

**PRE-TRAVEL Information Form for Dept of Microbial Infection & Immunity**

**\*See page two for additional information and travel policy reminders\***

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
(include full name as it appears on photo ID used while traveling)

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

OSU employees, provide OSU ID Number: \_\_\_\_\_

Non-OSU employees, must provide completed [OSU Vendor Setup Form](#)

Departure City: \_\_\_\_\_ Destination City/Cities: \_\_\_\_\_

Planned Departure Date and Time \_\_\_\_\_ Planned Return Date and Time \_\_\_\_\_

Purpose of Trip (be specific: e.g. list conference name, role at event, do not use acronyms): \_\_\_\_\_

**\*\*Preapproval: OSU faculty and staff must have approved University Business Leave forms on file prior to Travel Request approval. <https://busleave.osu.edu>**

**ESTIMATED EXPENSES**

**TRANSPORTATION**

PREPAID AIRFARE: must be booked & prepaid via OSU; **attach preferred flight info** \$ \_\_\_\_\_

RENTAL CAR: must be booked via OSU, reimbursable; **if needed, mark here**  \$ \_\_\_\_\_

PERSONAL AUTO \_\_\_\_\_ Total Number of Miles \$ \_\_\_\_\_

OTHER (taxi, subway, etc.) \$ \_\_\_\_\_

MEALS: per the [Federal Per Diem](#) rate \$ \_\_\_\_\_

LODGING \$ \_\_\_\_\_

REGISTRATION FEES \$ \_\_\_\_\_

Is registration to be prepaid by OSU?  NO  YES

\*If yes, provide completed registration form (must be received at least 3 weeks prior to the registration deadline)

**OTHER EXPENSES**

(specify) \_\_\_\_\_ \$ \_\_\_\_\_

(specify) \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL ESTIMATED EXPENSES** \$ \_\_\_\_\_

**FUNDING SOURCE(S)** OSP Project \_\_\_\_\_ (project name or number)

Other \_\_\_\_\_

Other \_\_\_\_\_

**THIRD PARTY PAYMENTS** - List organization(s) that may be paying any portion of your travel expenses, e.g., meals, hotel, airfare. Include item and amount.

\*If you do not have responsibility for the funding source (e.g. you are not the PI on the research project), obtain the following approval signature from the responsible individual prior to form submission.

**Approval:** I approve this purchase from the funding source listed above, of which I have fiscal responsibility:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Submit form & any supporting documents via email to Courtney White ([courtney.white@osumc.edu](mailto:courtney.white@osumc.edu))**

Office Use Travel # \_\_\_\_\_

Date \_\_\_\_\_

## Travel Information and Policy Reminders

1. Travelers need to familiarize themselves with the travel policies prior to making travel arrangements.
2. All invited guests need to be made aware of the travel policies and their related expenses must comply.
3. A Travel Request must be submitted and approved prior to date of departure. Any travel reimbursements that were not pre-approved will be denied. It is the traveler's responsibility to confirm that a Travel Request has been approved before traveling.
4. Original receipts are required, and must be itemized and show payment received. This may require two receipts for one transaction.
5. The following policies are provided as reminders of those most commonly encountered, and are not to the exclusion of other policies.

### TRANSPORTATION

#### Airfare

Approved Travel Agency: Corporate Travel Planners (1-855-784-9282, [theohiostate@ctp-travel.com](mailto:theohiostate@ctp-travel.com))

**Airfare expenses are to be prepaid.** Department personnel will reserve airfare via the University-approved travel agency. Provide details of preferred flights times, airports, etc., and a flight best matching those details will be identified. To ensure airfare is booked at the quoted price, submit pre-travel paperwork no later than 1:00pm on the day of the quote.

See important information below for travel dates in conjunction with vacation/personal time.

Federally funded research requires the use of U.S. Flag Air Carriers for international travel.

#### Rental Car

Approved Travel Agency: Corporate Travel Planners (CTP) 1-855-784-9282, [theohiostate@ctp-travel.com](mailto:theohiostate@ctp-travel.com)

**Rental car reservation must be made via the University-approved travel agency, but expense will be reimbursed after travel (not prepaid by OSU).** 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 over flying.

#### Personal Auto

Mileage will be reimbursed as a primary mode of transportation only if the cost does not exceed the least expensive airfare. Documentation (e.g. airfare quote) is required to demonstrate cost comparison when considering driving over flying. Reimbursement is based on the federal mileage rate. MapQuest or Google Maps will be used to calculate the mileage.

#### Other Transportation

Original receipts are required for taxi, bus, subway, metro, ferry and other modes of transportation if costs are \$50.00 or more for each occurrence.

### MEALS

After trip completion, meals will be reimbursed using the federal per diem rate for in-state overnight travel or out-of-state travel that is 45 miles or more from the traveler's home or primary work site. If a meal is included in a conference registration fee, served on a plane, included in a hotel rate, etc., the per diem allowance for that meal cannot be claimed. University business meals (if applicable) must be pre-approved, and receipts for these meals must be accompanied by a detailed business purpose, a list of all attendees, and their relationship to the business discussion.

### LODGING

Lodging is reimbursed at reasonable, single occupancy or standard business room rates. Cost must not exceed either the conference rate at the conference/convention site or twice the federal lodging rate for the business travel location. If the receipt shows more than a single occupancy, the single room rate must be documented, and each traveler should request a separate receipt addressed to him/her that shows his/her portion of the paid bill.

### OTHER EXPENSES

Original, itemized receipts are required for each expense (e.g. parking, tolls, baggage fees) in excess of \$50.00.

### VACATION IN CONJUNCTION

When vacation or personal time is added to business travel, a cost comparison must be provided to show if the additional time does or does not increase the costs of travel-related expenses. This cost comparison must use quotes completed on the same day in order to be valid.

\*In cases where increased costs are shown, the travel agent will split the transaction at time of airfare purchase between the business payment method and a personal credit card for the additional cost due to vacation (with select airlines).

**HELPFUL LINKS:** OSU travel policy: [https://busfin.osu.edu/sites/default/files/211\\_travel.pdf](https://busfin.osu.edu/sites/default/files/211_travel.pdf)  
 Federal per diem rates: <http://www.gsa.gov/portal/content/104877>  
 Federal mileage rate: <http://www.gsa.gov/portal/content/100715>