

## Traveling on behalf of the University

### Before you go...

- ❖ If you plan on traveling on behalf of OSU, please give plenty of notice. **Travel must be pre-approved. You will know your travel request has been approved when you are assigned a T#.**
- ❖ Reimbursement of documented travel expenses is based on reasonable and actual expenses supported by original, itemized receipts or equivalent documentation.
- ❖ Travelers taking vacation in conjunction with business travel must pay for the expenses incurred by traveling additional days on their personal credit cards. The OSU traveler is responsible for pulling a cost comparison to show the difference between business only travel and travel with personal time added. There are a few options regarding airfare payment if your flight with personal time is more expensive than business only travel, specified below:
  - *Split payment:* Certain airline carriers (Delta, United and American) can allow split payments, so the University is only charged for expenses related to business travel. Travelers must call a CTP agent to have payments split, this cannot be done through concur. **The traveler is responsible for pulling a business cost comparison and communicating this expense to a CTP agent on the date they call to book their flights.** Send all documentation (cost comp, receipts showing the split payment, etc) to your travel admin. once completed.
  - *Reimbursement:* Travelers can pay for the entire cost of the flight using a personal credit card and get the business comparison rate reimbursed following the trip. **CTP/concur must still be used to complete this payment.** You can set up a personal credit card in your concur profile to pay online or call a CTP agent to book the flights.
  - *Repayment to OSU:* Travelers can call CTP or book a flights through concur and then write a personal check to The Ohio State University to repay the difference between the actual cost of travel and the business cost comparison within 7 business days. All differences must be repaid to Ohio State.
- ❖ Lodging 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 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.
- ❖ Activities such as golf outings, sightseeing tours, spa activities, and other entertainment costs will not be paid by the university.
- ❖ When traveling domestic, a traveler has 1 day before and 1 day after of additional travel time that can count towards the business trip.
- ❖ When traveling internationally, a traveler has 2 days before and 2 days after of additional travel time that can count towards the business trip.

### Flying

- ❖ Airfare **must be purchased through CTP/Concur** (CTP is OSU's contracted travel agent and Concur is the system used to book travel). Direct booking through airline websites or travel websites (i.e. Expedia, travelocity) is not allowed and considered a policy exception.
- ❖ The university will not prepay or reimburse first class tickets.
- ❖ Business class is only permissible with international flight times in excess of five consecutive flight hours, excluding layovers.
- ❖ If you decide to bump up your ticket at the gate (I.E priority seating), that charge will come out of your pocket. OSU will not reimburse.

## Driving

- ❖ Rental cars must be booked through the OSU contract (National, Enterprise or Hertz). Failure to do so, can result in loss of reimbursement.
- ❖ As of Jan 1, 2020 mileage is reimbursed at .575/mile
  - The mileage reimbursement rate includes all vehicle-related expenses (i.e., gasoline, wear and tear, and personal auto insurance).
- ❖ If you are traveling on MEP funds, your reimbursement rate is .52
  - Be sure to place a note on your post travel documenting that the reimbursement rate is .52/mile (state rate)

## Food costs

- ❖ 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.
- ❖ 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.
- ❖ In general, the per diem allowance for the first and last days of travel is up to 75% of the full per diem rate
- ❖ 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.

## When you return

- ❖ Post travel must be submitted for reimbursement within **90 days** of your return
- ❖ Returning from travel: Please turn in the following documents to your Fiscal Associate:
  - Overview of documents being provided and/or post trip form
  - Explanation for any unplanned or additional expenses
  - Itemized receipts for any items seeking reimbursement with the exception of per diem
    - If seeking mileage reimbursement, please include your starting and ending addresses so mileage can be calculated appropriately.