

▼ 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 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)

[Spend Authorization Lines](#) [Attachments](#) [Process History](#) [Balances](#)

Viewing  

Click here to sort		Spend Authorization Line		Instructional Text	
Airfare	536.52	Expense Item	Airfare	See Travel Policy for airfare requirements and class of service restrictions.	
Airline Baggage Fees	30.00	Quantity	1	Airfare Requirements:	
Conference Registration	175.00	Per Unit Amount	536.52	- 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.	
Ground Transportation	60.00	Total Amount	536.52	- Travel Agency selection must include one of the following:	
Lodging	1,048.12	Budget Date	01/03/2023	- Corporate Travel Planners (CTP/Concur) – required for ALL individual business travel.	
Per Diem (Post-Trip)	352.00	Memo	Based on lower of two itineraries proposed by travel office (see attached); this is cheaper because of Monday return	- Anthony Travel – required for ALL athletic business/team travel	
		Cash Advance Requested	No	- ScholarTrip – require for ALL group business travel	
		Worktags		- Use Other for circumstances permitted by the Travel Policy .	
		*Cost Center	CC12415 Arts and Sciences Geography	Related Fees:	
		*Balancing Unit	BL1461 Arts and Sciences Social and Behavioral Sciences	- Ancillary fees should be added as a separate expense line with Airline Baggage or Airline Change Fees.	
		*Fund	FD100 General Fund	- Agency Service Fees (when applicable with ScholarTrip) should be added as a separate expense line with Travel Booking Service Fee.	
		Gift	(empty)	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.	
		Grant	(empty)	Item Details	
		Program	PG102021 Distinguished Scholar Award	Departure Date	01/03/2023
		Project	(empty)	Arrival Date	01/09/2023
		*Additional Worktags	Assignee: AS103134 Mcsweeney,14, Kendra	Class of Service	Coach/Economy
			Function: FN100 Instruction and Departmental Research	Origination	CMH, John Glenn Columbus International Airport, Columbus
				Destination	Tucson, Arizona, United States of America
				Travel Agency (see instructions above for appropriate entry)	CTP