

Travel Request Form

Fill in as much information as possible and submit form to Jane, who will give to the Chair for review.

OSU Travel website at <http://busops.osu.edu/travel.php> - use it for per diem and mileage reimbursement rates, rental car and hotel discount information, a currency exchange calculator, or university travel policies and procedures.

A few main OSU Purchasing policies:

All travel has to be pre-approved, before travel happens and before anything is booked and paid. Any travel reimbursements that were not pre-approved will be denied.

Department credit cards cannot be used to purchase airfare or other travel arrangements from websites. If airfare is going to be purchased through an online vendor, then the traveler must purchase the airfare and be reimbursed.

Travel reimbursements can only happen after the travel has happened.

For reimbursements, all receipts have to be original, itemized receipts. If you were unable to get a receipt, list the expense, date, location, vendor and reason. It is at the Chair's discretion to reimburse for non-receipt expenses.

Date Submitted _____ **Traveler** _____
Please print name

OSU Employee ID# for any university employee (for students or visitors, SSN is required): _____

Home Address _____

Purpose of Trip _____
Attach any details of the trip - letter of invitation, conference or festival schedule, etc.

Please check all that apply

_____ I have a grant paying for all / part of this travel. Grant Name: _____ I have attached the grant award letter and documentation to this form.

_____ I am making the travel arrangements. _____ I am traveling and will need to be reimbursed.

_____ The department is paying for all or part of this. _____ I need the department to make travel arrangements for me.

_____ Airfare or Registration need to be paid before I travel. (circle which one)

Airline or Travel Agency Used _____

If you are making your own reservation, *Uniglobe Travel Designers* is the OSU-approved agency for prepayment (237-4488). Confirm approval of your travel with Jane before finalizing reservations.

Departure _____, _____ AM / PM **Return** _____, _____ AM / PM
Date Time Date Time

Destinations

_____, _____
City State or Country

_____, _____
City State or Country

_____, _____
City State or Country

Please turn over and fill out the trip expenses information.

ESTIMATED COST OF TRIP

OSU Travel website <http://busops.osu.edu/travel.php> - use it for per diem and mileage reimbursement rates, rental car and hotel discount information, a currency exchange calculator, or university travel policies and procedures.

	Requested	Actual
TRANSPORTATION		
AIRFARE Name of Airlines: _____		
RENTAL CAR Agency Name: _____		
PERSONAL AUTO Total Round Trip Miles: _____ x \$ _____ rate = _____		
OTHER MODE Receipt breakdown – note whether taxi, bus, metro, parking, or list other types _____		
TOTAL TRANSPORTATION:		
REGISTRATION FEES please itemize – original registration forms are needed for pre-payments		
TOTAL REGISTRATION:		
LODGING		
City, State or Country _____ Name of lodging: _____		_____
City, State or Country _____ Name of lodging: _____		_____
TOTAL LODGING:		
PER DIEM / MEALS		
City, State or Country _____ days x _____ /day = _____		_____
City, State or Country _____ days x _____ /day = _____		_____
For meal receipts, please list all on a separate sheet of paper. It may be easier to reimburse via the federal per diem rate. For federal per diem rates, go to the OSU Travel Dept website at http://busops.osu.edu/travel.php .		
TOTAL PER DIEM / MEALS:		
OTHER EXPENSES please itemize with original receipts and the business purpose for the expense		
TOTAL OTHER EXPENSES:		
(Transportation + Registration + Lodging + Per Diem/Meals + Other Expenses) TOTAL EXPENSES:		

FOR ACCOUNTING USE			
Approval of Requested Cost _____		Date _____	
Susan Petry, Chair			
02410 Dance Fund _____	Account _____	Program/Project # _____	User Def _____
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