

OSU Travel: Planning and Instructions for Travelers

GENERAL INFORMATION

- All travel for OSU business must be done in the most economical way available.
- All out-of-state travel requires a [Domestic Travel Pre-Approval Form](#) or [International Travel Pre-Approval](#) form. (Forms also available on the BEE website and in the BEE office.)
- *Please have all possible expenses paid through invoicing or the department credit card.* Most expenses can be paid by OSU (flights, shuttles, lodging, registrations, etc.). Please do not pay for expenses out of your own pocket, unless absolutely necessary. If you do pay for any travel expenses on your own, you will not be reimbursed until *after* you return from your trip.
- Reimbursement requests must be submitted and processed by the business center within 60 days of your return date. Submit to your admin assistant as soon after your return as possible.
- International Travel Considerations:
 - Must use an [International Travel Pre-Approval](#) form.
 - International travel cannot be booked through Certify.
 - If traveling on a grant index, the pre-approval form must be approved by OSRAA.
 - Determine whether the Fly America Act applies. Book accordingly.
 - Traveler should register with the [International Travel Registry](#) which administers travel registry, insurance for international travel, and other information. There is a nominal daily fee for student registration; confirm expense with PI prior to travel. Faculty registration is free, but they must sign up each trip.

FLIGHTS

- Faculty & staff should use the [Certify](#) booking system for domestic flights. This will allow you to choose your own flight and price, and charge it to an index. International flights can NOT be booked through Certify.
- Students and international flight requests should use the online [Azumano Travel Request Form](#). After completing the form, you will receive a copy of the information that was entered. Forward this information to your Administrative Assistant right away.
 - *Very Important: When you receive a response from Azumano with flight options and quotes, be sure to cc the Administrative Assistant on your reply and all subsequent communications with Azumano.*

LODGING

- OSU policy is that you must choose the most economical option. When checking nearby hotels, you will need to ask if they offer a government rate. (See below for additional lodging info when attending conferences.)
- We recommend making group arrangements with colleagues to reduce cost (and add some fun). This can be an Air BnB reservation, house rental, etc. Rooms at the conference's hotel location are often very expensive, even if booked at the "conference rate".
- Attending Conferences: Most hotel rooms at a conference-contracted hotel cost more than the allowable lodging rate. You will need to consult with your PI prior to booking a conference hotel that is over the allowable rate, as there may be less expensive nearby options. (Occasionally, exceptions can be made if there are no other nearby accommodations. Again, work with your PI.) If you make a reservation with a conference-contracted hotel, you will need a screen shot of the page to show that it was a conference-contracted hotel.
- Once you have decided on your lodging choice, please see Jennifer so she can make the reservation on the departmental credit card. (If you must pay for lodging out of pocket for later

reimbursement, please note: If a hotel does offer a government rate, but you didn't ask for it, then you will only be reimbursed for the government rate.)

- If staying in a hotel, you **must** request a "non-present cardholder form" from the Hotel, and you must give this to Jennifer. If you miss this step, the hotel will not be able to charge the dept. credit card, and you will have to pay out of pocket.
- You **must** turn in an **itemized** receipt for any lodging reservations (that shows number of nights/occupants, taxes, etc.). **You must specifically request this from the hotel when you check out.**

PERSONAL TRAVEL WHILE ON BUSINESS TRAVEL

- Travelers may combine personal travel with business travel if there is no additional cost to the University.
- Plan to combine personal travel and must be clearly noted on the pre-approval form and included in the itinerary.
- When combining personal travel with business travel, OSU will pay for *only the business portion* of the trip.
- Flights: if your personal travel requires you to take a route that is different from a business-only trip, then you must get an airfare quote for the business portion *only* of the trip before you go. You can request a comparison quote from Azumano at: (https://www.ciazumano.com/osu/form/travel_request.html). ****This comparison quote is the number one piece of documentation that is missing on these types of trips and the one that's most likely to get people into trouble when claiming reimbursements.****
- Azumano can split the billing so that the business portion of the fare is charged to an OSU index, and the remaining cost is charged to the traveler's personal credit card. If split billing is needed, Azumano must be informed and credit card payments must be arranged with them.
- Lodging and per diem will only be covered during the business portion of the trip.
- Other expenses such as airport parking and rental cars will be prorated and reimbursed for the business days only.
- Personal days must be noted on your travel reimbursement request form when requesting reimbursement of business-related travel expenses.
- More detailed explanations of policies regarding combining personal and business travel can be found in the [Travel Section of the Fiscal Operations Manual](#) (do a search for "personal" to find the section.)

REIMBURSING YOUR TRIP

- You must complete a [Travel Reimbursement Request](#) form. (Forms also available on the BEE website and in the BEE office.) Watch the [BEE Travel Reimbursement PowerPoint](#) to learn how to submit a reimbursement.
- Reimbursement requests must be submitted *and processed by the Business Center* within 60 days after your return. Please submit your reimbursement request to your Admin Assistant as soon after your return as possible, and no later than 6 weeks after your return. Per OSU Policy: "Filing Reimbursement Requests beyond the 60 day time limit may result in the reimbursement payment being taxable as wages to the employee and/or being denied."
- All receipts must be attached, must be itemized, and must show method of payment.
- If you attended an event, you must show documentation of the event (screen shot of event website, email confirmation, etc.)
- If you receive meals at the event, you cannot claim those meals as per diem.

Contact your Admin Assistant If you have any questions.