Prior to Travel
All business travel requires a pre-approved Spend Authorization. Submit a Spend Authorization at https://workday.osu.edu/

Make Reservations:
- Flight reservations, rental car reservations and hotel reservations are made with the Book Travel Online website. A SA# is required to make reservations. Flight reservations are pre-paid. Car and hotel reservations are paid with a personal credit card and reimbursed at the conclusion of travel.
- Conference registration may be paid with the Pcard, as allowed.
* If driving, skip the flight reservation process. Mileage will be reimbursed at the conclusion of travel.

Travel
Keep all itemized receipts while traveling to submit for reimbursement upon return.

Conclusion of Travel
Within 60 days of travel, complete the Expense Report from the Spend Authorization, including original itemized receipts and other travel documentation for reimbursement processing.

Travel Resources
- Travel – Office of Business and Finance
  https://busfin.osu.edu/buy-schedule-travel/travel
- Workday
  https://www.myworkday.com/osu/login.html
- Book Travel Online (Concur)
  https://webauth.service.ohio-state.edu/cgi-bin/concur.cgi
- Administrative Resource Center (ARC)
  https://admin.resources.osu.edu/workday
- Plan Business Travel
  https://busfin.osu.edu/buy-schedule-travel/travel/plan-business-travel
- Create a Spend Authorization
  https://admin.resources.osu.edu/workday/workday-for-employees/sa-create-a-spend-authorization-for-yourself
- Travel Policy
  https://busfin.osu.edu/sites/default/files/211_travel.pdf
- Per Diem

Entomology Workday Reference Guide

Reminders + Tips
- For mileage reimbursement, except for weekend travel, deduct your normal commute from the total mileage. Door-to-door addresses are used for mileage reimbursement.
- Be as descriptive as possible in your business purpose: who, what, where, when and why?
- Estimate travel expenses high to ensure you have budgeted for unexpected expenses.
- Spend Authorizations must be approved before any travel-related expenses are incurred.
- Complete all current, additional forms, Driving vs. Flying and Vacation vs. Business, as applicable.
- Use conference rate for hotel reservations, wherever possible. If not available, hotel cost is limited to 1.5x lodging per diem rate.
- Attach conference programs/agendas to the Spend Authorization.
- Original, itemized, zero-balance receipts are required for reimbursement. Meal receipts are not required when claiming per diem.
- Per diem will not be reimbursed for meals provided by the conference or hotel.
- Be frugal while traveling.