

Instructions for Completing Travel Forms

Authorized Travel Agencies:



Two Easton Oval, Third Floor
Columbus, Ohio 43219
877-OSUTRVL (877-678-8785)
614-750-4020

Pre-payment of Airline Ticket: A completed/signed pre-travel request form including the airline, the itinerary and cost of the flight must be submitted to this department 10 business days prior to travel.

Airfare Reimbursement: Please submit original airline tickets/receipts and itinerary. If booking a flight online, be sure that you print off the receipt, and not the flight confirmation.

Registration: For pre-payment of registration, traveler must submit completed registration form 10 business days prior to registration deadline. Include the mailing address for registration, along with the signed Request for Departmental Travel form. When requesting reimbursement, be sure to submit the receipt showing payment and not the confirmation.

Rental Car Reimbursement: Rental car receipts and gas receipts for rental car are required. OSU authorized dealers are Enterprise or National. Please visit this link to take advantage of discounts.

http://busops.osu.edu/travel_autohotel.php

Personal Auto Reimbursement: Current mileage reimbursement rate for personal auto is \$0.55 per mile. This rate, which changes periodically, includes the cost of gasoline.

Meals (Per Diem): Please see this link for a complete list of per diem considerations:

http://busops.osu.edu/travel_perdiem.php

Receipts are not required for meals. However, the maximum amount allowed for food each day is determined by the Per Diem rate for a given city. For domestic Per Diem rates: <http://www.gsa.gov> select Per Diem Rates; for Foreign Per Diem rates: http://aoprals.state.gov/content.asp?content_id=184&menu_id=78.

The following is the percent of the Per Diem allowed on departure and return days:

Departure:	12:00am - 7:59am	100%	Return:	12:00am - 7:59am	0%
	8:00am - 11:59am	75%		8:00am - 11:59am	25%
	12:00pm - 5:59pm	50%		12:00pm - 5:59pm	50%
	6:00pm - 11:59pm	0%		6:00pm - 11:59pm	100%

Lodging: Itemized hotel receipts are required. If the room is shared, each traveler should request a separate receipt addressed to them and showing their portion of the bill. If there are additional charges to the hotel bill such as telephone, internet connection, room service, parking or meals, these charges should be listed under Miscellaneous/Other charges or Meals. Expenses for lodging should reflect only the cost of the room. When submitting receipts, be sure that the document you have is a receipt that states payment has been made, and not a confirmation of the reservation.

Foreign Travel: The exchange rate being used must be documented. If cash is exchanged, a receipt showing the exchange rate must be submitted. If items are charged to a credit card, the amount can be reimbursed as charged on the credit card statement. In this case, submit both the credit card statement and the receipt. Please make sure that each expense is clearly identified. Specific date related exchange rates can be found at the following website:

<http://www.oanda.com/convert/classic>.