

Traveling at The Ohio State University

When traveling on University business there are some important items to know when planning your trip. Listed below are checklists for before, during and after your trip to help you have a successful business travel.

Pre-Travel Checklist

- Discuss upcoming trip with your Advisor; obtain trip perimeters and expectations while on the trip
- Fill out the Pre-Travel Worksheet (located in your packet, in the N350 Mailroom and https://osutransport.osu.edu/wp-content/uploads/2014/12/PreTrip_Worksheet.pdf) with estimates of all travel expenses that may be incurred while on the trip. This includes items frequently overlooked: Taxi fares, Bus/Subway fares, Tolls, Parking costs, Personal Car Mileage and food costs/Per Diem
- Have your Advisor sign the completed worksheet indicating their approval for the trip and the funding source the trip is being paid out of
- Please drop completed Pre-Travel Worksheet in Fiscal Drop Box located in the N350 Mailroom or enter in a new Travel Request into the eTravel system at: etravel.osu.edu
- As soon as you have a signed/approved Pre-Travel worksheet please email the Finance email (ENG-maefinance@osu.edu) and make an appointment to meet with a fiscal representative prior to the departure of your **first** University sponsored travel. This is especially important if you would like airfare or hotel pre-paid by the University (preferred method)
- An approved travel that has been processed through the system will be indicated with a Travel Number often referred to as a "T#". This T# is required before any prepayment can occur and before any reimbursement can be processed.

During Your Trip

- Keep any receipts for items you are looking to be reimbursed for. This is required for any items over \$50.00. Receipts must be itemized listing the exact item you are purchasing.
- Please investigate the Per Diem rates (<http://www.gsa.gov/portal/content/104877>) for the locale you are visiting. Each city and country has differing Per Diem allowances for both meals and hotel rates. You will be limited to those amounts for reimbursement. (Hotel Per Diem is limited to 1.5x per diem rate per night)
- Remember when checking out of your hotel to get an itemized receipt showing paid or proof of payment from your stay, you will need it to receive reimbursement

After You Return

- Gather all receipts that correspond to items you are requesting to be reimbursement for while traveling, this includes: Flight Receipt-including flight itinerary; Hotel Receipt; Transportation receipts (taxi, rental car, subway, Uber, parking etc.) Conference Schedule and any other pertinent receipts needed for reimbursement of an item
- Complete the Post-Travel Worksheet (included in your packet, N350 Mailroom and https://osutransport.osu.edu/wp-content/uploads/2014/12/PostTrip_Worksheet.pdf) along with the necessary receipts place them in the Finance Drop Box (N350 Mailroom)
- Travel reimbursement can take time complete, please allow at least 3 weeks of processing time

Important General Rules

- You must receive advisor approval prior to departing on a University Travel, failure to do so could result in a non-reimbursed trip
- Flights, Conference Registration and Hotel can be prepaid by the University. In order for this to happen you must have an approved Travel Number. Flights and Hotels can be booked through the University Travel Agent Corporate Travel Planners (CTP). Please plan your trip at least 3 weeks in advance if you would like to take advantage of the pre-pay option. See the Fiscal Associate or email the Finance Email at ENG-maefinance@osu.edu for more information on this.
- The University has pre-negotiated rates for car rentals with both National and Enterprise. These rates include comprehensive insurance which is **required** by the university when renting a car. Please also note that the base model of rental car is all that is allowed per the University's Travel Policy any upgrades will not be reimbursed
Rental Car Codes: National – Discount Code: XZ38Y09
Pin: OHI
Enterprise- Discount Code- XZ38Y09
Pin: OHI
- The University allows for travel arriving one day prior to the start of a conference or meeting and allows for departure one day after the conclusion. Any additional time before or after a trip is considered personal time and is not covered. If you wish to add personal time onto a University trip you must submit a flight comparison that reflects the business dates of the travel.

- There is a 90 day window in which to be reimbursed for your travel. Failure to submit for your reimbursement within that window may result in a non-reimbursed trip