

Travel steps

PRE-TRAVEL

- Enter your pre-travel at etravel.osu.edu (New Travel Request) – ****NOTE – FLIGHTS AND RENTAL CARS MUST BE BOOKED THROUGH CTP!**
- Make sure your business purpose is very detailed (write a brief story – what, when, where and why)
- If you know your funding source, please fill in the box (this is only for faculty and staff)
- Fill in the Travel location data section (departure / return – dates / times / locations)
- Search for flight to get an estimated cost. Booking of flight (only after T# is received) must be done through Concur (CTP). (<https://busfin.osu.edu/buy-schedule-travel/travel>). You can also find training documents about booking flights using that link.
- When searching your flight in Concur, make sure you **uncheck** the no double connection button under “show more”. (this is a system default check)
- Travel policy gives one day before and one day after the conference for travel days.
- Include all estimated expenses (category / type / description / amount) that you will want to be reimbursed post travel. (i.e.: lodging, registration, rental car, bus, taxi, meals, parking, visa etc.)
- Rental car – **MUST** book through Concur / CTP - this not a pre-pay, only a booking. Use one of the following contracted companies: National, Enterprise and Hertz.
- **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 an original receipt with your post travel form**.
- 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 Amount box. Attach the letter \ email you have received about this 3rd party payment. (Travel grant / Award)
- If you are not attending a conference, but are a speaker, attending a meeting / workshop attach the invitation to the pre-travel.
- If you are taking personal time, include a comment with day(s) (Comment section). Business office will provide the comparison based off of the flight you book. Please attach actual flight as soon as you receive the receipt and send a copy to Babusci.5@osu.edu. OSU CSE will only pay the cost of cheaper flight (actual vs comparison).
- If you are driving instead of flying, you will need to do a flight comparison and attach. Also, attach a mileage map.
- Comment section should include the following: Conference website address and advisors name.
- Add Michel.5@osu.edu to the travel arranger box and click “Save and Send Email”.
- Click the Save for later box
- **Once you receive your T#, go back into Concur and book the flight. A quote doesn't mean your flight is booked. (You will receive 2 emails – 1st is a Quote, 2nd is the Confirmed/Ticket)**
- Once you receive the “CONFIRMED/TICKETED” email (receipt), attach the .pdf to your pre-travel.

POST-TRAVEL

- DO NOT MAKE ANY CHANGES TO YOUR ESTIMATE COST AMOUNTS (in the pre-travel).
- You have 60 days to submit your post-travel or an exception form will be needed (exception form is submitted by Wendy through DocuSign).
- Gather all your original 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 awarder and copy of the check (an email with the confirmed amount is also accepted).
- Fill out the form (<https://cse.osu.edu/faculty-staff/departmental-forms>) – in full (including third party reimbursed expenses.)
- Bring the completed form, receipts and all supporting documentation to Wendy Michel.
- NOTE: If you are doing an international conversion use the following site and use the date on the receipt. (printing this out and submit with your post travel.) <https://www.xe.com/travel-expenses-calculator/>

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

Thanks, Wendy (michel.5@osu.edu)
395 Drees Lab