

## ▼ Spend Authorization Information

Company	The Ohio State University
Start Date	01/03/2023
End Date	01/09/2023
Description	Attend meeting of Conference of Latin American Geography and later research meeting
Business Purpose	TRAVEL - Conference/Training
Currency	USD

Spend Authorization Lines    Attachments    Process History    Balances

Viewing:

Click here to sort	
Airfare	536.52
Airline Baggage Fees	30.00
Conference Registration	175.00
Ground Transportation	60.00
Lodging	1,048.12
Per Diem (Post-Trip)	352.00

### Spend Authorization Line

Expense Item	Airfare
Quantity	1
Per Unit Amount	536.52
Total Amount	536.52
Budget Date	01/03/2023
Memo	Based on lower of two itineraries proposed by travel office (see attached); this is cheaper because of Monday return
Cash Advance Requested	No
Worktags	
*Cost Center	CC12415 Arts and Sciences   Geography
*Balancing Unit	BL1461 Arts and Sciences   Social and Behavioral Sciences
*Fund	FD100 General Fund
Gift	(empty)
Grant	(empty)
Program	PG102021 Distinguished Scholar Award
Project	(empty)
*Additional Worktags	Assignee: AS103134 Mcsweeney,14, Kendra Function: FN100 Instruction and Departmental Research

## ▼ Spend Authorization Details

Reimbursement Payment Type	Direct Deposit
Justification	At the conference, CLAG meeting will be in Tucson, Arizona in 2023 January 3-7 I am organizing a two-session presentation series with at least seven other scholars with whom I regularly conduct research and publish (all the people on the NSF-EAGER and subsequent NASA grant). So I will spend any extra time I have in Tucson (ideally Sat & Sun) to work on ongoing research and manuscripts
Expense Report(s)	Expense Report: ER-0000256874 Expense Report: ER-0000261237 Expense Report: ER-0000307318
Cash Advance Repayments	(empty)

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Viewing:

### Instructional Text

See [Travel Policy](#) for airfare requirements and class of service restrictions.

#### Airfare Requirements:

- All business travel airfare must be procured through the university's contracted travel agencies with an **approved** Spend Authorization number. Visit the [Travel Website](#) for agency information.
- Travel Agency selection **must** include one of the following:
  - **Corporate Travel Planners** (CTP/Concur) – required for ALL individual business travel.
  - **Anthony Travel** – required for ALL athletic business/team travel
  - **ScholarTrip** – require for ALL group business travel
  - Use **Other** for circumstances permitted by the [Travel Policy](#).

#### Related Fees:

- Ancillary fees should be added as a separate expense line with Airline Baggage or Airline Change Fees.
- Agency Service Fees (when applicable with ScholarTrip) should be added as a separate expense line with Travel Booking Service Fee.

For Origination/Destination fields, type the city that matches the trip location(s). If the specific city is not found, type \*ALL to return the value of All Other Continental US Locations, United States of America. Enter the specific city in the memo field on the expense line.

### Item Details

Departure Date	01/03/2023
Arrival Date	01/09/2023
Class of Service	Coach/Economy
Origination	CMH, John Glenn Columbus International Airport, Columbus
Destination	Tucson, Arizona, United States of America
Travel Agency (see instructions above for appropriate entry)	CTP