Travel Policy and Changes with Workday

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Agenda

Policy Highlights

- **Things that stayed the same**

- **Things that changed**

How To (when you return)…

- Expense Report Process

Things that stayed the same

- All travelers (faculty, staff, students, and guests) must incur the lowest reasonable expenses that meet the business needs of the traveler.
- An approved Spend Authorization (SA), formerly known as a Pre-Trip travel request must be in Workday prior to departure.
- Airfare must be purchased through the University's travel agency, CTP.
- Enterprise, National, and Hertz are the University's contracted rental car agencies. The contract information along with the discounted rates can be found on the Travel Office website (https://busfin.osu.edu/buy-sell-travel/travel/rental-car-discounts).
- If there will be personal travel in conjunction with business travel a cost comparison must be completed.
- Itemized receipts showing proof of payment must be submitted in order to be reimbursed for expenses (not including per diem).

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Things that changed

- Terminology:

  Pre-trip Travel Request = Spend Authorization

  Post Trip Reimbursement = Expense Report

  Pcard Reallocation = Expense Report

- Travel documentation (reimbursement and pcard) must be submitted via Expense Report (ER) within 60 days of the travelers return date. Documentation submitted after 60 days is an exception to policy and may be considered taxable income by the IRS.

- Hard copy receipts are no longer needed. Digital receipts are necessary as documentation and will be kept on file at the BOC.

- International travel currently requires an "International Acknowledgement of Understanding Form" to be submitted via DocuSign prior to submitting a SA. The form must be attached to the SA.

- Documentation for Expense Reports will be submitted to the BOC via Microsoft Teams (General - ENG-Travel 7b5c6bac.osu.edu@amer.teams.ms). Individual units will determine departmental processes.
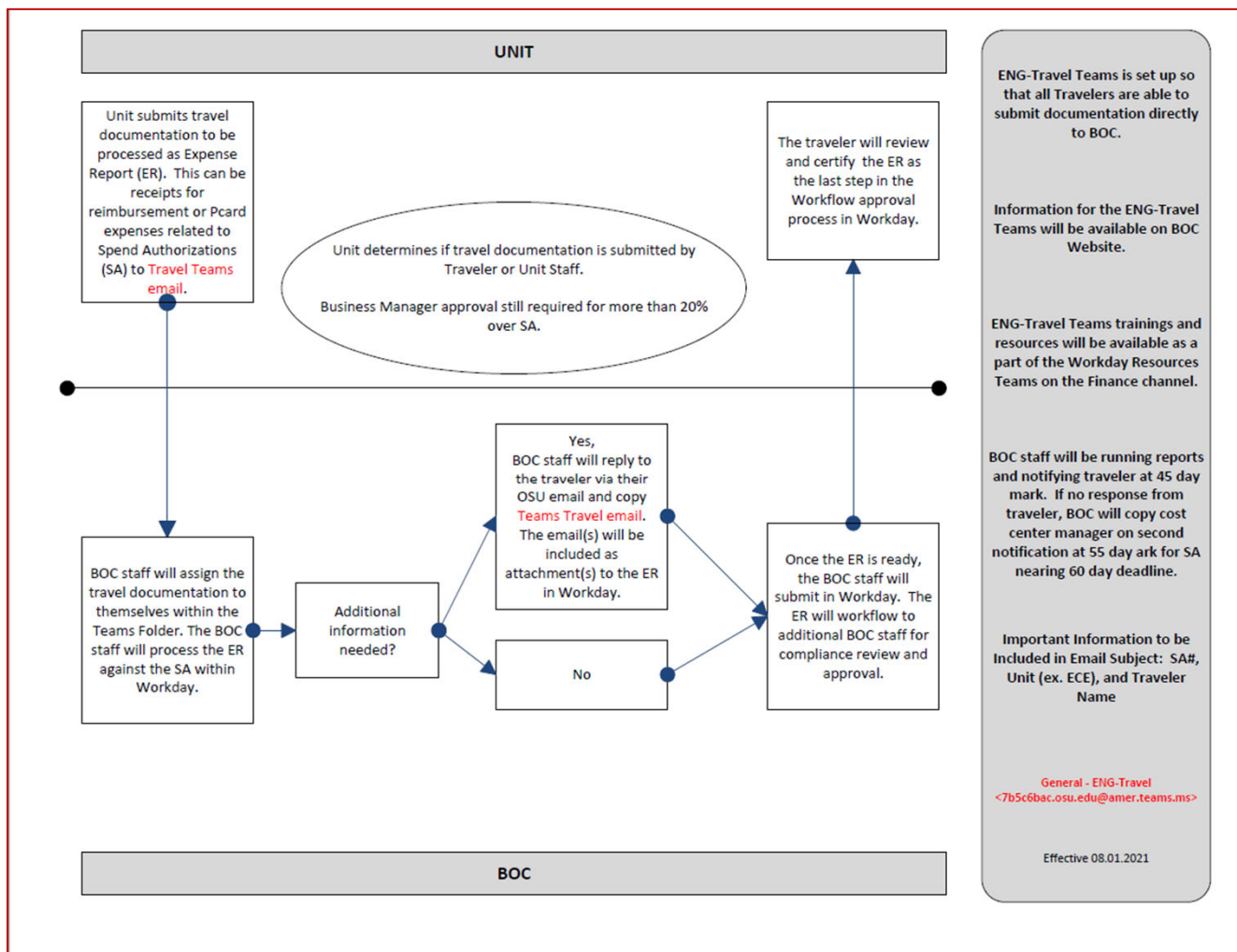
How To (when you return)…

Expense Report Process

Expense Report Workflow

UNIT

Unit submits travel documentation to be processed as Expense Report (ER). This can be receipts for reimbursement or Pcard expenses related to Spend Authorizations (SA) to Travel Teams email.

Unit determines if travel documentation is submitted by Traveler or Unit Staff.

Business Manager approval still required for more than 20% over SA.

The traveler will review and certify the ER as the last step in the Workflow approval process in Workday.

BOC staff will assign the travel documentation to themselves within the Teams Folder. The BOC staff will process the ER against the SA within Workday.

Additional information needed?

Yes, BOC staff will reply to the traveler via their OSU email and copy Teams Travel email. The email(s) will be included as attachment(s) to the ER in Workday.

No

Once the ER is ready, the BOC staff will submit in Workday. The ER will workflow to additional BOC staff for compliance review and approval.

BOC

ENG-Travel Teams is set up so that all Travelers are able to submit documentation directly to BOC.

Information for the ENG-Travel Teams will be available on BOC Website.

ENG-Travel Teams trainings and resources will be available as a part of the Workday Resources Teams on the Finance channel.

BOC staff will be running reports and notifying traveler at 45 day mark. If no response from traveler, BOC will copy cost center manager on second notification at 55 day ark for SA nearing 60 day deadline.

Important Information to be Included in Email Subject: SA#, Unit (ex. ECE), and Traveler Name

General - ENG-Travel <7b5c6bac.osu.edu@amer.teams.ms>

Effective 08.01.2021

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Who, What, When?

Who	What	When
Unit	Gathers documentation and submits to BOC via Microsoft Teams email. Important information to be included: Traveler Name, SA#, and Unit	After traveler returns from trip. Documentation to be submitted within 60 days of return date.
BOC	Staff reviews submitted documentation for policy compliance and missing information. Staff contacts Traveler with any questions. Staff run reports for 60 day rule and contact travelers at 45 day mark.	Once received via Microsoft Teams email.
Traveler* *Not applicable to guest travelers.	Reviews ER for accuracy and approves / certifies in Workday.	After ER has been submitted via Workday.

University Travel Initiative Information

- **Airfare can be booked through Concur, the on-line booking tool or by contacting CTP directly.**
  - On-line tool available 365/24/7
  - Full service agent available M-F 8:30am-5pm
- **Vehicle rental must be reserved through National/Enterprise or Hertz. Use Concur booking tool in conjunction with airfare.**
  - If not booking airfare, it is easier to contact rental car agency directly.

University Travel Initiative – situations

- Advertised fares elsewhere less than CTP

- In-country travel abroad

- Enterprise/National or Hertz rentals not available

- Business combined with personal travel

- Using personal credit card for airfare

- Booking for family members

- Basic Economy flights

- Guest travel

University Travel Initiative – situations

If airfare is not purchased through CTP, the traveler is putting their reimbursement at risk. Reimbursement will be significantly delayed due to additional reviews at the University level. After two warnings, reimbursement for airfare will not be approved.

Suggestions for Success

- **Work with your department business manager and fiscal staff from the beginning.**

- **Plan ahead.**

- **Use the University Travel Agency and on-line booking tool (contracted vendors; CTP and rental car agencies).**

- **Read the Travel policy.**

- **Keep your receipts.**

- **Submit Expense Reports promptly.**

- **When in doubt, ask questions.**

Helpful Links

Workday

https://www.myworkday.com/osu/login.htmld

Purchasing & Pcard Policies

https://busfin.osu.edu/buy-schedule-travel/pcard

Travel Resources

https://busfin.osu.edu/buy-schedule-travel/travel

BOC Website

https://boc.engineering.osu.edu/

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