UPDATED JULY 11, 2025

**Byrd Polar Spend Authorization (SA) Directions for Workday must have an approved SA# to book airfare for travel. ALL travel must be booked through Anthony Travel: https://busfin.osu.edu/buy-schedule-travel/travel**

**Create a Spend Authorization Link**

SA - Create a Spend Authorization | Administrative Resource Center (osu.edu)

**Create an Expense Report Link**

ER - Create an Expense Report (Travel) | Administrative Resource Center (osu.edu)

**Do NOT book INTERNATIONAL flights on the Anthony Travel on-line tool, Concur, https://busfin.osu.edu/buy-schedule-travel/travel**

**ALL international airfare through Byrd must be directly booked, through an Anthony Travel representative, either by email or over the phone. It is super important to let the Anthony Travel representative know if the international flight you are booking is going on a grant.**

**ALL Byrd spend authorizations must use Cost Center - CC10984.**

**Pre-approval from the employee's supervisor is required. This must be attached to the Spend Authorization in Workday, & you must include a detailed business purpose in the Spend Auth. (who, what, where, when, why – how does this travel benefit the university?).**

**Airfare** ALL employee business travel airfare must be procured through the university's contracted travel agency, Anthony Travel, https://busfin.osu.edu/buy-schedule-travel/travel with an approved Spend Authorization (SA) number. Email ohiostate@anthonytravel.com or call 1-888-634-1525. You will need your Spend Authorization number and your Employee ID number (found under your name in Workday). It is VERY important to let the Anthony Travel rep via email or phone know if this travel/ SA# will be paid on a grant or University funds. You can email Anthony Travel the flights you prefer. To access Anthony Travel website, go to https://busfin.osu.edu/buy-schedule-travel/travel and click Book Travel Online. Use the Trip Search tool to find your preferred flight itinerary, view rates, and gather flight cost comparisons (form link on the last page) when applicable.

**Rental Car:** Discounted rates and required insurances are included when using the university's contracted suppliers for rental cars. **Please Note** All rental cars require pre-approval. Send an email with your SA#, travel dates & why it is vital for you to have a rental car to the Byrd Director Michael Durand (durand.8@osu.edu) and copy Charmaine Koch (koch.266@osu.edu), Michele Cook (cook.942@osu.edu) and Lawrence Parson (parson.19@osu.edu) for approval. See Rental Car Discounts for rates, reservations and other details for rentals with Enterprise, National or Hertz.

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**Personal Vehicle Mileage:** Personal vehicles can be used as a primary mode of transportation *if the cost does not exceed the least expensive airfare or rental car (comparison needed).* Please find the comparison link on the last page.
Reimbursement for the use of a personal vehicle is based on the IRS mileage rate and is inclusive of the cost for gasoline, wear and tear of the vehicle and personal auto insurance. For the current mileage rate, see U.S. General Services Administration (link is external).

**Lodging & Per Diem** Under your Spend Authorization, there is a link under the expense line for lodging/ per diem for domestic and international per diem rates. When you put the city in for the per diem, it will automatically populate the daily rate. For example: if you are staying in a hotel that offers a complimentary breakfast, then you would remove that amount from the daily rate.

**Student International Travel Requirements & Supplemental Travel Insurance**

***All*** Ohio State University students traveling to international locations for the purpose of undergraduate or graduate research, international internships, or independent study as part of their academic program are required to enroll in the university's evacuation, evacuation in the event of a natural disaster or political disturbance and repatriation.
https://oia.osu.edu/globalhealth-and-safety/insurance/students

For more information on supplemental travel insurance and instructions on how to apply, please visit: https://oia.osu.edu/global-health-and-safety/traveler-insurance

It is recommended that you apply for the insurance at least three weeks prior to your departure date. **Documentation of insurance must be attached to Spend Authorization.**

**Field Work**

If you are traveling for field work, fill out Byrd's required field work forms
https://byrd.osu.edu/sites/default/files/medical_release_disclosure.pdf

**Travel Reimbursement/ Expense Report Instructions**

All cash advances must be closed out within **30 days** of the travel end date. All reimbursement documentation must be submitted within **60 days**. The traveler is no longer eligible for reimbursement beyond the 60-day limit.
Please follow the spend authorization (SA) and the expense report (ER) links below for detailed instructions on how to submit them both in Workday.

Create a Spend Authorization Link

SA - Create a Spend Authorization | Administrative Resource Center (osu.edu)

Create an Expense Report Link

ER - Create an Expense Report (Travel) | Administrative Resource Center (osu.edu)

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Travel Website Link https://busfin.osu.edu/buy-scheduletravel/travel

Comparison Documentation Link
https://busfin.osu.edu/sites/default/files/comparison_form_june_2021.pdf

Travel Office Email: travel@osu.edu Students

Traveling Outside of U.S.

https://oia.osu.edu/global-health-

andsafety/traveler-insurance

Travel Policy

https://policies.osu.edu/sites/default/files/documents/2024/11/busfin-travel-

policy.pdf

Update to International Travel Documentation Requirements TO and FROM the UK

https://live-wcm-business-finance.pantheonsite.io/news/2025/01/03/update-international-travel-documentation-requirements?category=Headline%20news&utm_source=sfmc&utm_medium=email&utm_campaign=omc_faculty-staff-newsletter_fy25_oncampus-20250107&sfmc_key=0032E00002tKvlAQAS