

## **July 27, 2006: Travel Policies and Reimbursement Requirements**

To all faculty, staff, and graduate students:

The department will use this resource site to keep you regularly apprised of the university's travel and reimbursement policies.

In order to manage the university's travel expenses, the central accounting office requires that all travel prepaid or reimbursed by the university must be pre-approved. This requires that you submit a travel request form, with airline itinerary, to Chris Burton BEFORE you travel. Chris will give you a travel request form to complete, or you can print out a travel request form from the Travel Office's web site at <http://travel.osu.edu/> and give it to her. When you return the form to Chris, you will then get pre-trip authorization identified by a unique "T" number.

**You must obtain a T-number before you leave on a trip.** Leave forms are also required when a faculty member is on-duty.

If you do not get a T-number before you travel, the Dean of the College of Humanities must approve the reimbursement request. This approval is not automatic. The Dean may deny requests from travelers who are not following the University's travel procedures. The College's fiscal officer maintains a record of travelers who request after-the-fact reimbursements, and that information is relayed to the auditors.

### **Procedures:**

**First: Consult with Chris.** It is recommended that you consult with Chris Burton about the nature of your travel and your university funding source. This can be by email to [burton.7@osu.edu](mailto:burton.7@osu.edu).

**Second: Get your ticket.** Travelers should make their own travel arrangements. Please make flight arrangements as soon as possible to receive the lowest fare. You have two options for making these arrangements: prepay or reimbursement. WITH EITHER OPTION you must send a TRAVEL REQUEST with a copy of the airline itinerary with ticket and price information to Chris Burton as soon as possible, WELL BEFORE YOU TRAVEL, so that a T-number can be assigned.

**PRE-PAY OPTION:** For the Department to prepay a ticket, call Uniglobe Travel Designers at 237-4488 or Uniglobe Precise Travel, 871-7701, to make the reservation. Travel Designers and Precise Travel are the only agencies authorized to provide prepaid tickets to University travelers. As soon as the travel arrangements have been made, a university "travel request" [see below] must be completed so a T-number can be assigned and the airfare prepaid.

**REIMBURSEMENT OPTION:** If you use another agent or a web travel site, you will be reimbursed for the ticket after the trip is completed. You must, however, send a copy of your airline itinerary as part of your university "travel request" [see below] to Chris Burton immediately so that a T-Number can be assigned. If you will be driving, submit a mileage statement for reimbursement.

**Third: Fill out a University Travel Request.** To initiate the travel request and obtain a T-number, you must provide Chris Burton with the following information and documentation:

1. Dates of departure and return
2. Destination/s
3. An estimate of the cost of the trip.
4. Purpose of trip, with documentation of the business nature of the trip.
5. A copy of the airline-issued itinerary.

**Fourth: Submit receipts for reimbursements.** After the trip is completed return all receipts for reimbursement to Chris. The original hotel bill, not a credit card statement, is required for reimbursement.

**International travel:** The Department does not normally reimburse international travel expenses. Funding for international travel is secured from the College of Humanities. To apply for funding for international travel, faculty members submit a grant-in-aid (GIA) application to the Chair that includes documentation of the purpose for the trip and a budget of the costs involved. You can find the GIA application on the College of Humanities Web Site. Graduate students should consult with the advisor and the Graduate Chair.

**Useful information:** The Travel Office's web site at <http://travel.osu.edu/> has lots of good information about travel policies. You will find the Travel Request Form by clicking on "Forms." Under the "Tools" section of the Travel web page, you will find a listing of national and international per diem rates, mileage charts, and a currency converter. Information about rental cars and hotel discounts can be found at this site as well. See also <http://www.busfin.ohio-state.edu/expenditures/> for general regulations on reimbursements.

### **Note to faculty:**

**Faculty leave forms:** Faculty members must also submit a **leave form** for any travel, sick leave, or other absence from campus while "on duty." The completion of a leave form will maintain your health insurance status during "on-duty" periods when you are away from campus. Since these forms need to be signed by the department chair and the college dean, it is advisable that you submit them at least two weeks prior to travel. Faculty members do not need to complete leave forms during periods when they are officially "off-duty" [typically summers, winter and spring breaks]. However, it is helpful for staff members to know when a faculty member will be absent for an extended period of time for mail delivery and for responding to inquiries. Faculty leave forms are available from Gail Summerhill or Chris Burton.

**Graduate Students.** Graduate students apply for travel support by completing a College of Humanities small grant application. The application form and information about grants can be found on the College of Humanities' web site at <http://humanities.osu.edu/studentinfo/grads/default.cfm>. Applications for graduate student travel support must be submitted **at least one month** before the trip commences.

**Guests.** If a guest is to receive an honorarium payment, a T-number must be obtained in advance. A substitute W-9 form must be on file to issue any payments to guests.

In the future, all faculty and graduate award letters will include detailed directions for the procedures for using the awarded funds. In the meantime, feel free to contact either one of us about these procedures.

John Brooke  
Vice-Chair

Chris Burton  
Department Fiscal and Personnel Officer