



**Interim University Policy**

Applies to: Faculty, staff, students, guests, vendors, and contractors.

**Responsible Office**

**Office of Business and Finance**

**POLICY**

Issued: 06/01/1987  
Interim Revised: 10/01/2018

The Ohio State University seeks to ensure efficiency and promote fiscal accountability when authorizing travel disbursements. It is expected that travelers and individuals authorizing travel disbursements will apply this policy in a manner that strives to keep expenses to a minimum and assigns the costs of business related travel appropriately.

**Purpose of the Policy**

To provide units, supervisors, and travelers with specific procedures to ensure efficiency and fiscal accountability for university business travel expenditures.

**Definitions**

Term	Definition
Advance payment	Payment by the university made prior to the trip (e.g., transportation expenses, conference registration fee, etc.).
Business purpose	Business description (who, what, why, etc.) required to document appropriate justification for university business travel.
Cash advance	Advance payment available to travelers when specific circumstances would cause undue financial hardship.
Cash advance form	eTravel-generated form used to document a cash advance for travel expenses. The cash advance recipient's signature (electronic or manual) is required.
Designated approval authority	Individuals authorized to approve university business travel as designated by the unit and detailed in the unit Delegation of Signature Authority document. Authorizes university business travel whether or not expenses are to be paid by the university.
eTravel system (eTravel)	The university-designated travel authorization and expense system.
Blanket travel request	A travel request in eTravel with multiple reimbursements to track and reimburse in-state transportation expenses.
Payment request	Entry page in eTravel to initiate travel related payments (e.g., cash advance, registration prepayment, and reimbursement).
Payment requestor (system)	Payment requestors are authorized to initiate and submit payment requests for individuals traveling on behalf of the university for approval in eTravel, expense advance payments on behalf of the traveler, and other duties associated with payment reconciliation.
T Number	A number assigned by eTravel for each approved unique trip. The T Number serves as authorization to use university procurement methods to procure travel related expenses.
Travel arranger (system)	Schedule, reserve, coordinate, and/or initiate the travel arrangements for individuals traveling on behalf of the university for a specific unit. The travel arranger may be authorized to initiate and submit a travel request (T Number) for approval in eTravel, expense advance payments on behalf of the traveler, and other duties associated with the trip arrangement.
Travel/payment approver (system)	Approve the appropriateness and reasonableness (specifically relative to the business purpose, amount, policy compliance, and chartfield) of the travel request or payment request in eTravel.
Travel request	Entry page in eTravel to document and approve travel estimates.



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Term	Definition
Travel reimbursement form	eTravel-generated form used to document reimbursement of travel expenses.
Group travel	Any travel arrangements (commercial and charter flights, lodging, tour packages, rental vehicles, or ground transportation) made for 10+ individuals that are traveling to a common place for a common purpose, sharing a unique itinerary.
Guest	Individuals (e.g., lecturers; consultants; prospective faculty, staff, and students) who are not university faculty, staff, or students, but whose approved travel expenses are eligible to be paid or reimbursed by the university.
Headquarters	The primary location(s) where the majority of work time is spent as defined in the traveler's job responsibilities.
Individual business travel	Any other travel arrangements (commercial and charter flights, lodging, tour packages, rental vehicles, or ground transportation) that do not fit into the definition of group travel.
Per diem	Daily allowance for meals and incidental expenses published by the General Services Administration (GSA) and Department of State (DOS).
PCard	A bank issued credit card that can be used to pay for university business travel related expenses (e.g., conference registration fees, lodging, airfare, and vehicle rental).
Preapproval	Prior authorization for university business travel. This preapproval must be documented prior to the trip and available for audit and review.
Reimbursement	Payment to the traveler after completion of the trip, based on documented, reasonable, and actual business travel expenses supported by original, itemized receipts or equivalent documentation.
Residence	The primary residence where the traveler lives, regardless of other legal or mailing addresses.
Travel expenses	Expenditures that are reasonable and necessary to accomplish the official business purpose of a trip.
Traveler	Individual who travels on behalf of the university.
University business travel status	The period during which a traveler is on official university business outside the vicinity of her/his headquarters or residence whether or not expenses are to be paid by the university.

### Policy Details

- I. General Overview.
  - A. Ohio State will pay for reasonable and necessary expenses incurred by faculty, staff, students, and eligible **guests** for authorized business travel on behalf of the university.
  - B. An individual's daily commute to and from **residence** and **headquarters** is not considered in **university business travel status** and therefore not eligible for travel expense payments.
  - C. **Travelers** should incur the lowest reasonable **travel expenses** and exercise care to avoid impropriety and/or the appearance of impropriety.
  - D. Prepayment and/or **reimbursement** of travel expenses are allowed only when payment for the expenses has not been and will not be received by the traveler from a third party.
  - E. The university will not prepay or reimburse first class tickets.
  - F. The traveler must submit a request for reimbursement with supporting documentation within 90 days of completion of the trip to obtain reimbursement of travel expenses.
  - G. Travelers are required to procure airfare for **individual business travel** from the university-contracted travel agency with whom the university has a strategic and collaborative sourcing agreement. Exceptions may apply for travelers traveling internationally for airfare arranged for local (in-country) flights within certain international countries where booking technology and payment options are restricted by regional limitations. Documentation is required to support these purchases.
  - H. Each traveler will be granted an exemption from this requirement for reimbursement of airfare procured through an alternate source/supplier up to a maximum of two times. Any subsequent airfare reimbursement



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requests for individual business travel made by the traveler following the exercise of the second exemption will not be reimbursed unless it is procured from the university-contracted travel agency.

- I. Travelers are required to procure rental car services from the university-contracted rental car agencies with whom the university has a strategic and collaborative sourcing agreement, except under limited circumstances when procurement of rental car services from a non-contracted agency is justifiably necessary.
- J. Sponsored project agreements contain specific guidelines pertaining to the eligibility for **advance payment** or reimbursement of all expenditures, including travel. Travelers are cautioned to validate what expenditures are permitted on specific sponsored projects. The [Office of Sponsored Programs Travel Office](#) and the sponsored program officer are available for consultation as needed.
- K. Federally funded sponsored project travel requires the use of [U.S. Flag Air Carriers](#) for international travel, if service provided by such carrier is available.
- II. Accountability.
  - A. Business travel policies contained herein are aligned with the university's accountable plan as required by the Internal Revenue Service.
  - B. All business-related travel expenses paid with university funds must comply with university [Expenditures](#), [PCard](#), and [Purchasing](#) policies. Travel expenses related to relocation are covered by the [Relocation Expenses](#) policy.
  - C. Payments associated with business travel that do not meet the Internal Revenue Service accountable plan rules will be reviewed and, if determined to be taxable, will be reported as taxable income.
- III. Preapproval.
  - A. Prior to any trip, travelers must obtain **preapproval** to leave headquarters for university business travel. Such approval must be documented (e.g., **eTravel**, business leave, other written approval, etc.) prior to the trip and available for audit and review. Estimated costs and **business purpose** associated with the business travel must be included in the documentation.
    1. Traveler may not approve her/his own travel.
    2. Individuals who are authorized to approve travel are designated by each unit and detailed in the unit Delegation of Signature Authority document. Throughout this policy, this approval is referenced as **designated approval authority**.
  - B. Payments for university business travel must be approved by a designated approval authority and a **T Number** must be issued prior to the trip to use university procurement methods (e.g., **PCard**, Purchase Order, eTravel).
- IV. Advance Payments.
  - A. Payment of authorized travel expenses (e.g., airfare, registration fee, lodging deposit) with university procurement methods (e.g., PCard, Purchase Order, eTravel) before the trip has occurred must be supported by an issued T Number and original, itemized receipts or equivalent documentation.
  - B. **Cash advances** are processed and approved in eTravel. The **cash advance form** and supporting documentation must be retained in eTravel by the unit.
    1. Cash advances must not be used to front payments for travel expenses (e.g., individual airfare) that are accommodated by other established university payment methods.
    2. A cash advance may be issued to a traveler when the following circumstances would cause undue financial hardship:
      - a. Ohio State student traveling on behalf of the university – 100% of the total estimated cost can be advanced.
      - b. Ohio State faculty or staff leading a group of students – 100% of the total estimated cost can be advanced.
      - c. Ohio State faculty and staff traveling internationally – 80% of the total estimated cost can be advanced.



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3. Expenses associated with a cash advance must be documented by original, itemized receipts or equivalent documentation and must be reconciled and substantiated within 30 days of completion of the trip.
  4. Any cash in excess of the approved reimbursable expenses must be returned to the appropriate unit account or sponsored project within 30 days of completion of the trip.
- V. Reimbursements.
- A. Reimbursement of documented travel expenses is based on reasonable and actual expenses supported by original, itemized receipts or equivalent documentation.
  - B. Travel expenses that have been or will be reimbursed to a traveler by a third party must be documented in eTravel and will not be paid by the university.
  - C. Personal funds used for travel expenditures will not be reimbursed until after completion of the trip and the Travel Reimbursement Form has been completed and approved by the designated approval authority.
  - D. The traveler must submit a request for reimbursement with supporting documentation within 90 days of completion of the trip to obtain reimbursement of travel expenses.
  - E. Reimbursements are processed and approved in eTravel. The unit must retain the reimbursement form and supporting documentation in eTravel.
  - F. Total travel expenditures that exceed the travel estimate by 20% or more must be approved by the designated approval authority.
- VI. Travel Incentives.
- A. In accordance with the State of Ohio Ethics Commission rulings, travelers may accrue frequent flyer miles from university business travel.
  - B. These incentives must be redeemed for university business travel only.
  - C. It is the traveler's responsibility to track accrual/usage for auditing purposes.
  - D. Accumulation of travel incentives must be consistent with all policy requirements.
- VII. Vacation in Conjunction with Business Travel.
- A. Travelers incurring additional costs by taking vacation or combining other personal travel in conjunction with business travel are solely responsible for and must pay for the additional costs of such travel and other expenses with personal funds.
  - B. When vacation time is added to university business travel, any cost variance in expenses such as airfare, vehicle rental, and/or lodging must be clearly identified by the traveler and unit and documented in eTravel, to validate that the vacation time does not add additional cost to the university.
  - C. When a traveler's personal air travel expenses are intermingled in the payment for airfare, the traveler must pay for the additional personal airfare expense by either charging the additional personal expense to a personal credit card or by personal check made payable to the university. Payment in the form of a personal check must be received by the university no later than seven business days after the booking of travel.
  - D. The unit is responsible for the collection of any personal expenses. When personal expenses are not paid in accordance with Policy Section VII.C., the unit must reduce the traveler's reimbursement for the travel by the amount of such additional personal travel expenses.
  - E. The university may take corrective action against a traveler who fails to repay the university for personal expenses incurred by such traveler, including and not limited to termination and/or criminal charges. The university will also seek restitution for any delinquent payments.
- VIII. Group Travel.
- A. **Travel arrangers** are strongly encouraged to procure **group travel** services from the university-contracted supplier when available.
  - B. Competitive bids must be solicited if the university-contracted supplier is not used and the total cost of the trip exceeds the bid thresholds for university funds and/or federally sponsored contracts/grants.
- IX. Guest Travel.
- A. Travel expenses for partners/spouses, companions, dependents, or other family members are not eligible for advance payment or reimbursement unless the individual has a documented university business purpose.
  - B. This policy and the [Expenditures](#) policy apply to all guest travel.



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- X. Exceptions.
  - A. Occasional and non-recurring exceptions to this policy must be documented in eTravel and approved by the dean, vice president, senior fiscal officer, or their designated approval authority.
- XI. Reasonable Accommodations.
  - A. Requests for reasonable accommodations for a disability will be considered by units in consultation with the [Americans with Disabilities Act \(ADA\) coordinator](#).
- XII. Document Retention.
  - A. All travel related documentation, including and not limited to receipts, itinerary, registration materials, etc., must be scanned into eTravel. Hard copies of these documents must be retained by the unit for 60 days consistent with the university [Records Retention Schedule](#) and must be available for review and audit.
- XIII. Training.
  - A. [Online training courses and classroom-style workshops](#) are offered for travelers, arrangers, and eTravel system users.

## PROCEDURE

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The following tables detail travel expenses, payment methods, documentation required, and any additional considerations for university business travel. This information is contained in complex tables; an accessible version of the content is available at [busfin.osu.edu/sites/default/files/211\\_travelprocedureexcerpt.pdf](http://busfin.osu.edu/sites/default/files/211_travelprocedureexcerpt.pdf).

I. Airfare/Rail	
A. Transportation connected with university business travel should be purchased at the lowest reasonable coach/economy fare that meets business needs. B. Economy plus, seating upgrades, or pre-boarding options are not permitted to be purchased with university resources and will not be reimbursed. C. First class airfare is not permitted to be purchased with university resources and will not be reimbursed. D. Business class is only permissible with international flight times in excess of five consecutive flight hours, excluding layovers. E. Airfare must be procured through the university-contracted travel agency or their online booking tool to ensure access to airline and other negotiated discounts.	
Payment Options	Documentation Required
<ul style="list-style-type: none"> <li>- eTravel with university-contracted travel agency or their online booking tool (T Number required at time of purchase).</li> <li>- Purchase Order (T Number required).</li> </ul>	<ul style="list-style-type: none"> <li>- An itemized receipt or equivalent documentation (e.g., university-contracted travel agency invoice) is required.</li> </ul>
II. Ground Transportation (e.g., car service, shuttle, subway, bus, taxi)	
Travelers should incur the lowest reasonable ground transportation cost that meets business needs.	
Payment Options	Documentation Required
<ul style="list-style-type: none"> <li>- PCard (T Number required).</li> <li>- Traveler's expenditure (reimburse after completion of the trip) via eTravel.</li> </ul>	<ul style="list-style-type: none"> <li>- An original, itemized receipt or equivalent documentation when ground transportation exceeds \$50 (see documentation required under Procedure Section IX. Miscellaneous Travel Expenses when ground transportation does not exceed \$50).</li> </ul>
III. Personal Vehicle	
A. Mileage will be reimbursed in eTravel for personal vehicles as a primary mode of transportation if the cost does not exceed the least expensive airfare. Additional expenses, including and not limited to lodging, parking, and <b>per diem</b> , must be considered in advance of the trip when comparing the cost of auto to airfare. B. Reimbursement for use of a personal vehicle is based on the <a href="#">mileage reimbursement rate</a> . The mileage reimbursement rate includes all vehicle-related expenses (e.g., gasoline, wear and tear, and personal auto insurance).	



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C. Travelers will not be reimbursed for mileage when commuting to and from their residence and headquarters. If a traveler is required to report to a location(s) other than their headquarters during a normal work schedule, the traveler will only be reimbursed for the total distance from their residence to the alternate location(s) less the traveler's normal commute.	
Payment Options	Documentation Required
<ul style="list-style-type: none"> <li>Traveler's expenditure (reimburse after completion of the trip) via eTravel.</li> </ul>	<ul style="list-style-type: none"> <li>Mileage must be documented with sufficient detail to support mileage reimbursement (e.g., address to address record, mileage log, MapQuest, etc.).</li> </ul>

IV. Rental Vehicle
<p>A. Use of a rental vehicle as a primary mode of travel transportation is authorized only if renting a vehicle and driving is more economical than any other type of transportation or if the destination is not otherwise accessible. Documentation (e.g., airfare quote) is required to demonstrate cost comparison when considering vehicle rental and driving over flying.</p> <p>B. Travelers must incur the lowest reasonable vehicle rental expenses that meet business needs.</p> <p>C. Damage Waiver or Collision Damage Waiver or Loss Damage Waiver (DW/CDW/LDW) and liability insurance coverage are required. The university will not reimburse any other type of supplemental insurance.</p> <p>D. Rental vehicles must be procured through the university-contracted rental car agencies.</p>

Rental Source: University contracted vehicle rental agencies (refer to <a href="#">Travel Office website</a> )		
Payment Options	Documentation Required	Considerations
<ul style="list-style-type: none"> <li>PCard (T Number required).</li> <li>Traveler's expenditure (reimburse after completion of the trip) via eTravel.</li> </ul>	<ul style="list-style-type: none"> <li>Original, itemized receipts or equivalent documentation.</li> <li>Original, itemized receipt or equivalent documentation for gasoline replenishment if exceeds \$50 (see documentation required under Procedure Section IX. Miscellaneous Travel Expenses when expense does not exceed \$50).</li> </ul>	<ul style="list-style-type: none"> <li>Negotiated discounted pricing.</li> <li>DW/CDW/LDW and liability insurance included at no additional cost. Traveler must verify that DW/CDW/LDW and liability insurance has not been charged to the invoice. If so, recovery of funds is required. Corporate discount numbers must be provided when the reservation is made to access discount/insurance package.</li> <li>15 passenger vans are prohibited.</li> </ul>

Rental Source: Non-university contracted vehicle rental agencies		
Payment Options	Documentation Required	Considerations
<ul style="list-style-type: none"> <li>PCard (T Number required).</li> <li>Traveler's expenditure (reimburse after completion of the trip) via eTravel.</li> </ul>	<ul style="list-style-type: none"> <li>Justification for non-use of university-contracted rental car agency.</li> <li>Original, itemized receipts or equivalent documentation.</li> <li>Documentation for gasoline replenishment if exceeds \$50 (see documentation required under Procedure Section IX. Miscellaneous Travel Expenses when expense does not exceed \$50).</li> </ul>	<ul style="list-style-type: none"> <li>DW/CDW/LDW and liability insurance must be purchased.</li> <li>15 passenger vans are prohibited.</li> </ul>

V. Charter Bus/Motor Coach
<p>Priority order established by the university for securing charter bus/motor coach services:</p> <p>A. Transportation and Traffic Management (first choice supplier),</p> <p>B. Contracted agencies (second choice supplier), or</p> <p>C. Other charter bus/motor coach rental companies if it is not feasible to use Transportation and Traffic Management or the companies under contract.</p>

Rental Source: Transportation and Traffic Management		
Payment Options	Documentation Required	Considerations
<ul style="list-style-type: none"> <li>eRequest (PR Number required).</li> <li>eTravel (T Number required).</li> </ul>	<ul style="list-style-type: none"> <li>Customer copy of eRequest (unless covered by a service agreement).</li> <li>Charter Confirmation Form.</li> </ul>	<ul style="list-style-type: none"> <li>First choice supplier.</li> <li>Meets minimum insurance liability requirements.</li> </ul>

Rental Source: University contracted charter bus/motor coach (refer to <a href="#">Travel Office website</a> )		
Payment Options	Documentation Required	Considerations
<ul style="list-style-type: none"> <li>Purchase Order (T Number required).</li> <li>PCard (T Number required).</li> </ul>	<ul style="list-style-type: none"> <li>Original, itemized receipts or equivalent documentation.</li> </ul>	<ul style="list-style-type: none"> <li>Negotiated discounted pricing.</li> <li>Meets minimum insurance liability requirements.</li> <li>15 passenger vans are prohibited.</li> </ul>



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<b>Rental Source: Non-university contracted charter bus/motor coach</b>		
<b>Payment Options</b>	<b>Documentation Required</b>	<b>Considerations</b>
<ul style="list-style-type: none"> <li>- Purchase Order (T Number required).</li> <li>- PCard (T Number required).</li> </ul>	<ul style="list-style-type: none"> <li>- Original, itemized receipts or equivalent documentation.</li> <li>- Fully executed rental agreement signed by Purchasing.</li> </ul>	<ul style="list-style-type: none"> <li>- Must provide minimum insurance liability requirements as determined by the Office of Risk Management.</li> <li>- 15 passenger vans are prohibited.</li> </ul>

<b>VI. Lodging</b>
<p>A. The university will permit payment of lodging expenses at reasonable, single occupancy, or standard business room rates.</p> <p>B. Payment must not exceed either the conference rate at the conference/convention site or twice the <a href="#">federal lodging rate</a> for the business travel location. If the lodging expense falls within the range of 1.5 to 2 times the federal lodging rate and is not a conference rate, then additional justification is required.</p> <p>C. The cost of overnight lodging (room rate and tax only) will be paid if the authorized travel is 45 miles or more from the traveler's residence or headquarters.</p>

<b>Lodging Type: Commercial Lodging</b>	
<b>Payment Options</b>	<b>Documentation Required</b>
<ul style="list-style-type: none"> <li>- PCard (T Number required).</li> <li>- Purchase Order (T Number required).</li> <li>- Traveler's expenditure (reimburse after completion of the trip) via eTravel.</li> </ul>	<ul style="list-style-type: none"> <li>- Original, itemized receipts or equivalent documentation.</li> <li>- Additional justification could include a cost comparison of the hotels in the surrounding area or peak rates dues to seasonality.</li> </ul>

<b>Lodging Type: Non-commercial Lodging (e.g., host village, colleague, etc.)</b>		
<b>Payment Options</b>	<b>Documentation Required</b>	<b>Considerations</b>
<ul style="list-style-type: none"> <li>- Traveler's expenditure (reimburse after completion of the trip) via eTravel.</li> </ul>	<ul style="list-style-type: none"> <li>- Written documentation that includes the length of stay, associated fees (in U.S. dollars), and signatures of both the traveler and payee.</li> </ul>	<ul style="list-style-type: none"> <li>- Must be pre-arranged and authorized by the unit prior to departure.</li> </ul>

<b>VII. Conference Registration Fee</b>	
<p>A. Business related banquets or meals that are considered part of the conference can be paid with the registration fee or reimbursed as appropriate. These meals must be deducted from the traveler's per diem allowance.</p> <p>B. Activities such as golf outings, sightseeing tours, spa activities, and other entertainment costs will not be paid by the university.</p>	
<b>Payment Options</b>	<b>Documentation Required</b>
<ul style="list-style-type: none"> <li>- eTravel (T Number required).</li> <li>- PCard (T Number required).</li> <li>- Purchase Order (T Number required).</li> <li>- Traveler's expenditure (reimburse after completion of the trip) via eTravel.</li> </ul>	<ul style="list-style-type: none"> <li>- The conference registration form; agenda; and the original, itemized receipt or equivalent documentation.</li> </ul>

<b>VIII. Meals/Per Diem</b>
<b>Personal Meal Allowances – Receipts Not Required</b>
<ol style="list-style-type: none"> <li>1. Meal allowances are paid after completion of the trip and are based upon <a href="#">per diem rates</a> that vary by city location. These rates include incidental expenses (e.g., service tips, housekeeping, baggage carriers, porters, etc.).</li> <li>2. Travelers may be paid at 100% of the per diem allowance for the applicable city location. In general, the per diem allowance for the first and last days of travel is up to 75% of the full per diem rate. Based on specific travel needs, the per diem allowance for the first and last days of travel can be adjusted using the applicable meal percentage (25% breakfast, 25% lunch, 50% dinner) at the unit's discretion.               <ol style="list-style-type: none"> <li>a. Travelers may be reimbursed for less than the per diem allowance with a general description of what was purchased.</li> <li>b. Meal allowance is authorized for in-state (with overnight) or out-of-state (45 miles or more from the traveler's residence or headquarters) travel.</li> <li>c. Full meal allowances while on travel status will not be paid if a meal is served on the plane, included in a conference registration fee, built into the hotel room rate, or replaced by a legitimate business meal. The allowance must be adjusted by deducting the appropriate meal percentage (25% breakfast, 25% lunch, 50% dinner) from the full per diem allowance for the applicable city location.</li> </ol> </li> </ol>
<b>Business Meals – Original, Itemized Receipts Required</b>
<ol style="list-style-type: none"> <li>1. See the university Expenditures policy for detailed information and/or restrictions.</li> <li>2. Properly documented business meals may be paid/reimbursed by the university.</li> <li>3. Business meals while in university business travel status must be documented in eTravel.</li> </ol>



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| 4. Federally funded sponsored projects contain specific guidelines and/or restrictions. Sponsored program offices should always be consulted in advance. |
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**IX. Miscellaneous Travel Expenses**

Miscellaneous travel expenses, excluding those travel expenses specifically noted above, considered necessary for business travel (e.g., baggage fees, parking, tolls, internet connectivity, Visas, immunizations, etc.) may be reimbursed with the following requirements:

1. Original, itemized receipts or equivalent documentation, for each miscellaneous travel expense in excess of \$50.
2. Detailed description and associated business travel purpose must be documented for each miscellaneous travel expense of \$50 or less. Certain miscellaneous travel expenses are included in the per diem allowance as incidentals, see Procedure Section VIII. Meals/Per Diem.
3. Travelers must incur the lowest reasonable miscellaneous travel expenses that meet business needs.

**Responsibilities**

Position or Office	Responsibilities
University	Pay for reasonable and necessary expenses incurred by faculty, staff, students, and eligible guests for authorized business travel on behalf of the university.
Traveler	<ol style="list-style-type: none"> <li>1. Incur the lowest reasonable travel expenses and exercise care to avoid impropriety and/or the appearance of impropriety.</li> <li>2. Submit a request for reimbursement with supporting documentation within 90 days of completion of the trip to obtain reimbursement of travel expenses.</li> <li>3. Procure travel services as required; submit requests for exemptions as required.</li> <li>4. Validate what expenditures are permitted on specific sponsored projects.</li> <li>5. Obtain and document approval, estimated cost, and business purpose to leave headquarters for university business travel prior to any trip.</li> <li>6. Document any expenses associated with a cash advance; reconcile and substantiate such expenses with 30 days of completion of the trip.</li> <li>7. Return any cash advance in excess of the approved reimbursable expenses within 30 days of completion of trip.</li> <li>8. Document in eTravel when travel expenses have been or will be paid or reimbursed by a third party.</li> <li>9. Comply with the State of Ohio Ethics Commission rulings and track and redeem accrued frequent flyer miles from university business travel only for university business travel.</li> <li>10. Pay for the costs of travel with personal funds if additional costs are incurred by taking vacation or other personal travel in conjunction with business travel; identify cost variances clearly and document in eTravel; request later reimbursement for the business travel costs after completion of the trip.</li> <li>11. Purchase the lowest available coach/economy fare that meets business needs.</li> <li>12. Follow all booking, insurance, or documentation requirements specified for the specific type of travel.</li> </ol>
Unit	<ol style="list-style-type: none"> <li>1. Retain all supporting documentation in eTravel consistent with the university Records Retention Schedule.</li> <li>2. Identify cost variances clearly when vacation or personal travel is done in conjunction with business travel and document in eTravel.</li> <li>3. Collect personal expenses from travelers who combine personal and business travel, as applicable.</li> <li>4. Solicit competitive bids for group travel if the university contracted supplier is not used and the total cost of the trip exceeds the bid thresholds for university funds and/or federally sponsored contracts/grants.</li> <li>5. Document exceptions to the policy in eTravel after approval by the dean, vice president, senior fiscal officer, or their designated approval authority.</li> <li>6. Consider requests for reasonable accommodations in consultation with the ADA coordinator.</li> <li>7. Follow all booking, insurance, or documentation requirements specified for the specific type of travel.</li> </ol>
Office of Sponsored Programs Travel Office; sponsored program officer	Consult with travelers regarding guidelines of sponsored project agreements.
ADA coordinator	Consult with units considering requests for reasonable accommodations.
Deans, vice presidents, senior fiscal officers	Approve occasional and non-recurring exceptions to this policy.





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Position or Office	Responsibilities
Office of Business and Finance	<ol style="list-style-type: none"> <li>1. Review payments associated with business travel that do not meet IRS accountable plan standards; report as taxable income as appropriate.</li> <li>2. Reviewing airfare reimbursement requests for compliance.</li> </ol>
Designated approval authority	<ol style="list-style-type: none"> <li>1. Approve payments for university business travel only after pre-trip issuance of a T Number to use university procurement methods.</li> <li>2. Review and approve Travel Reimbursement Forms for reimbursement of traveler's personal funds.</li> <li>3. Approve total travel expenditures that exceed the travel estimate by 20% or more.</li> <li>4. Approve exceptions to this policy.</li> </ol>

**Resources**

**University policies** [policies.osu.edu](http://policies.osu.edu)

Expenditures, policy 4.11, [busfin.osu.edu/sites/default/files/411\\_expenditures.pdf](http://busfin.osu.edu/sites/default/files/411_expenditures.pdf)

Internal Controls, policy 1.11, [busfin.osu.edu/sites/default/files/111\\_internalcontrols.pdf](http://busfin.osu.edu/sites/default/files/111_internalcontrols.pdf)

PCard, policy 2.23, [busfin.osu.edu/sites/default/files/223\\_purchasingcard.pdf](http://busfin.osu.edu/sites/default/files/223_purchasingcard.pdf)

Purchasing, policy 2.21, [busfin.osu.edu/sites/default/files/221\\_purchasing.pdf](http://busfin.osu.edu/sites/default/files/221_purchasing.pdf)

Reasonable Accommodation, [ada.osu.edu/resources/request\\_process.pdf](http://ada.osu.edu/resources/request_process.pdf)

Records Retention Schedule, [library.osu.edu/documents/records-management/general-schedule.pdf](http://library.osu.edu/documents/records-management/general-schedule.pdf)

Relocation Expenses, policy 2.30, [hr.osu.edu/policy/policy230.pdf](http://hr.osu.edu/policy/policy230.pdf)

Vehicles policies:

15 Passenger Vans, policy 2.79, [ap.osu.edu/sites/default/files/273\\_15-passenger-vans.pdf](http://ap.osu.edu/sites/default/files/273_15-passenger-vans.pdf)

Vehicle Acquisition and Use, policy 2.72, [ap.osu.edu/sites/default/files/272\\_vehicle-acquisition-use.pdf](http://ap.osu.edu/sites/default/files/272_vehicle-acquisition-use.pdf)

**Associated documents and trainings**

Accessible excerpt of tables in Procedure section, [busfin.osu.edu/sites/default/files/211\\_travelprocedureexcerpt.pdf](http://busfin.osu.edu/sites/default/files/211_travelprocedureexcerpt.pdf)

Frequently Asked Questions, [busfin.osu.edu/buy-schedule-travel/travel/travel-faq](http://busfin.osu.edu/buy-schedule-travel/travel/travel-faq)

Online training courses, [busfin.osu.edu/university-business/financial-training](http://busfin.osu.edu/university-business/financial-training)

**Systems**

ASSIST, [it.osu.edu/assist/assistTravel/index.html](http://it.osu.edu/assist/assistTravel/index.html)

Booking Tool, [webauth.service.ohio-state.edu/cgi-bin/concur.cgi](http://webauth.service.ohio-state.edu/cgi-bin/concur.cgi)

eTravel System, [etravel.osu.edu/](http://etravel.osu.edu/)

**University websites**

Office of the University Bursar – Collections, [busfin.osu.edu/bursar/collections](http://busfin.osu.edu/bursar/collections)

U.S. Flag Air Carriers, [osp.osu.edu/development/travel/policies/#t3](http://osp.osu.edu/development/travel/policies/#t3)

Travel Office, [busfin.osu.edu/buy-schedule-travel/travel](http://busfin.osu.edu/buy-schedule-travel/travel)

**External websites**

Ohio Ethics Commission, [ethics.ohio.gov](http://ethics.ohio.gov)

General Services Administration:

Per diem rate (lodging and meals), [gsa.gov/portal/content/104877](http://gsa.gov/portal/content/104877)

Mileage reimbursement rate, [gsa.gov/portal/content/100715](http://gsa.gov/portal/content/100715)

**Contacts**

Subject	Office	Telephone	E-mail/URL
Policy, compliance, and system questions	Travel Office, Office of the Controller, Office of Business and Finance	614-292-9290	<a href="mailto:travel@osu.edu">travel@osu.edu</a> <a href="http://busfin.osu.edu/travel">busfin.osu.edu/travel</a>
Minimum insurance liability requirements	Office of Risk Management, Office of Business and Finance		<a href="http://busfin.osu.edu/risk-management">busfin.osu.edu/risk-management</a>



## ***Interim University Policy***

Applies to: Faculty, staff, students, guests, vendors, and contractors.

<b>Subject</b>	<b>Office</b>	<b>Telephone</b>	<b>E-mail/URL</b>
Sponsored programs travel questions	Office of Sponsored Programs: Travel Office, Office of Research	614-292-2126	<a href="mailto:or-travel@osu.edu">or-travel@osu.edu</a> <a href="http://osp.osu.edu/development/travel/">osp.osu.edu/development/travel/</a>
Reasonable accommodation	ADA Coordinator's Office, Office of University Compliance and Integrity	614-292-6207	<a href="mailto:ada-osu@osu.edu">ada-osu@osu.edu</a>
Business travel as taxable income	Tax Compliance, Office of the Controller, Office of Business and Finance	614-292-0355	<a href="http://busfin.osu.edu/tax-compliance">busfin.osu.edu/tax-compliance</a>

### **History**

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