

All travel expenses paid with university funds must comply with the university's policies governing expenditures, pCard, internal controls, purchasing, and Human Resources ([policies.osu.edu](http://policies.osu.edu)).

Travelers and Travel Arrangers should know and follow the travel policy before making travel arrangements. Each department will ensure that each travel request is supported with appropriate business purpose and budget availability.

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## The Process

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Before a Travel Arranger can book travel on behalf of another employee, the employee must complete his/her profile in Concur (this process needs to be completed only once).

Concur guide = [https://busfin.osu.edu/sites/default/files/travel\\_complete\\_profile.pdf](https://busfin.osu.edu/sites/default/files/travel_complete_profile.pdf)

Request travel at least 30 days before departure to allow sufficient time for entry, review, approval, and best pricing opportunities.

Travel Arranger will enter a request in [etravel.osu.edu](http://etravel.osu.edu). The request must contain:

- Valid business reason for the travel (who, what, when, where, why).
- Estimated departure and return times.
- Completed estimated Cost Detail section. Quotes for airfare can be obtained by stepping through the Concur program or via email at [theohiostate@ctp-travel.com](mailto:theohiostate@ctp-travel.com) (preferred).
- Appropriate chartfield for all associated costs.
- Relevant attachments – conference brochure, airfare quotes, registration form, etc.

After the eTravel has been approved and a T-number is assigned, the Travel Arranger will finalize airline ticket purchase (using Concur), reserve appropriate hotel accommodations, and pre-pay registration fees. No arrangements will be finalized until the trip has been designated with a valid T-number.

Traveler may pick up the pCard (maintained by Dorothy Wiles-Blanton) for prepayments by emailing her with the approved T-number or by contacting the PSSC at [admin-anp.pssc@osu.edu](mailto:admin-anp.pssc@osu.edu).

Upon return, traveler must complete [https://busfin.osu.edu/sites/default/files/travel\\_expense\\_report.pdf](https://busfin.osu.edu/sites/default/files/travel_expense_report.pdf)

Send completed pdf file to Service Center with form and all receipts via email to [admin-anp.pssc@osu.edu](mailto:admin-anp.pssc@osu.edu). The Service Center will reallocate expenses and process payments. Traveler must approve payments in the system.

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## Additional

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Price quotes and airfare holds expire quickly in Concur, so it is important to pay attention to displayed messages. These vary because of market demand, time of year, particular airport, etc.

Only the hotel room and tax can be prepaid. Traveler must provide personal credit card at check-in for any incidentals.

Per policy, for any vacation taken in conjunction with business travel, the traveler must pay all costs associated with the trip and be reimbursed for the business portion upon return.



Rental cars can be reserved via the DISCOUNTS tab on the Travel site. Rental car expense cannot be prepaid because the credit card needs to be associated with the driver's license and insurance.

Policy exceptions are to be occasional and non-recurring. Multiple infractions may prompt loss of partial or full reimbursement.

Additional resource guides are available at [assist.ocio.osu.edu/assistTravel/](http://assist.ocio.osu.edu/assistTravel/).

### Administration and Planning Travel Arrangers

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