



SCHOOL OF EARTH SCIENCES TRAVEL INSTRUCTIONS

All Ohio State Universities students, staff, faculty, and guests need a **Spend Authorization (SA)** to travel when using University funds. **SA** should be approved in [Workday](#) 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 School Manager and then by the school Director. Additional review is done by the [College Service Center](#) or [Grant Award Service Center](#) depending on the funding source.

Prepayment and/or reimbursement for 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 make yourself familiar with these policies.

For information on the latest OSU (Ohio State University) travel please visit the [OSU Travel website](#). Below are some guidelines on how to prepare for your travel:

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) 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.
 - For estimated cost for hotel and per diem use the [U.S. General Services Administration website](#)

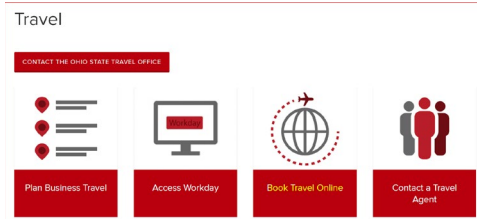
Anthony Travel is the university's designated individual business travel agency. **Concur** is the travel management tool Anthony Travel provides so that travelers can research fares, adjust selection parameters, and finalize booking with an **approved SA number**.



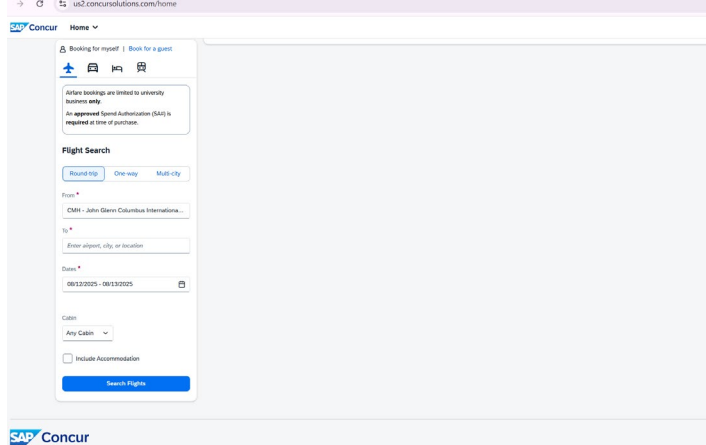
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PLEASE USE the OSU Travel webpage “[Book Travel Online](#)” or “Contact a Travel Agent” to document quotes for **flights, hotels and rental cars** in a PDF format. Below is a guide on how to get a flight quote using the online booking tool.

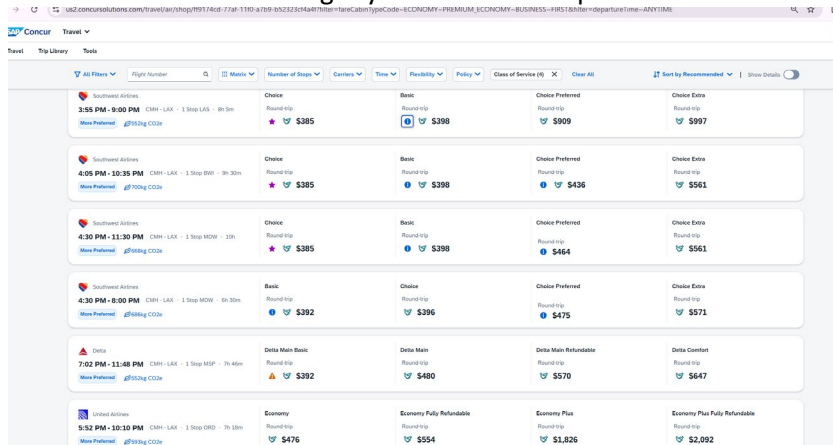
- Click on “Book Travel Online”



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



- Click on “Select” for the flight you would like to purchase.



- 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 School Manager and School Director. You will get an email from the School Manager with steps you will need to take for prepayment and reimbursements.

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

From: Ohio State Workday Notification <osu@myworkday.com>

Sent: Monday, April 28, 2025 8:37 PM

To: [REDACTED]

Subject: Spend Authorization - Successfully Completed

Spend Authorization [REDACTED] you submitted on behalf of [REDACTED] has been approved. Before departure and/or incurring travel costs, please make sure to review the Travel Policy at <http://travel.osu.edu>.

Business Process: Spend Authorization: [REDACTED] for [REDACTED] or [REDACTED] for [REDACTED] USD

Subject: Spend Authorization [REDACTED]
[Click here to view the notification details.](#)

- Flight purchases need to be made through Anthony trave. You can purchase your airfare by calling [Anthony Travel customer service](#) 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.

Concur Travel

Travel Trip Library Tools

Flight Itinerary

Round trip

Tuesday, August 12, 2025
Columbus, OH (CMH) - Los Angeles, CA (LAX)
3:55 PM - 9:00 PM 1 Stop Duration: 8h 5m
Southwest Airlines WN 2592 WN 3549
[Corporate Fare](#)

Wednesday, August 13, 2025
Los Angeles, CA (LAX) - Columbus, OH (CMH)
1:10 PM - 10:50 PM 1 Stop Duration: 6h 40m
Southwest Airlines WN 1375 WN 2549
[Corporate Fare](#)

[View Flights and Fare Details](#)

Traveler Information

Traveler information is based on your SAP Concur profile. Your information and any information you complete below will be shared with the travel provider to complete the booking process. Please ensure your name below matches what is on your government issued ID.

Name on Reservation: Soyung Han Carpenter Phone: +1-614-581-5644 Email: carpenter.634@osu.edu

Frequent Traveler Account: None

Advance Details

Date of Birth: [REDACTED] Gender: Female (F)

DHS Redress: [REDACTED] Known Traveler Number: [REDACTED]

Estimated Total Cost

\$384.80

Base Fare: \$311.44
Taxes, fees & charges: \$73.36

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** credit card.
- PCards are not permitted for airfare purchases.

HOTEL:

- Click on **Add Payment Method** to enter a personal credit card to secure the hotel reservation or
- Click **Select a Payment** to display a PCard stored in your profile to secure hotel reservation.
- There are no direct B2B options.

Form of Payment: **AIRFARE PREPAYMENT - 4865** [Add Payment Method](#)

☐ I have read and accept the rules and restrictions and policies. I authorize SAP Concur to share my Traveler Information and preferences with the travel provider.

[Flight Fare Rules and Restrictions](#)

[Hazardous Materials Restrictions](#)

You have selected a non-refundable fare. Review the rules and restrictions for more details.

Concur Travel

Travel Trip Library Tools

Trip - Los Angeles

Character limit: 50 18/50
Description: [REDACTED]

Character limit: 250 9/250
Traveler: Soyung Carpenter

Columbus, OH (CMH) - Los Angeles, CA (LAX)
Tuesday, August 12, 2025
Confirmation Number: [REDACTED] [Confirmed](#)

Los Angeles, CA (LAX) - Columbus, OH (CMH)
Wednesday, August 13, 2025
Confirmation Number: [REDACTED] [Confirmed](#)

Additional Information

Your company has requested a few more details about this booking.

Fields required: [REDACTED] (Insert Spend Authorization (Ex: SA-123456) to complete purchase.) 0/12

Order Ref: [REDACTED]

Estimated Total Cost

\$384.80

Flight: [REDACTED] **\$384.80**

Rates are quoted in USD.

Original cost, refund, or penalty for canceled or changed bookings are not displayed.

[Finalize Trip](#)

[Cancel Trip](#)

[Hold Trip](#)

Would you like to book anything else?

☒ Add Hotel ☐ Add Rental Car



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

- List any personal time you are taking on the Spend Authorization
- Your departure/return should be from/to CMH. If for some reason you are departing/returning to an alternative location, please list on the SA and provide a business purpose.
- You are recommended to fill out the [Travel Comparison Worksheet](#) for your flight if your flight dates include your personal vacation time.
- If you are taking personal time you will need to purchase your flight from CTP using YOUR PERSONAL CREDIT CARD, and your flight cost will be processed as a reimbursement. When you purchase your flight get a PDF document that shows dates from Anthony Travel or CONCUR:

Actual travel date that includes Personal time travel + business travel

VS

Business travel cost

Please note the PDF document that shows business travel cost will be the document that will be used to reimburse your flight. The price quote for your business travel cost will be used to determine your reimbursement amount. So if your flight cost Personal travel + Business travel is more than Business travel, you will get reimbursed up to the flight cost of Business travel.

- If your departure/return is not from/to CMH, you will need to provide a business purpose and a cost comparison for alternative location.

Please note OSU Policy states that you should use the lowest travel options available. As rental car and flight cost is an option for travel a cost comparison will be needed for mileage reimbursement. A flight cost or the daily rental car rate will be used as the max amount you can get for mileage reimbursement along with GAS.

Driving instead of flying?

- [Travel Comparison Worksheet](#) is recommended along with support documentation to justify driving is more economical than flying.
- Comparison needs to be documented using flight costs from CTP to show the price difference between driving and flying.

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 when you return from travel.
- Please note per OSU Travel policy:



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The traveler must submit **an expense report** with itemized receipts and other applicable supporting documentation **within 60 days of the expense being paid or incurred**.

If an expense report with supporting documentation is not submitted by the 60-day deadline, then the expense(s) may be treated as taxable income to the traveler.

Expense Report – reimbursement claim

- Expense reports are submitted through WORKDAY 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://policies.osu.edu/sites/default/files/documents/2025/02/expenditures-policy.pdf>

ANTHONY TRAVEL <https://busfin.osu.edu/individual-business-travel>

Travel Policy <https://policies.osu.edu/sites/default/files/documents/2024/11/busfin-travel-policy.pdf>

Rental car discounts <https://busfin.osu.edu/buy-sell-travel/travel/rental-car-discounts>

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

SES (School of Earth Sciences) School Manager

Soyoung Carpenter

carpenter.634@osu.edu

(614) 688-2884

SES (School of Earth Sciences) Financial Operations Coordinator

Luis Lara

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