

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.

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 mark for SA nearing 60 day deadline.

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

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BOC