

**SPEND AUTHORIZATION - TRAVEL REQUEST FORM
(REQUIRED FORM - Must Be Submitted Prior to Departure)**

➤ **Rental Cars require PRE-APPROVAL.** Pre-approval requires that a detailed business purpose as to why you need to rent a car that includes your destination and dates of travel. Rental car pre-approval requests must be emailed to all of the following: howat.4@osu.edu (Ian Howat); parson.19@osu.edu (Lawrence Parson); carson.7@osu.edu (Cathy Carson); cook.942@osu.edu (Michele Cook); liming.1@osu.edu (Karen Liming); koch.266@osu.edu (Charmaine Koch)

Last name **First name** **Employee ID# & D.O.B.** **Grant or Fund #**

Departure City: _____ Destination City(s): _____

Departure DATE: _____ TIME: _____ am/pm Return DATE: _____ TIME: _____ am/pm

Travel Agency _____ Check here if you purchased ticket

*** NEED receipts for EVERYTHING**
*** RECEIPTS MUST SHOW A ZERO BALANCE**

Airline ticket cost (**Please attach preferred flights**)	\$	0.00
Rental car ➤ SEE ABOVE if you will be renting a car (USE only: National, Enterprise or Hertz)	\$	0.00
Personal auto mileage cost: <u>0.00</u> miles x \$0.70/ mile	\$	0.00
*Include map showing # of miles from departure point to destination		
*Must keep mileage and date log if driving to destination		
Total Per Diem (see www.gsa.gov/travel) (Meals \$ <u>0.00</u> and Lodging \$ <u>0.00</u>)	\$	0.00
Miscellaneous costs (taxi, baggage fees, phone, incidentals, etc.)	\$	0.00
Registration fees/abstract fees	\$	0.00
* Copy of Program or Agenda must be included with reimbursement request		
TOTAL ESTIMATED COST OF TRAVEL	\$	0.00

DETAILED BUSINESS PURPOSE (REQUIRED for all OSU travel):

 (Name / address / tele phone number)

TRAVELER SIGNATURE: _____ **Date:** _____

TRAVEL PRE-APPROVAL SIGNATURE: _____ **Date:** _____

Travel Cash Advance Request:

Staff & faculty can request a cash advance for overseas fieldwork ONLY/ Students can request for any travel.

Advance requested – can be for no more than 80% of meals and lodging cost ONLY

Total advance requested \$ _____

NOTE:

Side 1 MUST be COMPLETED by everyone traveling on OSU or OSURF funds
STAFF & STUDENTS MUST ALSO COMPLETE SIDE 2 FOR INTERNATIONAL TRAVEL

THIS SIDE MUST ALSO BE COMPLETED FOR ALL INTERNATIONAL TRAVEL/FIELDWORK

Check list to be completed by all BPCRC-paid employees (both staff and students):

I have personal medical insurance; please identify provider:

Yes

No

**I have obtained a physical examination prior to participating in this

FIELD WORK to be conducted in _____
(destination)

Yes

No

N/A

**I have been informed by the field leader and/or P.I., and have a written

briefing, on the possible hazards of this travel to _____
(destination)

Yes

No

Upon reading this form and checking the space provided, I have been advised

to purchase emergency evacuation insurance prior to conducting
FIELD WORK related to this international travel.

Yes

No

I have given the University contact telephone numbers (Byrd Center

614/292-6531; University Security Services 614/292-6677)

to my emergency contact.

Yes

No

STUDENTS:

I acknowledge that I have filled out the forms to get the **mandatory** emergency evacuation insurance and that the forms have been returned to Charmaine Koch, koch.266@osu.edu.

This form can be found at: <https://oia.osu.edu/global-health-and-safety/traveler-insurance> under the "traveler insurance" tab or on the Byrd Polar web site, <https://byrd.osu.edu/members/travel>. Please contact Charmaine Koch at 614-292-6531 or OSU Office of International Affairs at 614-292-6101 with any questions on the insurance.

Yes

No

** There are 2 additional forms **REQUIRED** for INTERNATIONAL TRAVEL with a **FIELD WORK** component. The **(#1)Release & (#2)Disclosure** forms can be found on the Byrd Polar web site, <https://byrd.osu.edu/members/travel> PLEASE return completed forms to Charmaine Koch or Cathy Carson, 108 Scott Hall.

I have read the above and accept the responsibility of pursuing the implementation of any or all of the above paragraphs

Student Signature: _____ Date: _____

Emergency contact: Name _____ Telephone: _____

Approved for processing of Student International Travel:

Supervisor Signature: _____ Date: _____