spend Authorization Number	Start Date	End Date	Spend Authorization Status	Description	Spend Authorization Remaining Balance	Spend Authorization Total	Currency	Company	Related Expense Reports
Q	SA-0000056483	07/01/2021	06/30/2022	In Progress	Monthly Mileage for Extension Business	672.00	672.00	USD	The Ohio State University	Change Spend Authoriz...

Should you get this screen, this is to allow you to sort through your requests once you have several entered.

Company:

Requisition:

Status:

Requisition Type:

Requesting Inventory Site:

Document Date On or After:

Document Date On or Before:

Supplier:

Spend Category:

Item:

Project:

Purchase Order:

Exclude Canceled:

Exclude Closed:

Include Job Requisitions:

Job Profile:

OK Cancel