

Spend Authorization – What you need before you begin:

- Provide trip start & end date, destination, mode of transportation, lodging & meal (estimates).
- Business Purpose: Select the choice that best fits. To correspond with business purpose: Travel – Conference.
- Description: This should match the business purpose. For example: Traveling from Pullman to Washington DC to attend CAHNRS Business Services Conference.
- Justification: Include origination & destination location. This section will be more detailed about the trip such as an itinerary of your trip. You can add any further information and/or details concerning trip. This can be anything from having airfare paid by CTA or self-purchase to mentioning if lodging and meals will be furnished.
- It is the traveler's responsibility to disclose whether the travel will include personal time and to identify and differentiate from the official business time of the trip.
- Funding Source Worktag (i.e. Project/Program/Gift/Grant)
- Expense Items Listed with Expense Estimates: *Remember these are just estimates since we assume that you are doing this before traveling or booking travel. Actual costs will be reported on Expense Report upon return.*
 - Airfare: Self-Purchase or CTA and estimated cost. In the memo line include where you are flying out from and to. Include if it is a round trip (RT).
 - Airfare Transaction Fee: This is the agency fee if for Global Travel (\$28) or Concur (\$9)
 - Lodging: Per diem rates are based on destination. Remember to enter your destination by inputting ONLY the city. Then selecting the corresponding location. In the memo line you can put down how many nights you'll be staying. <https://www.gsa.gov/travel/plan-book/per-diem-rates>
 - Meals: Per Diem - B.P.P.M. 95.20 (Meals), "Reimbursement for meals is at the meal rate in effect at the time of travel for the location. Location for overnight trips is based on where the traveler sleeps; for single day trips it is the primary destination. See BPPM 95.06 and SAAM 10.40.55." Remember to enter your destination by inputting ONLY the city. Then selecting the corresponding location. <https://www.gsa.gov/travel/plan-book/per-diem-rates>
 - What's the difference between furnished and provided?
 - A: Furnished, whether it is lodging and/or meals, means that expenses were covered not by yourself. Provided means that you purchased your meals or lodging. If most or some meals were furnished you can claim per diem for those meals that you provided yourself with.
 - Mileage: Enter how many miles (if private automobile used). In the memo line included origination and destination locations and if it was round trip (RT)
 - Other expenses: This is for car rentals (Can't claim mileage on the rental but you can claim fuel), gas/fuel, parking, taxi/uber/etc. and baggage fees. In the memo line put down what the expense will be for.
 - Personal Expense: Items you do not want reimbursed.