

Instructions for Completing Travel Forms

Authorized Travel Agencies (Effective March 1, 2000):

Uniglobe Travel Designers
3471 East Broad Street
Columbus, OH 43213
Ph: 614/237-4488 or 800/966-6512
Fax: 614/237-4516
<http://www.me.traveldesigners@uniglobe.com>

Uniglobe Precise Travel
2241 Stringtown Road
Grove City, OH 43123
Ph: 614/871-7701 or 800/300-7357
Fax: 614/871-9070
<http://www.tripsorships.com>

Pre-payment of Airline Ticket: A completed/signed request form including the itinerary and cost of the flight must be submitted to this department so that it can then be forwarded on to the Travel Office within 24 hours of the quoted ticket price. Airline discounts are also available through this agency. Agreements have been negotiated through America West, Delta Airlines, Northwest Airlines, and US Airways.

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

Registration: For pre-payment of registration, traveler must submit completed registration form 10 working days prior to registration deadline. Include the mailing address for registration, along with the signed Request for Departmental Travel form. Include conference announcement or invitation. 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.

Personal Auto Reimbursement: Current mileage reimbursement rate for personal auto is \$.485 per mile. This rate, which changes periodically, includes the cost of gasoline.

Meals (Per Diem): 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. Per Diem rates are adjusted annually, and up-to-date rate information for both foreign and domestic travel can be obtained at: <http://www.gsa.gov>. Select "Per Diem Rates" listed under "Featured Topics".

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

Departure Days:

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

Return Days:

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

Miscellaneous Travel: Fares totaling less than \$24.99 do not require receipts. Examples include: taxi, bus, rail, ferry, shuttle, subway, street car, etc. Tips associated with these fares are reimbursable, but are not to exceed 20% of the cost. It is always best to include any receipts when possible.

Lodging: Itemized hotel receipts are required. If the room is shared, each traveler should request a receipt addressed to him and showing his 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 plus associated taxes. 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 receipt and the credit card statement. 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>.

If requesting student support for a trip, a note to the department chair must be included along with the pre-travel. Domestic travel is supported at \$350.00, and foreign travel at \$500.00 for those students who are presenting at a conference.