

Brief guide to requesting travel funding

The Economics department provides some travel funding support for graduate students presenting at conferences.

All travel must be in compliance with the rules in the University Travel Policy:

<https://policies.osu.edu/assets/policies/busfin-travel-policy.pdf>

To request Departmental travel support, send the following to tobin.71@osu.edu

- Endorsement email from your advisor, supporting your application for funding
- Copy of the paper acceptance email from the conference
- Estimate of the total expenses.

Once this preliminary approval has been received, a Spend Authorization (SA) needs to be entered. Typically, it is best if the Graduate Coordinator can enter this. You will receive an email when the SA is approved.

Note: you can also enter a Spend Authorization yourself. However, it is best practice not to do this if you can avoid it. However, because a Spend Authorization **MUST** be entered prior to the travel, in certain circumstances, you may wish to do this. Instructions on entering an SA can be found here:

https://admin.resources.osu.edu/workday/workday-for-core-users-finance/sa-create-a-spend-authorization?check_logged_in=1

Once the SA is approved, you may proceed with paying conference expenses. If flying, use the SA # to book a flight via Concur: <https://us2.concursolutions.com/home.asp>

After the travel occurs, you can request reimbursement via an Expense Report. As with the SA, best practice is to have these entered by the Graduate Coordinator. However, under certain circumstances, you may wish to enter them yourself: <https://admin.resources.osu.edu/workday/workday-for-core-users-finance/er-create-an-expense-report-travel>

Note that expense reports MUST be completed within 60 days of when the expense is incurred.

If you have questions, please email tobin.71@osu.edu