



# Travel Policy

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## SECTION I: Introduction

### OVERVIEW

It is the policy of The Ohio State University to reimburse faculty, staff, students and guests for reasonable and necessary expenses incurred in connection with approved travel on behalf of the University. Prepayment or reimbursement is allowed only when payment for the expenses has not been and will not be received from another source. The University has significant airline discounts that can only be obtained when booking travel through the University's designated travel agencies. Travelers are strongly encouraged to utilize these designated travel agencies as well as the University's Vehicle Rental (Motor Pool) and Charter Bus services when making travel arrangements. Additional information about these services can be provided by the Travel Office or Transportation and Parking Services.

An individual is considered in travel status when traveling on official business for The Ohio State University whether or not expenses are to be reimbursed.

All University travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety and/or the appearance of impropriety. If a circumstance arises that is not specifically covered in the Travel Policy, the most conservative course of action should be adopted or the Travel Office should be consulted for guidance.

Business travel policies are aligned with the University's Accountable Plan as required by the IRS. All business related travel paid with University funds must comply with University Expenditure Policies, University Purchasing and Travel Card Policies and Human Resource Policies. University funds are defined as general funds, earnings operations, restricted funds, agency funds and discretionary funds and apply to all College and Vice Presidential areas. Additional restrictions may apply to expenditures charged to sponsored projects administered by the OSU Research Foundation. Deans and Vice Presidents may choose to have more restrictive policies in their areas, as long as such policies are documented.

### AUTHORIZATION AND RESPONSIBILITY

Travel for University faculty, staff, students and guests must be authorized. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 90 days, the traveler must submit a Travel Reimbursement Form and supporting documentation to obtain reimbursement of expenses.

An individual may not approve his/her own Travel Order or Reimbursement. Individuals with responsibility to approve Travel Orders and/or Travel Reimbursements are designated by each College and VP Office. Throughout this policy this approval is referenced as "designated approval authority."

Travel and/or reimbursement for Deans and Vice Presidents must be approved by the respective Senior Fiscal Officer and will be reviewed annually by Internal Audit.

Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditure is inappropriate or extravagant.

In all instances, an approved Application for Leave form or similar document must be on file.

### **PERSONAL FUNDS**

Travelers should review reimbursement guidelines before spending personal funds for business travel to determine if such expenses are reimbursable. See Section II-Travel Orders/Prepayments/Reimbursements for details. The University reserves the right to deny reimbursement of travel related expenses for failure to comply with University policies and procedures.

University employees are strongly encouraged not to use personal funds to pay any travel expenses on behalf of prospective faculty, staff, students, guests or colleagues. Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and the Travel Reimbursement Form has been completed and approved.

### **TRAVEL INCENTIVES**

University travelers may accrue frequent flyer miles for University-related travel. In accordance with the State of Ohio Ethics Commission rulings, these accrued miles must be used for University-related business travel. If a traveler chooses to use frequent flyer miles in connection with University business, it is his/her responsibility to keep track of the accrual/usage for auditing purposes. Frequent flyer miles cannot be used to upgrade tickets. Accrual of hotel points, rental car company enticements and other inducements in connection with University related travel is prohibited.

### **VACATION IN CONJUNCTION WITH BUSINESS TRAVEL**

In cases where vacation time is added to a business trip, any cost variance in expenses such as airfare, car rental and/or lodging must be clearly identified. The University will not prepay any personal expenses with the intention of being "repaid" at a later time, nor will any personal expenses be reimbursed.

### **EXCEPTIONS**

Occasionally it may be necessary for travelers to request exceptions to the University's Travel Policy. Requests for exceptions to this policy must be documented in writing and approved by the Dean, Vice President or designee. Except in emergency situations, requests for exceptions must be approved before the exception occurs. Assignment of a designee for approval of policy exceptions can only be one level down from the Dean or Vice President.

Exceptions related to the Dean's or Vice President's expenses must be submitted to the Senior Vice President for Business and Finance for approval. In most instances, the expected turnaround time for a response is 2 business days.

Documentation approving exceptions must be retained in the department or College/VP area along with other trip-related back-up material. A log of these exceptions, including the purpose and rationale for granting the exception, must be maintained at the College/VP level and will be subject to annual review by Internal Audit.

## SECTION I: Introduction (continued)

### TRAVEL ORDER – “T” NUMBER

The “T” number is a unique number assigned by the Travel System for each Travel Order and accompanying Travel Reimbursement. This number is used as an auditing tool and must be shown on all receipts regardless of the payment method.

#### **FACULTY, STAFF AND STUDENTS**

Travel Orders must be processed prior to the trip for authorized business travel if: prepayments are requested through the Travel Office; travel expenses are paid on a Purchasing Card or Travel Card; or there is an expectation for reimbursement of travel expenses.

A blanket Travel Order can be processed if departments choose to track and reimburse mileage, gasoline in lieu of mileage, parking, tolls, ferry and/or bus passes for employees who frequently travel to counties within the state of Ohio.

A Travel Order is not required prior to the trip for reimbursement of parking, mileage, gasoline in lieu of mileage, ferry and/or bus passes if these are the only miscellaneous expenses to be reimbursed. In these cases an after-the-fact “T” number must be assigned through the Travel System when the reimbursement is processed.

#### **GUESTS**

A Travel Order must be processed prior to the trip for authorized business travel for guests, including prospective faculty, staff and students if prepayment is requested. Travel expenses for guests can only be prepaid through the Travel Office, not on Purchasing or Travel Cards.

A Travel Order is not required prior to the trip if travel expenses are not prepaid; however, an after-the-fact Travel Order (“T” number) must be created in order for a reimbursement to be processed.

## SECTION II: Travel-Related Expenses That May Be Prepaid for Faculty, Staff and Students

In advance of the travel, the University may issue prepayments for airfare, rail transportation, vehicles from the University’s Vehicle Rental (Motor Pool), motor coach charters, conference registration fees, and cash advances for University faculty, staff and students. Applicable policies and payment methods for these prepayments follow.

### **1. AIRFARE**

Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium pricing. Airfare can be prepaid on a Travel Order, a Purchasing Card, a Travel Card or a Purchase Order.

Coach class or economy tickets must be purchased for domestic or international flights with flight times totaling less than 5 consecutive hours – excluding layovers. A higher-priced coach ticket cannot be purchased for a subsequent upgrade in seating.

A less than first class ticket (i.e. business class) may be purchased at the department’s discretion for domestic or international flights with flight times exceeding 5 consecutive hours – excluding layovers.

First Class tickets will not be prepaid by the University.

SECTION II: Travel-Related Expenses That May Be Prepaid for Faculty, Staff and Students (continued)

**1. AIRFARE ...CONTINUED**

Airfare prepayments on a Travel Order are made through the Travel Office using the University's designated agencies. Benefits of booking travel through the designated agencies include:

- access to itineraries in the event of emergencies
- airline discounts
- assistance with group travel and group discounts
- lower service fees and
- familiarity with the University's travel policy

Information about these agencies can be found on the Travel Office web site (<http://travel.osu.edu>)

If airfare is purchased on the Purchasing Card or Travel Card, an original itemized airline receipt, an e-ticket receipt/statement, or an Internet receipt/statement is required. The applicable "T" number must be shown on the receipts and entered on the Financial System Reallocation pages.

**2. RAIL TRANSPORTATION**

The University will prepay rail transportation providing the cost does not exceed the cost of the least expensive airfare. Prepayment through the Travel Office, a Purchasing Card, a Travel Card or a Purchase Order can be used to make this purchase. If rail transportation is purchased on the Purchasing Card or Travel Card, an original itemized rail receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The applicable "T" number must be shown on the Purchasing Card or Travel Card receipts and entered on the Financial System Reallocation pages.

**3. UNIVERSITY VEHICLE RENTAL (MOTOR POOL)**

Use of an automobile as a primary mode of transportation is authorized only if driving is more economical than any other type of transportation or if the destination is not otherwise accessible.

Authorized vehicles include entry level or the least expensive vehicle available. In certain circumstances larger vehicles may be rented with departmental approval.

The University encourages the use of its Vehicle Rental (Motor Pool) whenever possible for approved automobile travel. Benefits of utilizing this service include:

- Competitive pricing established at the beginning of each fiscal year eliminates price hikes during peak seasons.
- Interdepartmental billing provides a convenient payment method.
- Gas cards are supplied with each vehicle.
- Roadside assistance is available in case of emergency.
- Vehicles are picked up and dropped off at a convenient campus location. A drop box is available for late/early returns.
- No additional charge for drivers under the age of 25 or for multiple University personnel driving the vehicle.

SECTION II: Travel-Related Expenses That May Be Prepaid for Faculty, Staff and Students (continued)

**3. UNIVERSITY VEHICLE RENTAL (MOTOR POOL) .....CONTINUED**

- Daily rates include Collision Damage Waiver (CDW), Personal Accident Insurance (PAI), Supplemental Liability Protection (SLI) and Loss Damage Waiver (LDW). Drivers should be aware of the extent of coverage (if any) provided by his/her automobile insurance company for travel that is business or not personal in nature.
- Drivers can be provided to operate larger vehicles such as vans or box trucks.

Parking fees, tolls, citations and other incidental costs associated with the vehicle usage are not covered by the rental agreement.

Information about these services can be found on the Travel Office web site (<http://travel.osu.edu>) or the Transportation & Parking web site (<http://www.tp.ohio-state.edu/>).

**4. CHARTER BUS SERVICE**

The University's Charter Bus Service should be used whenever possible for approved travel that requires bus transportation. Vehicles that accommodate 9 to 56 passengers are available.

Benefits of using the University's Charter Bus Service include:

- competitive pricing
- various bus sizes to meet departmental requirements
- no additional mileage charges or hidden costs
- interdepartmental billing provides a convenient payment method

Information about these services can be found on the Travel Office web site (<http://travel.osu.edu>) or the Transportation & Parking web site (<http://www.tp.ohio-state.edu/>).

**5. CONFERENCE REGISTRATION FEES**

Conference registration fees can be prepaid with a Purchasing Card or on the Travel Order for payment through Accounts Payable. Business related banquets or meals that are considered part of the conference can be paid with the registration fees; however, such meals must be deducted from the traveler's Per Diem allowance. Activities such as golf outings, sightseeing tours and other entertainment costs cannot be included in the prepayment registration. See Meals (Per Diem) for more detail.

**6. TRAVEL CASH ADVANCES**

Travel Cash Advances are authorized for specific situations that would cause undue financial hardship for business travelers. These situations are limited to:

- OSU students traveling on behalf of the University – 80% of the total estimated cost can be advanced.
- OSU faculty or staff leading a group of OSU students – 100% of the total estimated cost can be advanced.
- OSU faculty, staff or students traveling internationally in excess of one calendar month – 80% of the total estimated cost can be advanced.

SECTION II: Travel-Related Expenses That May Be Prepaid for Faculty, Staff and Students (continued)

**6. TRAVEL CASH ADVANCES...CONTINUED**

Expenses associated with the travel must be reconciled and substantiated within one month of the return date. The traveler must repay the department for any advance in excess of the approved reimbursable expenses. The department initiating the travel is responsible for depositing any excess funds into the appropriate departmental account.

Travel Advances are processed on the Travel Order or by submitting an approved Cash Advance Request Form to the Travel Office.

**7. GROUP TRAVEL**

The Travel Office should be contacted regarding travel for groups of 10 or more persons. In accordance with University Purchasing policies, competitive bids must be solicited for transportation and hotel expenses expected to exceed \$50,000 when combined.

SECTION III: Reimbursements

Reimbursement of travel expenses is based on documented reasonable and actual expenses supported by original, itemized receipts where required. Travel expenses that have been or will be reimbursed by another source will not be paid by the University. Requests for reimbursements are processed on the Travel Reimbursement Form and approved by the designated approval authority. This form and all supporting documentation must be retained in the department or College/VP area.

Any exception to the Travel Policy including but not limited to reimbursements not processed within 90 days after the trip was completed or those not issued a "T" number prior to the trip (when applicable) require exception approval from the Dean, Vice President or designee.

Reimbursements that may be paid by the University are explained below.

**1. AIRFARE**

Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs.

Coach class or economy tickets are reimbursed for domestic or international flights with flight times totaling less than 5 consecutive hours – excluding layovers. A higher-priced coach ticket cannot be purchased for a subsequent upgrade in seating.

A less than First Class ticket (i.e. business class) may be purchased at the department's discretion for domestic or international flights with flight times exceeding 5 consecutive hours – excluding layovers

In any case, First Class tickets are not reimbursable.

An original itemized airline receipt, an e-ticket receipt/statement, or an Internet receipt/statement is required to substantiate an airfare purchase that was not prepaid through the Travel Office. The receipt must show the method of payment and indicate that payment was made.

## SECTION III: Reimbursements (continued)

### **2. RAIL TRANSPORTATION**

The University will reimburse rail transportation providing the cost does not exceed the least expensive airfare. If rail transportation was not prepaid by the Travel Office, an original itemized receipt, original e-ticket receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

### **3. AUTOMOBILE (PERSONALLY OWNED)**

The University will reimburse mileage for a personal automobile as a primary mode of transportation providing the cost does not exceed the least expensive airfare or rental car or if the destination is not otherwise accessible. Additional expenses, including but not limited to hotel expenses and Per Diem, should be considered when comparing the cost of a trip by auto to airfare alone.

A valid driver's license issued within the United States or Canada and personal automobile insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his/her personal automobile insurance company for travel that is business or not personal in nature.

Reimbursement for usage of a personal automobile is based on the Federal Mileage Rate or the actual cost of the gasoline.

- Federal Mileage Rate – Federal Mileage Rates are updated annually by the U.S. General Services Administration. See the OSU Travel web site for the most current rate at [http://busops.osu.edu/travel\\_perdiem.php](http://busops.osu.edu/travel_perdiem.php). This reimbursement rate is inclusive of all vehicle related expenses including, but not limited to, gasoline, wear and tear, and personal auto insurance. Mileage rates are determined at the local level for gift-in-kind vehicles that are assigned to University employees. Receipts are not required.
- Gasoline – Travelers may opt to request reimbursement for gasoline in lieu of the federal mileage rate. In these instances original itemized receipts are required.

### **4. AUTOMOBILE (RENTAL AGENCIES)**

Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of transportation or if the destination is not otherwise accessible. Vehicle rental at a destination city is reimbursable. Original receipts are required.

The University authorizes reimbursement for entry level or the least expensive vehicle available. In certain circumstances larger vehicles may be rented with departmental approval. The rental agreement must clearly show the date, the points of departure/arrival, as well as the total cost. Drivers must adhere to rental requirements and restrictions.

Travelers are encouraged to utilize the University's Vehicle Rental (Motor Pool) for approved automobile travel. Expenses from the University's Vehicle Rental can be prepaid and do not require out of pocket costs for the traveler. In instances where this is not feasible, the University has contracted with specific rental car agencies (see Travel Office website for more information at [http://busops.osu.edu/travel\\_autohotel.php](http://busops.osu.edu/travel_autohotel.php).) These companies offer the University corporate pricing discounts and supplemental Collision Damage Waiver (CDW) and Lost Damage Waiver (LDW) insurance packages at no additional cost. The University will not reimburse any other type of supplemental insurance.

## SECTION III: Reimbursements (continued)

### **4. AUTOMOBILE (RENTAL AGENCIES)...CONTINUED**

The University's corporate discount number must be provided at the time the reservation is made to access the pricing discounts and insurance package. Parking fees, tolls and other incidental costs associated with the vehicle usage are not covered by the rental agreement.

If it is not feasible for the traveler to use the University's Vehicle Rental (Motor Pool) or one of the contracted rental car agencies, a written explanation for the agency of choice must be provided. The University strongly encourages travelers to purchase CDW and LDW coverage if the agency chosen does not include these insurance packages with the rental vehicle cost. This supplemental insurance is intended to protect the University and the driver as many personal insurance policies do not cover business travel. The University will reimburse the cost of CDW and LDW coverage – all other insurance reimbursements will be denied.

Travelers are encouraged to fill the gas tank at a service station before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

Gasoline purchased for rental cars may be reimbursed; original itemized receipts are required.

### **5. CHARTER BUS SERVICE (EXTERNAL SUPPLIERS)**

External providers for charter bus service should only be used when it is not feasible to use the University's Charter Bus Service. The University has contracted with several external companies to provide motor coach services when the University's Charter Bus Service cannot be reasonably utilized.

Benefits of using these suppliers include discounted standard rates and no hidden fees. Insurance coverage and licensing required by law are enforced by the University. A list of these suppliers is included on the iBuy website (<http://ibuy.osu.edu/>). An OSU Purchase Order is used to pay these external suppliers.

### **6. CONFERENCE REGISTRATION FEES**

If the conference fee was not prepaid, the University will reimburse these fees, including business related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt, a cancelled check, credit card slip / statement, or documentation that the amount was paid is required for reimbursement.

A pro-rated amount for the meals provided at the conference must be deducted from the traveler's Per Diem. See Meals (Per Diem) for more detail. Activities such as golf outings, sightseeing tours and other entertainment costs will not be reimbursed.

Registration fees paid directly by an individual will not be reimbursed until the conference is completed.

### **7. LODGING (COMMERCIAL)**

The cost of overnight lodging (room rate and tax only) will be reimbursed if the authorized travel is 45 miles or more from the traveler's home or primary work site. Exceptions to this restriction must be approved in writing by the Dean, Vice President or designee.

SECTION III: Reimbursements (continued)

**7. LODGING (COMMERCIAL)... CONTINUED**

The University will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate.

Only single room rates are authorized for payment or reimbursement unless the second party is representing the University in an authorized capacity. If reimbursement for more than the single room rate is approved, supporting documentation including the single room rate, the name of the second person and the second person's "T" number must be noted.

**8. LODGING (NON COMMERCIAL)**

Occasionally, accommodations from non-traditional providers (e.g. a host village, colleague etc.) may be required. Fees must be pre-arranged and authorized by the department prior to departure. Written documentation that includes the length of stay, associated fees (in US dollars) and signatures of both the traveler and the payee must be included.

Alternate payments, such as complimentary gifts and meals, to compensate the traveler's family or friends for lodging and/or expenses claimed by a traveler for stays in his/her alternate residence, are not reimbursable.

**9. MEALS (PER DIEM)**

Per Diem allowances 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. Per Diem for in-state travel that is not an overnight stay may be reimbursed through the payroll system (taxable income) with Dean, Vice President or designee approval.

University Per Diem rates are based on the "Federal Meal and Incidental Per Diem Rates," that vary by city location. In addition to meals these rates include incidental expenses such as laundry, dry cleaning and service tips (i.e. meal, housekeeping, porters etc.). Incidental expenses, unless specifically cited in this policy, will not be reimbursed.

Per Diem reimbursements are based on departure and return times over the entire 24-hour day and prorated accordingly. Listed below is the Per Diem allowance based on departure and arrival time from and to the traveler's home or primary work site.

Departure Day	Return Day
12:00 am – 7:59 am = 100%	12:00 am – 7:59 am = 0%
8:00 am – 11:59 am = 75%	8:00 am – 11:59 am = 25%
12:00 pm – 5:59 pm = 50%	12:00 pm – 5:59 pm = 50%
6:00 pm – 11:59 pm = 0%	6:00 pm – 11:59 pm = 100%

If a meal is served on the plane, included in a conference registration fee, built into the standard, single hotel room rate or replaced by a legitimate business meal, the Per Diem allowance for that meal may not be claimed. The maximum allowable deduction for these meals is based on the percentage of Per Diem: (25% - breakfast; 25% - lunch and 50% - dinner) for the applicable city location.

Receipts are not required for Per Diem allowances. Per Diem allowances are reimbursed after the trip is completed.

## SECTION III: Reimbursements (continued)

### **10. ACTUAL MEALS (IN LIEU OF PER DIEM)**

If a Per Diem allowance is not paid, meals purchased while in travel status may be reimbursed. The maximum allowable reimbursement is: 25% of the applicable Per Diem for breakfast; 25% for lunch; and, 50% for dinner. Original itemized receipts are required.

Meals cannot be reimbursed if the meal was already included as part of travel costs (e.g. meal is served on the plane, included in a conference registration fee, built into the standard, single hotel room rate or replaced by a legitimate business meal).

### **11. BUSINESS MEALS**

The University may reimburse expenses for properly documented business meals while on travel status. The primary purpose must be a business discussion:

- At least one non-University employee, whose presence is necessary for the business discussion, must be present.
- Expenses may be incurred only for those individuals who are necessary to the business discussion.
- In addition to an itemized receipt, IRS rules require documentation of the time, date, place, business purpose and attendees.

Business meals are reimbursed through the Payment Request On-Line System (PROS). See the University Expenditure Policies for additional information and restrictions.

### **12. BUSINESS EXPENSES**

Business expenses including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while on travel status can be reimbursed. Original itemized receipts are required.

### **13. PARKING**

Original itemized receipts are required for parking fees (including airport parking) totaling \$25.00 or more. The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

### **14. TELEPHONE CALLS**

Business telephone calls placed while on travel status can be reimbursed. Use of a personal credit card or cell phone is encouraged to avoid expensive hotel surcharges associated with direct dial. Calling cards are also available through the Office of Information Technology, the University's telephone service provider.

Two personal telephone calls may be reimbursed if the traveler is on authorized travel status for more than one week (7 calendar days).

Original itemized receipts are required for reimbursement of business and personal calls.

### **15. TOLLS**

Original itemized receipts are required for tolls totaling \$25.00 or more.

### SECTION III: Reimbursements (continued)

#### **16. MISCELLANEOUS TRANSPORTATION**

Original itemized receipts are required for taxi, bus, subway, metro, ferry and other modes of transportation if costs are \$25.00 or more for each occurrence.

#### **17. VISA, PASSPORT FEES AND IMMUNIZATIONS**

If required for international travel, reimbursement for these items is left to the discretion of the designated approval authority. If reimbursement is approved, original itemized receipts are required.

### SECTION IV: Non-Reimbursable Travel Expenses

The following items that may be associated with business travel will not be reimbursed by the University.

- airline club memberships
- airline upgrades
- business class for flights less than 5 consecutive hours and first class for all flights
- child-care, babysitting, house-sitting, pet-sitting/kennel charges
- commuting between home and primary work site
- costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion
- evening or formal wear expenses
- haircuts and personal grooming
- laundry and dry cleaning
- passports, vaccinations, and visas when not required as a specific and necessary condition of the travel assignment
- personal entertainment expenses including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theatre movies, social activities and related incidental costs
- private car and hired driver (taxi not included)
- personal travel accident insurance premiums and/or purchase of additional personal travel insurance
- other expenses not directly related to the business travel

## SECTION V: Travel for Non-University Employees

### SPOUSE, COMPANION OR OTHER DEPENDENT EXPENSES

Incremental costs for travel, lodging, meals or other travel expenses for spouses, companions or other family members will not be reimbursed unless the individual has a bona fide University purpose for engaging in the travel or attending the event. Such travel is generally limited to Deans and other senior officers and should occur infrequently.

### TRAVEL FOR NON-UNIVERSITY PERSONNEL

The University's Travel Policy and Expenditure Policies also apply to individuals who are not University faculty, staff or students, but whose expenses will be paid by the University for University approved travel. These individuals include guests, lecturers, consultants, prospective faculty and staff, and students.

Funds for such travel are usually limited by departmental budgets. College and VP areas may approve or establish more restrictive policies to meet departmental needs.

A Travel Order must be processed prior to the trip for authorized business travel for guests, including prospective faculty, staff and students if prepayment is requested through the Travel Office. Travel expenses for guests can only be prepaid through the Travel Office, not on Purchasing or Travel Cards.

A Travel Order is not required prior to the trip if travel expenses are not prepaid; however, an after-the-fact Travel Order ("T" number) must be created in order for a reimbursement to be processed.

University employees are strongly encouraged not to use personal funds to pay any travel expenses on behalf of a prospective employee, student, guest or colleague.

APPENDIX: SUMMARY OF TRAVEL POLICY UPDATES  
EFFECTIVE JANUARY 1, 2008

Policy changes or salient clarifications reflected in the Travel Policy are highlighted below.

## SECTION 1: INTRODUCTION

### OVERVIEW, PAGE 2

**Old language:** Reimbursement is allowed only when payment for the expenses has not been and will not be received from another source.

**Clarification:** ***Prepayment** or reimbursement is allowed only when payment for the expenses has not been and will not be received from another source.*

**Old language:** The University strongly encourages use of travel discounts.....

**Clarification:** *The University has significant airline discounts that can only be obtained when booking travel through the University's designated travel agencies. Travelers are strongly encouraged to utilize these designated travel agencies .....*

### AUTHORIZATION AND RESPONSIBILITY, PAGE 2

**Old language:** Travel for University faculty, staff and students must be authorized.

**Clarification:** *Travel for University faculty, staff, students and **guests** must be authorized.*

**Old language:** Authorizing signatures include Dean, Vice President, Chair, Director, Senior Fiscal Officer, Fiscal Officer, Business Officer or an equivalent position.

**Process change:** *Individuals with responsibility to approve Travel Orders and/or Travel Reimbursements are designated by each College and VP area.*

### PERSONAL FUNDS, PAGE 3

**Old language:** Travelers who use personal funds .....will not be reimbursed until after the trip occurs.

**Clarification:** *Travelers who use personal funds.....will not be reimbursed until after the trip occurs and the Travel Reimbursement Form has been completed and approved.*

### TRAVEL INCENTIVES, PAGE 3

**Old language:** Frequent flyer miles cannot be used to upgrade tickets to first class.

**Clarification:** *Frequent flyer miles cannot be used to upgrade tickets.*

### EXCEPTIONS, PAGE 3

**Old language:** Requests for exceptions must be approved before the exception occurs.

**Clarification:** ***Except in emergency situations**, requests for exceptions must be approved before the exception occurs.*

**Old language:** Documentation approving exceptions must be forwarded to the Travel Office along with the Travel Request form.

**Process change:** *Documentation approving exceptions must be **retained in the department or College/VP area along with other trip-related back-up material.***

## SECTION 1: INTRODUCTION (CONTINUED)

### GENERAL INFORMATION – NEW HEADING: TRAVEL ORDER “T” NUMBER, PAGE 4 (CHANGED FROM GENERAL INFORMATION)

**Process change:** References to paper forms / processes deleted and replaced with processes applicable to the upgraded on-line travel system.

**Policy change:** Travel Order is no longer required to support an honorarium that will be paid to guests for services.

## SECTION II: TRAVEL-RELATED EXPENSES THAT MAY BE PREPAID FOR FACULTY, STAFF AND STUDENTS

- **Airfare, pages 4 and 5**

**Clarification:** A Purchase Order may also be used to prepay airfare.

**Clarification:** An original itemized airline receipt, an e-ticket receipt / statement, or an Internet receipt / statement is required if airfare is purchased on the Purchasing Card / Travel Card.

- **Rail Transportation, page 5**

**Clarification:** A Purchase Order may also be used to prepay rail transportation.

**Clarification:** An original itemized rail receipt, an e-ticket receipt / statement, or an Internet receipt / statement is required if rail transportation is purchased on the Purchasing Card / Travel Card.

- **University Vehicle Rental (Motor Pool), page 5**

**Clarification:** Use of automobile as a primary mode of transportation is authorized only if driving is more economical than any other type of transportation or if the destination is not otherwise accessible.

**Clarification:** Authorized vehicles include entry level or the least expensive vehicle available. In certain circumstances larger vehicles may be rented with department approval.

- **Conference Registration, page 6**

**Clarification:** Conference registration fees can be paid with a Purchasing Card or on the Travel order

**Clarification:** Activities such as golf outings, sightseeing tours and other entertainment costs cannot be included in the prepayment registration.

- **Travel Cash Advances, page 7**

**Process change:** Travel cash advances are processed on the Travel Order or by submitting an approved Cash Advance Request Form to the Travel Office.

### SECTION III: REIMBURSEMENTS

- **Reimbursements, page 7**

**Policy change:** All reimbursements must be approved (change from approval for reimbursements over 20% of the pre-trip estimate).

**Clarification:** Travel expenses that have been or will be reimbursed by another source will not be paid by the University.

- **Reimbursements, page 7**

**Process change:** Travel Reimbursement Form and all supporting documentation must be retained in the College/VP area.

**Clarification:** Policy exceptions that require Dean/VP approval are not limited to reimbursements not processed within 90 days of the completion of the trip or "T" numbers not issued.

- **Automobile (personally owned), page 8**

**Clarification:** The University will reimburse mileage for a personal automobile as a primary mode of transportation providing the cost does not exceed the least expensive airfare or rental car. Additional expenses, including but not limited to hotel expenses and Per Diem, should be considered when comparing the cost of a trip by auto to airfare alone.

**Rate Change:** Current Federal Mileage Rate can be found at [http://busops.osu.edu/travel\\_perdiem.php](http://busops.osu.edu/travel_perdiem.php).

- **Automobile (Rental Agencies) pages 8 and 9**

Information regarding University contracts with rental car agencies can be found at [http://busops.osu.edu/travel\\_autohotel.php](http://busops.osu.edu/travel_autohotel.php)

**Clarification:** Gasoline for rental cars may be reimbursed; original itemized receipts are required.

- **Meals (Per Diem) page 10**

**Clarification:** The maximum allowable deduction from Per Diem for meals that were otherwise paid as part of travel costs (i.e. meal served on the plane, included in conference registration fee, etc.) is 25% for breakfast; 25% for lunch; and 50% for dinner for the applicable city location.

- **Actual Meals, page 11**

**Clarification:** Meals purchased in travel status may be reimbursed if a Per Diem allowance was not paid and if the meal was not otherwise included as part of the travel costs. The maximum allowable reimbursement is 25% of the applicable city location Per Diem for breakfast; 25% for lunch and 50% for dinner. Original itemized receipts are required.

- **Business Meals, page 11**

**Clarification:** Expenditure policies reaffirmed. Business meals are reimbursed through the Payment Request On-Line System (PROS).

- **Parking, Tolls, Miscellaneous Transportation, pages 11 and 12**

**Clarification:** Original itemized receipts required

**SECTION IV: NON-REIMBURSABLE TRAVEL EXPENSES, PAGE 12**

- **Clarification:** Private car and hired driver cannot be reimbursed. (Taxi not included.)

**SECTION V: TRAVEL FOR NON-UNIVERSITY EMPLOYEES**

**SPOUSE, COMPANION OR OTHER DEPENDENT EXPENSES, PAGE 13**

**Old language:** Incremental costs for travel, lodging, meals or other travel expenses for spouses or other family members.....

**Clarification:** *Incremental costs for travel, lodging, meals or other travel expenses for spouses, companions or other family members.....*

**TRAVEL FOR NON UNIVERSITY PERSONNEL, PAGE 13**

**Policy change:** Travel Order is no longer required to support an honorarium that will be paid to guests for services.