

Summary

For	Employee: Nikki Davis	Cash Advance Requested	Spend Authorization Total
		0.00 USD	0.00 USD

A Spend Authorization is used exclusively for business travel and MUST be in "approved" status before travel expenses are purchased with university or personal payment methods and before departure.

Important Reminders:

- Health System Employees must change the default Company (see below) to "OSU Health System" as applicable.
- For international travel, faculty and staff travelers **MUST** complete the **International Acknowledgement of Understanding Questionnaire** in Workday in order for the Spend Authorization to advance to the next approval steps. Exceptions may occur that prevent the Acknowledgement of Understanding from routing to the traveler in Workday. If this occurs, the traveler must complete the [International Acknowledgement of Understanding Form](#) and attach the completed form to the Spend Authorization prior to submission.

Need Assistance?

- Refer to the **Administrative Resource Center (ARC)** for the [Create a Spend Authorization Job Aid](#)
- Visit the [Travel Website](#) for Training, FAQs, News and other resources
- Review the [Travel Policy](#) for allowable expense guidance
- Contact the [Travel Office](#)

▼ Spend Authorization Information

Company *

X The Ohio State University

ⓘ

Autopopulates - KEEP

Start Date *

03 / 03 / 2027

📅 ⓘ

Departure Date

End Date *

03 / 07 / 2027

📅 ⓘ

Return Date

Description *

I will be attending the National Art E ⓘ

Business Purpose/Justification

Business Purpose

X TRAVEL - Conference/Training

ⓘ

Selection "TRAVEL - Conference/Training" from drop down menu

Currency

USD

▼ Spend Authorization Details

Reimbursement Payment Type *

X Direct Deposit

ⓘ

Autopopulates - KEEP

Justification

I will be attending the National Art Education Association conference taking place in New York City, NY from March 4-6, 2026. I was accepted/invited to present a paper. Participation in this conference will allow me to share my research and learn from and network with others in the field. ⓘ

[Spend Authorization Lines](#)

Attachments

+ Add

Stay in the "Spend Authorization Lines" Tab
Click on "+Add"

Viewing: 📄 ☰

SAs can be saved as drafts

Submit

Save for Later

Cancel

[+ Add](#)

0.00

Spend Authorization Line 

Expense Item

*

?

Quantity

*

1

Per Unit Amount

*

0.00

Total Amount

*

0.00

Budget Date

*

03 / 03 / 2027



?

Memo

?

Cash Advance Requested

☐

?

Worktags

*Cost Center

X

CC12317 Arts and
Sciences | Arts
Administration
Education and Policy

...

?

*Balancing Unit

X

BL1462 Arts and
Sciences | Arts and
Humanities

...

?

*Fund

X

FD100 General Fund



...

?

Gift

?

Grant

?

Program

?

Project

?

*Additional Worktags

X

Function: FN100
Instruction and
Departmental
Research

...

?

Choose Expense Item from the drop down menu.

Once an expense item is selected, this page will populate with fields that pertain to the expense item.

Autopopulates as
departure date - KEEPWorktags are codes
indicating particular
funding sources.

Submit

Save for Later

Cancel

+ Add

Viewing:  

Airfare 500.00

Spend Authorization Line

Expense Item * X Airfare ...

"AIRFARE"

Total Amount * 500.00

Budget Date * 03 / 03 / 2027 Estimate based on Anthony
Travel administered quote

Memo

Cash Advance Requested ☐

Worktags

*Cost Center X CC12317 Arts and Sciences
| Arts Administration
Education and Policy ...*Balancing Unit X BL1462 Arts and Sciences |
Arts and Humanities ...

*Fund X FD100 General Fund ...

Gift

Grant

Program

Project

*Additional Worktags X Function: FN100 Instruction
and Departmental Research ...

Instructional Text

Refer to the [Travel Policy](#) for airfare requirements and class of service restrictions.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 contact information.

Enter only 1 of the following Travel Agency selections in the field below (required)

- **Anthony Travel** – required for ALL individual business travel and Athletic team travel- **ScholarTrip** – required for ALL group business travel- **Other** – use with circumstances permitted by the Travel PolicyFor Origination/Destination fields, enter the city that matches the trip location(s) or airport(s). If the specific city or airport code is not found, type ***ALL** to return additional selections (enter the specific city in the memo field on the expense line).

Airfare Related Expenses:

- Ancillary fees should be added as a separate expense line using Expense Item 'Airline Baggage Fees' or 'Airline Change Fees'

- Agency Service Fees (when applicable) should be added as a separate expense line using Expense Item 'Agency Service Fee'

Item Details

Departure Date * 03 / 03 / 2027 

Departure Date

Arrival Date * 03 / 07 / 2027 

RETURN Date

Class of Service "Coach/Economy" ONLY * X Coach/Economy ...

Origination * X Columbus, Ohio, United
States of America ...Destination * X New York City, New York,
United States of America ...Travel Agency (see instructions above for
appropriate entry) * Anthony Travel

"Anthony Travel" ONLY

Submit

Save for Later

Cancel

+ Add

Viewing:   

Click here to sort

Conference Registration 255.00

Airfare 500.00

Spend Authorization Line

"CONFERENCE REGISTRATION"

Expense Item

* X Conference Registration  

Total Amount

* 255.00 Cost found on website

Budget Date

* 03 / 03 / 2027 

Memo

Cash Advance Requested

☐

Worktags

*Cost Center

X CC12317 Arts and Sciences
| Arts Administration
Education and Policy  

*Balancing Unit

X BL1462 Arts and Sciences |
Arts and Humanities  

*Fund

X FD100 General Fund  

Gift

Grant

Program

Project

*Additional Worktags

X Function: FN100 Instruction
and Departmental Research  

Instructional Text

See [Travel Policy](#) for requirements.

Conference registration requires a registration form, agenda, and itemized receipt or equivalent documentation.

Item Details

Merchant *

National Art Education Associate

Spell out the organization throwing the conference

Submit

Save for Later

Cancel

For

Employee: Nikki Davis

Status

Draft

Cash Advance Requested

0.00 USD

Spend Authorization Total

755.00 USD

As you add "Spend Authorization Lines" below, this number will calculate the total of your SA

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Spend Authorization Information

Position

* 00040127 Administrative Assistant - Arts and Sciences | Arts Administration Education and Policy (Michelle Attias), The Ohio State University

Company

* The Ohio State University

Start Date

* 03 / 03 / 2027

End Date

* 03 / 07 / 2027

Description

* I will be attending the National Art Education Association conference taking place in New York City, NY from March 4-6, 2026. I was accepted/invited to present a paper. Participation in this conference will allow me to share my

Business Purpose

X TRAVEL - Conference/Training

Currency

USD

Spend Authorization Details

Reimbursement Payment Type

* X Direct Deposit

Justification

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Spend Authorization Lines

Attachments

+ Add

Viewing:

Click here to sort

Airfare 500.00

Conference Registration 255.00

Spend Authorization Line

Expense Item

* X Conference Registration

Total Amount

* 255.00

Instructional Text

See [Travel Policy](#) for requirements.
Conference registration requires a registration form, agenda, and travel documentation.

+ Add

These 3 lines speak to each other. Make sure "Quantity" is number of nights and "Total Amount" is the Total

Viewing:  

Click here to sort

Lodging	145.00
Airfare	500.00
Conference Registration	255.00

Spend Authorization Line "LODGING"

Expense Item

*

X Lodging

...

⋮

Quantity

*

4

Per Unit Amount

*

36.25

Total Amount

*

145.00

Budget Date

*

03 / 03 / 2027



Memo

using remainder of \$900 funding

Cash Advance Requested

☐

explaining "Total Amount"

Worktags

*Cost Center

X

CC12317 Arts and Sciences
| Arts Administration
Education and Policy

⋮

...

*Balancing Unit

X

BL1462 Arts and Sciences |
Arts and Humanities

⋮

...

*Fund

X

FD100 General Fund

⋮

...

Gift

⋮

...

Grant

⋮

...

Program

⋮

...

Project

⋮

...

*Additional Worktags

X

Function: FN100 Instruction
and Departmental Research

⋮

...

Instructional TextSee [Travel Policy](#) for requirements.

See allowance thresholds:

- [Domestic Rates](#)- [International Rates](#)

For Destination field, type the city that matches the trip locations. 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

Hotel

Arrival Date

*

03 / 03 / 2027



Departure Date

*

03 / 07 / 2027



Destination

*

X New York City, New York,
United States of America

⋮

...

Submit

Save for Later

Cancel

Edit Spend Authorization

SA-0000247600

For Employee: Nikki Davis

Cash Advance Requested
0.00 USD

Spend Authorization Total
900.00 USD

SA Total = Total Funds

Status Draft

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Spend Authorization Information

Position * 00040127 Administrative Assistant - Arts and Sciences | Arts Administration Education and Policy (Michelle Attias), The Ohio State University

Company * The Ohio State University

Start Date * 03 / 03 / 2027

End Date * 03 / 07 / 2027

Description * I will be attending the National Art Education Association conference taking place in New York City, NY from March 4-6, 2026. I was accepted/invited to present a paper. Participation in this conference will allow me to share my

Business Purpose X TRAVEL - Conference/Training

Currency USD

Spend Authorization Details

Reimbursement Payment Type * X Direct Deposit

Justification

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Spend Authorization Lines

Attachments

Click on "Attachments" Tab & add supporting documentation below

Attachments

Drop files here

or

Select files

Submit

Save for Later

Cancel

Attachments



NAEA2027_Registration.pdf
✓ Successfully Uploaded!

Proof of Conference Registration Cost



Comment



NAEA 2027 Webpage.pdf
✓ Successfully Uploaded!

Proof of Conference Dates and Location



Comment



NAEA 2027 Hotel cost.pdf
✓ Successfully Uploaded!

Proof of Conference Hotel Rates



Comment



NAEA 2027 Flight Estimate.pdf
✓ Successfully Uploaded!

Anthony Travel administered flight estimate



Comment



PLAN OF STUDY with 2 Dept Events.docx
✓ Successfully Uploaded!

Graduate Plan of Study showing proof of 2 Dept Events attended/will attend



Comment



NAEA 2027 Proof of Small Grant Funding.docx
✓ Successfully Uploaded!

Proof of OSU funds awarded



Comment



NAEA 2027 Conference Acceptance Letter.docx
✓ Successfully Uploaded!

Notification of Paper Acceptance



Comment

Upload

When done, click "Submit"

Submit

Save for Later

Cancel