



SCHOOL OF EARTH SCIENCES TRAVEL INSTRUCTIONS

All Ohio State Universities students, staff, faculty, and guests need a **Spend Authorization (SA)** to travel using University funds. **SA** should be assigned prior to the travel start date for any authorized business/research travel. Ohio State will pay for reasonable and necessary expenses incurred. **All SA are reviewed and approved by the Earth Sciences Administer Manager and then by the School Director. Attrititional review is done by the College Service Center.**

Prepayment and/or reimbursement of travel expenses are allowed only when payment for the expenses has not been /will not be received by the traveler from a third party.

All business/research-related travel expenses paid with university funds must comply with university [Expenditures](#), [Purchasing Card](#), and [Purchasing](#) policies. Please take the time to review the university policy before your travels.

For information on the latest OSU (Ohio State University) travel please visit the [OSU Travel website](#)
When to submit a Spend Authorization (Travel Request):

- Submit your Travel request information as soon as you know about your travel
- Any time you are leaving the OSU campus for university business/research
- When your research Abstract has been accepted and you are presenting at/attending a conference
- When your advisor is supporting your research/conference travel
- When you are awarded a Travel grant or funding like the FOH (Friends of Orton Hall) (Friends of Orton Hall) award.

How to set up a Travel Request (Spend Authorization) :

- Submit a “Spend Authorization” using the [WORKDAY SYSTEM](#). Detailed information on how to create and submit a SA can be found at the Administrative Resource Center website [SA-Create a Spend Authorization](#) section. Below are some quick tips you should follow:
 - Attach quotes for travel expenses like flight cost, hotel cost and rental car costs
 - Include Business purpose using the 5 W (Who, What, When Where, and Why)
 - Attached funding approval from PI/Advisor or Award document you received
 - Get Funding source/WORK TAG from PI/Advisor or Award administrator
 - Include the “[International- Acknowledgement of understanding form](#)” when you are traveling overseas.
 - For estimated cost for hotel and per diem use the [U.S. General Services Administration website](#)

Corporate Travel Planners (CTP): Is the university’s designated individual business travel agency. Concur is the travel management tool CTP provides so that travelers can research fares, adjust selection parameters, and finalize booking with an approved SA number.



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PLEASE USE the OSU Travel webpage “[Book Travel Online](#)” to document quotes for **flights**, **hotels** and **rental cars** in a PDF format. Below is a guide on how to get a quote from CTP

- Click on “Book Travel Online”

Travel

[Fiscal Year 2022 Travel Guidelines Issued June 7, 2021.](#)



Plan Business Travel



Access Workday

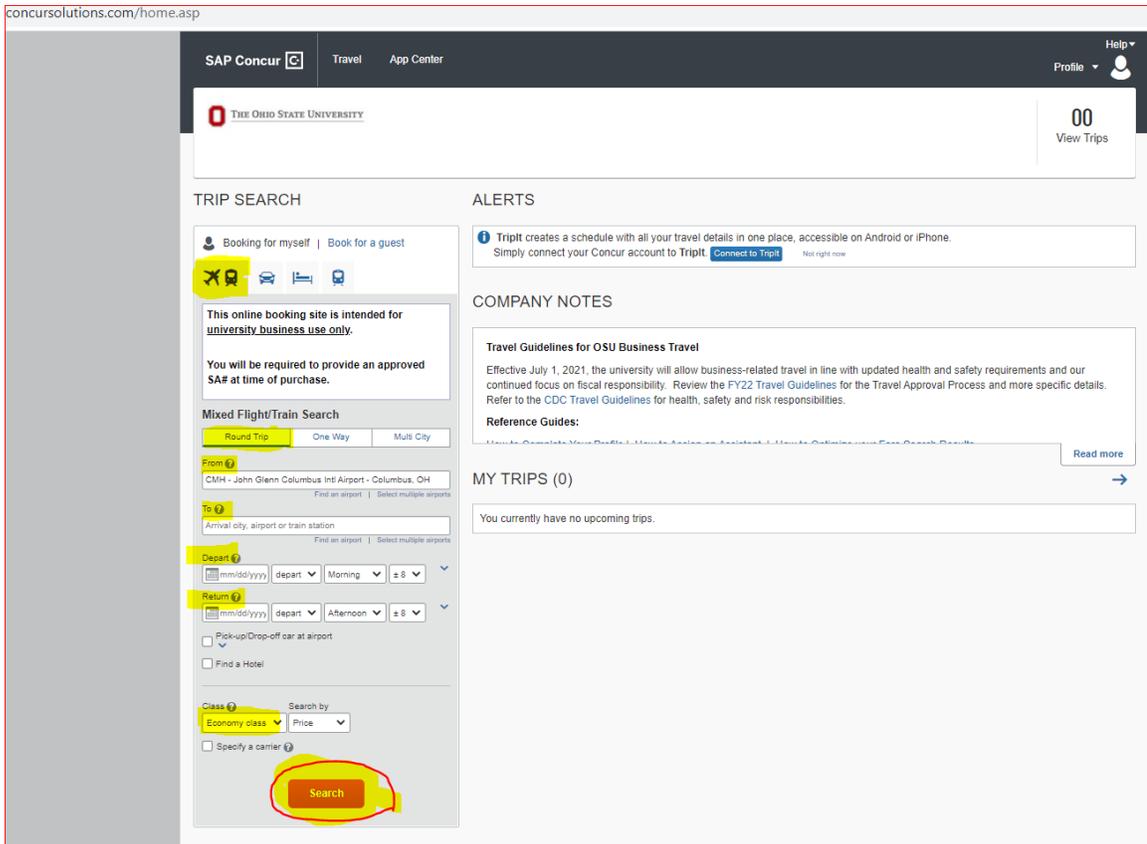


Book Travel Online



Contact a Travel Agent

- Select “Round trip/One Way/ Multi City” depending on your travel schedule. Enter “Departed/Return” date, Airport “From/to”, “Economy class”, and press “search”

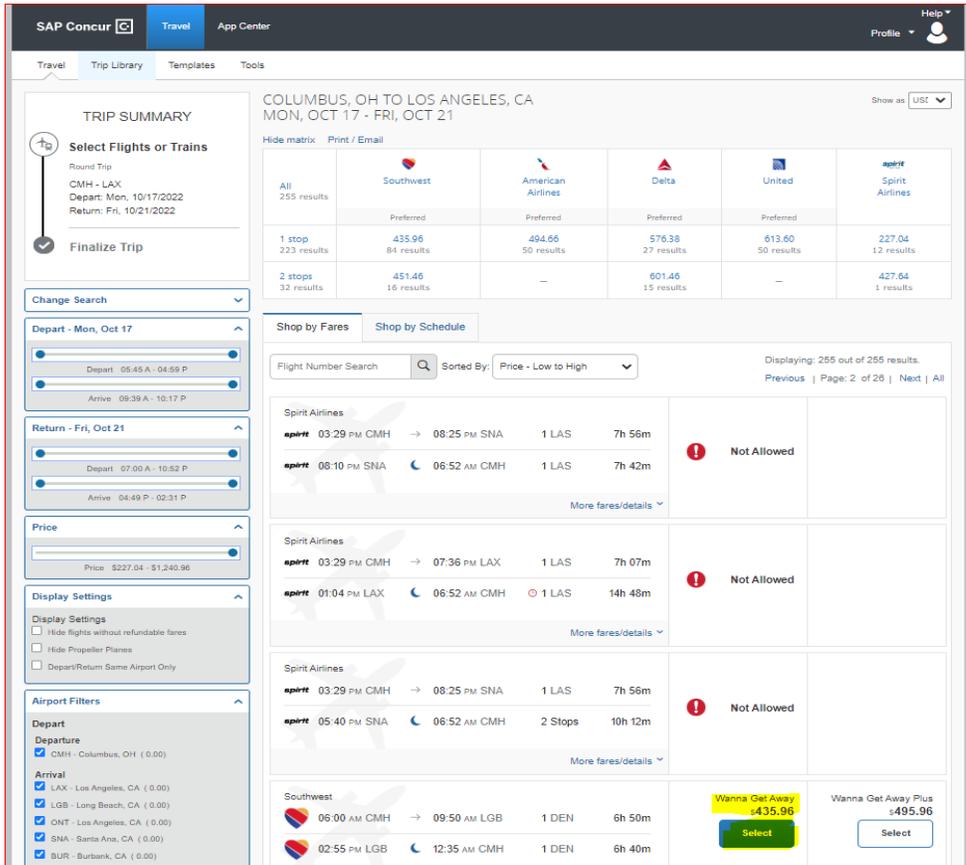


The screenshot shows the SAP Concur Travel interface. The 'TRIP SEARCH' section is active, with 'Round Trip' selected. The 'From' field is set to 'CMH - John Glenn Columbus Int'l Airport - Columbus, OH'. The 'To' field is empty. The 'Depart' date is set to 'mm/dd/yyyy' with a dropdown for 'Morning' and a time offset of '± 8'. The 'Return' date is also set to 'mm/dd/yyyy' with a dropdown for 'Afternoon' and a time offset of '± 8'. The 'Class' is set to 'Economy class'. The 'Search' button is highlighted with a red circle.



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- Click on “Select” for the flight you would like to purchase. Do not select flights that show “Not Allowed”  Not Allowed or the yellow triangle with an exclamation sign . OSU does not recommend this selection.



TRIP SUMMARY
 COLUMBUS, OH TO LOS ANGELES, CA
 MON, OCT 17 - FRI, OCT 21

All	Southwest	American Airlines	Delta	United	Spirit Airlines
255 results	Preferred	Preferred	Preferred	Preferred	Preferred
1 stop 223 results	435.96 84 results	494.66 50 results	576.38 27 results	613.60 50 results	227.04 12 results
2 stops 32 results	451.46 16 results	—	601.46 15 results	—	427.64 1 results

Shop by Fares | Shop by Schedule

Flight Number Search: Sorted By: Price - Low to High

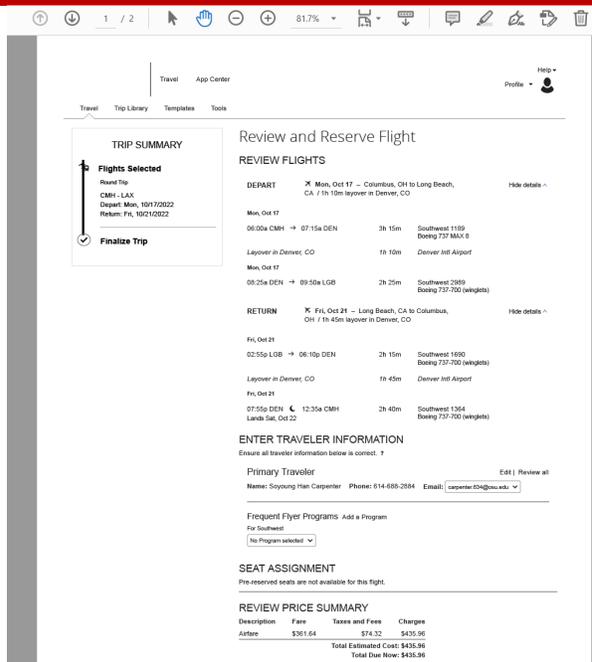
Displaying: 255 out of 255 results. Previous | Page: 2 of 26 | Next | All

Airline	Flight	Class	Stops	Duration	Status
Spirit Airlines	spirit 03:29 PM CMH → 08:25 PM SNA	1 LAS	7h 56m	Not Allowed	
Spirit Airlines	spirit 08:10 PM SNA → 06:52 AM CMH	1 LAS	7h 42m	Not Allowed	
Spirit Airlines	spirit 03:29 PM CMH → 07:36 PM LAX	1 LAS	7h 07m	Not Allowed	
Spirit Airlines	spirit 01:04 PM LAX → 06:52 AM CMH	1 LAS	14h 48m	Not Allowed	
Spirit Airlines	spirit 03:29 PM CMH → 08:25 PM SNA	1 LAS	7h 56m	Not Allowed	
Spirit Airlines	spirit 05:40 PM SNA → 06:52 AM CMH	2 Stops	10h 12m	Not Allowed	
Southwest	06:00 AM CMH → 09:50 AM LGB	1 DEN	6h 50m	Wanna Get Away \$435.96	
Southwest	02:55 PM LGB → 12:35 AM CMH	1 DEN	6h 40m	Wanna Get Away Plus \$495.96	

- Make a PDF of the next page that includes flight details and costs



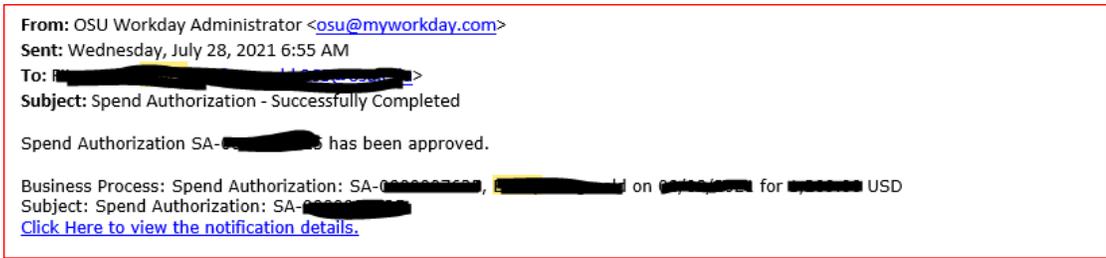
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Pre-payment:

Once your Spend Authorization is submitted through Workday it will be reviewed and approved by Administrative Manager and School Director. You will get an email from the Administrative Manager with steps you will need to take for prepayment and reimbursements

You will get an email notification from WORKDAY. Once you get this email notification you can use the approved SA number to make payment for the approved travel expenses.



- Flight purchases need to be made through Corporate Travel Planners (CTP). You can purchase your airfare by calling [CTP customer service phone line](#) or by logging on to Concur (Book Travel Online).
- If you go through Concur (Book Travel Online), you will need to select “AIRFARE PREPAYMENT” as your payment method, Confirm your flight details and for your travel and enter the approved SA to finalize your purchase.



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SELECT A METHOD OF PAYMENT

To comply with the Ohio State University Travel Policy, an approved Spend Authorization/SA# is required to finalize purchase.

AIRFARE:

- Select the AIRFARE PREPAYMENT card to reduce personal out of pocket expenses (An APPROVED Spend Authorization/SA# is required).
- For business travel only.
- For all OSU business funding sources (UNIV, Health System AND OSP/Sponsored).
- Do not use a Department or Individual PCard for airfare purchases

HOTEL:

- There are no OSU credit cards loaded for hotel reservations.
- To book a hotel reservation, OSU business travelers must add a personal credit card or PCard (see [Add credit card](#) link below).

How would you like to pay?

Please choose a credit card.

Please choose a credit card.
AIRFARE PREPAYMENT* (...1329)

⚠ This is a Non-Refundable Ticket

Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.

By completing this booking, you agree to the fare rules and restrictions and hazardous goods policy.

Friday, October 21, 2022

Flight Long Beach, CA (LGB) to Denver, CO (DEN) [Change](#) | [Cancel all Air](#)

Southwest 1690

Departure: 02:55 PM
 Long Beach Airport (LGB)
 Duration: 2 hours, 15 minutes
 Nonstop

Confirmation: 4JIHNR
 Status: Booked directly in Southwest
 4JIHNR

Seat: No seat

Arrival: 06:10 PM
 Denver Intl Airport (DEN)

Additional Details
 E-Ticket
 Cabin: Wanna Get Away (T)

1 hr, 45 min layover at Denver Intl Airport (DEN)

Flight Denver, CO (DEN) to Columbus, OH (CMH)

Southwest 1364

i This flight leaves on Oct 21 and arrives on Oct 22.

Departure: 07:55 PM
 Denver Intl Airport (DEN)
 Duration: 2 hours, 40 minutes
 Nonstop

Confirmation: 4JIHNR
 Status: Booked directly in Southwest
 4JIHNR

Seat: No seat

Arrival: 12:35 AM
 John Glenn Columbus Intl Airport (CMH)

Additional Details
 E-Ticket
 Cabin: Wanna Get Away (T)

TOTAL ESTIMATED COST

Air	Airfare quoted amount:	\$361.64 USD
	Taxes and fees:	\$74.32 USD
	Total Estimated Cost:	\$435.96 USD

Form of Payment
 Credit Card, Last four digits: 1329
 TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.



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The screenshot shows the SAP Concur Travel Booking Information page. On the left, there is a 'TRIP SUMMARY' sidebar with a 'Finalize Trip' section containing 'Review Travel Details', 'Enter Trip Information', and 'Submit Trip Confirmation'. The main area is titled 'Trip Booking Information' and contains several fields: 'Trip Name' (with a sample 'Trip from Columbus to Los Angeles'), 'Trip Description' (optional), 'Comments for the Travel Agent' (optional), and a 'Send my email confirmation as' dropdown menu. A yellow highlight is placed over the 'Next >>' button at the bottom right of the form. A note at the bottom states: 'Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.'

Vacation or personal vacation time combined with business/research travel?

- List any personal time you are taking on Spend Authorization
- You will need to fill out a [Travel Comparison Worksheet](#) for your flight if your flight dates include your personal vacation time.

Driving instead of flying?

- [Travel Comparison Worksheet](#) is needed along with support documentation to justify driving is more economical than flying.
- Comparison needs to be documented using flight costs from CTP

Rental Vehicles:

- Travelers are required to procure rental car services from the university-contracted rental car agencies. Under limited circumstances when procurement of rental car services from a non-contracted agency is justifiably necessary.
- Enterprise Rent-A-Car, National Car Rental and Herts are the university-contracted rental car agencies. For more information, please visit [OSU Travel website- Rental Car Discounts](#) website

When to submit reimbursement claim

- Once you have a final itemized receipt for a travel cost or return from travel

Expense Report – reimbursement claim

- Expense reports are submitted so that you are reimbursed for business-related costs, such as airfare, mileage, meals, or hotel expenses.



Travel and Expenditure Policies

OSU Travel <https://osutransport.osu.edu/>

OSU Expenditures Policy <https://busfin.osu.edu/document/expenditures-policy-411-pdf>

CONCUR Corporate Travel Planners (CTP) <https://busfin.osu.edu/buy-schedule-travel/travel>

Travel Policy https://busfin.osu.edu/sites/default/files/211_travel.pdf

Rental car discounts <https://busfin.osu.edu/document/enterprise-rent-car-national-car-rental>

Consult with the School Administrative Manager before submitting a Travel requests or if you have any questions regarding OSU Travel:

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