

INSTRUCTIONS FOR COMPLETING THE TRAVEL ORDER WORKSHEET

This worksheet is an optional tool that may be used to help organize a traveler's pre-trip planning.

GENERAL INFORMATION – Complete entire section.

- Check box if a Blanket Travel Request is for in-state mileage only.
- Departure and destination point(s) should not include stopovers en-route.
- Domestic travel – indicate City and State.
- International travel – indicate City and Country.
- Complete departure and return dates and specific business purpose of trip.

TOTAL ESTIMATED COST OF TRIP – All travel expenses must be estimated regardless of payment method (i.e. Purchasing Card, Travel Card, prepayment, External Third-Party, Purchase Order, traveler reimbursement, etc.). Enter estimated amount for each category, as applicable.

- Enter estimated transportation costs. Transportation includes airfare (commercial and private), railroad, bus, boat, rental car, personal auto and/or University Motor Pool.
- Enter estimated per diem, lodging and/or registration fees.
- Enter estimated "other" costs. "Other" includes any remaining costs not listed above, i.e. gasoline, tolls, parking fees, turnpike charges, telephone calls, fax charges, taxis, shuttles, and other authorized fees/charges associated with the trip.
- Add the five categories in this section and enter "Total Estimated Cost" of the trip.
- Please note: Business meals associated with travel must be reimbursed through the Payment Request Online System (PROS).

CHARTFIELD INFORMATION – Required.

- Enter at least one ORG, Fund and Account Number. User Defined, Program and University Project are optional. Research Funds (OSURF) are not permitted.
- Enter Estimated Amount to be charged to each ChartField. If the traveler's College/VP Area/Department imposes a maximum amount, the reimbursement (including prepayments) will not exceed the maximum amount shown.
- If a maximum amount is not imposed, the total of the Estimated Amount shown in this section must equal the Total Estimated Cost indicated in the section above.

PREPAYMENT THAT WILL BE REQUESTED FROM THE TRAVEL OFFICE – Complete this section only if transportation and/or registration fees will be requested from the Travel Office. Do not include any costs to be paid by the Purchasing and Travel Card, and/or other method.

- **Commercial Airline:** Enter the cost quoted by a University designated travel agency and the name of the agency contacted.
- **University Motor Pool:** Enter the cost quoted by the Transportation and Parking Services.
- **Prepaid Registration Fees:**
 - For registration fees that are to be prepaid by the OSU Travel Office, enter the amount of the registration fee and the complete name and address of the organization to be paid.
 - Indicate if the check is to be mailed from Accounts Payable (include applicable registration form), or to be held for pick up (do not include registration form).
- **Cash Advance:**
 - Cash Advance Travel Order Verification Form requires traveler signature.