

TRAVELER INFORMATION			
Name - Please PRINT	OSU ID/Employee ID/ Student ID		
Departure Date and Time:	AM/PM	Return Date and Time:	AM/PM
Destination (if multiple, please include ALL travel destinations)			
<b>Business Purpose of Trip: please include a <u>complete</u> description</b>			
Indicate below the reason for the trip, and provide the indicated documentation			
<input type="checkbox"/> <b>Conference:</b> Provide a copy of the conference registration and agenda		<input type="checkbox"/> <b>Research:</b> Provide a detailed description of the research to be conducted and the work dates	
<input type="checkbox"/> <b>Invited Speaker:</b> Provide a copy of the letter of invitation		<input type="checkbox"/> <b>Other:</b> Please describe the business activity for EACH DAY reimbursement is requested	
<b>Funding Source:</b> <input type="checkbox"/> UNIV <input type="checkbox"/> OSURF/OSP		<input type="checkbox"/> Section Discretionary Funds	<input type="checkbox"/> Other: Specify
<input type="checkbox"/> Startup (faculty only)	<input type="checkbox"/> Student Services or Scholars (circle)	<input type="checkbox"/> Development	<input type="checkbox"/> IT, Digital Library, Fab/Lab, Communications (circle)
WILL YOU BE RECEIVING FINANCIAL SUPPORT FROM SOMEONE OTHER THAN OSU? <input type="checkbox"/> YES * <input type="checkbox"/> NO			
If so, what expenses will be paid? Mark ALL that apply indicate approximate amounts.			
<input type="checkbox"/> Airfare \$_____ <input type="checkbox"/> Lodging \$_____ <input type="checkbox"/> Meals \$_____ <input type="checkbox"/> Other: \$_____ Describe:			
WILL VACATION/LEAVE TIME BE USED IN CONJUNCTION WITH TRAVEL? <input type="checkbox"/> YES * <input type="checkbox"/> NO			
IF YES: Complete this section. Business travel dates:		Vacation/Personal travel dates:	
<b>NOTE:</b> Travel expenses such as lodging, rental car, airport parking, etc., will be <b>pro-rated</b> based on the provided dates.			
Carla will complete a Cost Comparison for airfare showing the cost variances due to the addition of vacation/personal days.			
WILL YOU BE USING A PERSONAL VEHICLE FOR <i>OUT-OF-STATE</i> TRAVEL? <input type="checkbox"/> YES * <input type="checkbox"/> NO			
IF YES: <input type="checkbox"/> Carla will provide a Cost Comparison showing the cost savings of driving versus flying.			
WILL YOU REQUEST PRE-PAYMENT OF ANY TRAVEL EXPENSES? <input type="checkbox"/> YES * <input type="checkbox"/> NO			
IF YES: Mark ALL that apply below and <b>attach additional documentation: REASON</b> for car rental or cash advance			
<input type="checkbox"/> Airfare \$_____ <input type="checkbox"/> Registration \$_____ <input type="checkbox"/> Car Rental (see Carla) \$_____ <input type="checkbox"/> Cash Advance \$_____			
REIMBURSABLE EXPENSES: PLEASE MARK <u>ALL</u> THAT APPLY AND INCLUDE ESTIMATED AMOUNT			
<input type="checkbox"/> Registration \$_____ <input type="checkbox"/> Lodging \$_____ <input type="checkbox"/> Rental Car \$_____ <input type="checkbox"/> Meals \$_____ (estimate @ \$59/day)			
Misc. Expenses: <input type="checkbox"/> Taxi/Train/Uber/Shuttle/etc \$_____ <input type="checkbox"/> Parking: Airport, rental, personal car \$_____			
<input type="checkbox"/> Mileage for personal car (Carla will complete the Mapquest) \$_____			
<b>Total Estimated Cost of Trip:</b> \$_____ (Prepayments PLUS reimburseables)			

Make sure You AND Your Section Head sign the top of the next page!!

## Travel Worksheet

Travel #: \_\_\_\_\_

**ADDITIONAL COMMENTS (PRE-TRAVEL):** Example - reason for car rental or cash advance, or any LIMITS on funding

**APPROVAL**

I certify that the business travel requested is actual and reasonable and that all expenses incurred and requested for reimbursement are for a valid OSU business purpose in accordance with University Policies.

Signature (Traveler)	Date
Signature (Department)	Date

**STOP HERE - DO NOT WRITE BELOW**

**POST TRIP INFORMATION (MULTIPLE LINES HAVE BEEN PROVIDED FOR MULTIPLE DESTINATIONS)**

Actual Departure Date and Time:	Actual Return Date and Time:
Destination:	

**REIMBURSABLE EXPENSES (DOCUMENTATION REQUIRED)**

<input type="checkbox"/> Airfare: an itemized receipt showing method of payment and flight itinerary required	\$ _____
<input type="checkbox"/> Lodging/Hotel: an itemized receipt showing method of payment or how the transaction was settled is required, i.e.; credit card, cash	\$ _____
<input type="checkbox"/> Registration: an itemized receipt and conference itinerary is required	\$ _____
<input type="checkbox"/> Car Rental: an itemized receipt and rental contract is required. For non-university vendors, LDW and CDW MUST be purchased	\$ _____
<input type="checkbox"/> Mileage: a printed map (such as Mapquest) showing the miles driven, or beginning and ending odometer readings is required	\$ _____

MISCELLANEOUS EXPENSES: ITEMIZED RECEIPT REQUIRED IF OVER \$50				MEALS: <input type="checkbox"/> Per diem <input type="checkbox"/> Actual			
Expense type	Date	Amount	Business Purpose	Date	Breakfast	Lunch	Dinner

**ADDITIONAL COMMENTS (POST TRIP)**

**Over 20% approved by Business Manager (if required):**

**TOTAL AMOUNT REQUESTED FOR REIMBURSEMENT** \$ \_\_\_\_\_