Travel Information Highlights and Policy Reminder

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 via eTravel 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. If you have questions about your travel policy, or are unsure which chart fields to use, contact Biomedical.Informatics@osumc.edu or David.Morelli@osumc.edu and a travel arranger will assist you with your request.
6. 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)

Airfare expenses can be prepaid using Corporate Travel Planner’s online booking tool, Concur. Pick your preferred flight(s) and enter the cost into your travel request. You cannot book the flight(s) without your T-number, so you MUST be approved for travel before booking.

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
The University has contracted with the following rental car agencies (required DW/CDW/LDW is included in the price):
National Car Rental and Enterprise Rent-A-Car (discount number: XZ38Y09, PIN: OHI)
Purchase of the DW/CDW/LDW and liability insurance is required as personal insurance coverage is not sufficient.

Personal Auto
Mileage will be reimbursed as a primary mode of transportation if the cost does not exceed the least expensive airfare—documented flight comparisons are required. Reimbursement is based on the federal mileage rate.

Other Transportation
Original receipts are required for taxi, bus, subway, metro, ferry and other modes of transportation.

MEALS
Meals will be reimbursed using the federal per diem rates, which are reimbursable 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.

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 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.

Travelers incurring additional costs by taking vacation in conjunction with business travel must pay for the costs of travel and other expenses with personal funds and request reimbursement for the business travel costs after completion of the trip.

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