Travel steps

PRE-TRAVEL

- Enter your pre-travel at etravel.osu.edu - Make sure your travel is submitted at least 2 weeks in advance to ensure approval prior to departure.
- Make sure your business purpose is very detailed – what and why
- If you know your funding source, please fill in the box
- Travel policy gives one day before and one day after the conference for travel days.
- Include all estimated expense amounts that you want to be reimbursed (airfare, rental car, bus, taxi, lodging, meals, registration, parking, etc.)
- Rental car – make sure you are booking through the approved vendors and using the Discount/PIN. You can find website details here: https://osutravel.osu.edu/discounts/rental-car-discounts/
- Student – Speak to your advisor and ask if your meals are actual or per diem. If you are selecting actual, then you need to provide a receipt.
- If you are receiving a 3rd party payment (part of your trip is being reimbursed by someone else), add that amount to the Third Party Payment box. If this is a travel award / grant, please attach the letter / email.
- If you are not attending a conference please make sure you are either attaching or emailing the invitation to me.
- If you are taking personal days, please make a comment with those day and attach a comparison travel.
- If you are driving instead of flying, you will need to do a flight comparison and attach.
- Make a comment with the website address for the conference
- Make a comment with your advisors name
- Add my email to the travel arranger box (michel.5@osu.edu)
- Push the save for later box

POST-TRAVEL

- You have 90 days to submit your travel or you will need to fill out an exception form. I will send this to you to fill out via docusign.
- Fill out the form (https://cse.osu.edu/faculty-staff/departmental-forms)
- Gather all your itemized receipts
- Make sure they show method of payment or provide a credit card statement to back up your receipts
- Third party payment – make a copy of what was sent to the awardee, a copy of your award letter and a copy of the check.
- Bring the completed form, receipts and all supporting documentation to me

As always, please contact me if you have any questions, comments or concerns about your travel.

Thanks, Wendy