



## SES STUDENT TRAVEL INSTRUCTIONS

All OSU students, staff, faculty and guests require a Travel Number (T#) via the eTravel system prior to the start date for authorized business travel on behalf of the university. Ohio State will pay for reasonable and necessary expenses incurred. **If there is any possibility that you may incur an out of pocket expense(s) while on business travel, an eTravel T# must be in place before travel begins.** If the individual chooses not to request a T#, and unexpected expense(s) occur, the traveler may not be reimbursed.

Prepayment and/or reimbursement of travel expenses are allowed only when payment for the expenses has not been and will not be received by the traveler from a third party.

All business-related travel expenses paid with university funds must comply with university [Expenditures](#), [PCard](#), and [Purchasing](#) policies. Travel expenses related to relocation are covered by the Relocation [Expenses policy](#). Please take the time to review the university policy before your travels.

**Pre-Trip Worksheet form:** This form is used when you have an upcoming authorized business travel. This form will provide information to the Travel Arranger so that your business travel needs are met prior to your trip.

**eTravel system:** The university-designated travel authorization and expense system. In SES we have designated staff that will submit your request through the eTravel system based on information you provide through the Pre travel worksheet.

**T Number:** A number assigned by eTravel for each approved unique trip. The T Number serves as authorization to use university procurement methods to procure travel related expenses.

**Travel Arranger:** Schedule, reserve, coordinate, and/or initiate the travel arrangements for students, staff, faculty and guests traveling on behalf of the university. The travel arranger may be authorized to initiate and submit a travel request (T Number) for approval in eTravel, expense advance payments on behalf of the traveler, and other duties associated with the trip arrangement.

**Corporate Travel Planners (CTP):** Is the university's preferred individual business travel agency who specialize in global travel management with vast resources and advanced technology to fulfill university business travel needs.

- CTP Benefits to Ohio State
  - 24/7 customer service.*
  - Prepayment option - No out-of-pocket expense to traveler.*
  - Access to extensive airline selection (including low cost carriers and web fares).*
  - University airline discounts.*

**Concur:** Is the travel management tool CTP provides so that travelers can research fares, adjust selection parameters and finalize their own booking with an authorized T#.



## SES STUDENT TRAVEL INSTRUCTIONS

### When to submit a Travel Request :

- Leaving OSU campus on university business to travel
- When registration has been accepted to present at a conference
- Travel award or funding has been approved by advisor

### How to set up Travel Request:

- Fill out the pre-travel worksheet and give to SES's travel arranger to enter
- Provide the funding source for the travel, and written permission to use the funds

### Pre-payment for flight and registration:

- If you set up Theresa Mooney ( [mooney.175@osu.edu](mailto:mooney.175@osu.edu) ) as "Assigning a Travel Assistant/Arranger" in Corporate Travel Planners (CPT) called CONCUR, she will be able to help you with prepayment for flights. Instructions on how to set up a Assigning a Travel Assistant/Arranger" can be found in below link:  
[https://busfin.osu.edu/sites/default/files/travel\\_assign\\_travel\\_assistant.pdf](https://busfin.osu.edu/sites/default/files/travel_assign_travel_assistant.pdf)
- If you need registration fees to be prepaid, please indicate on the Pre-Trip Worksheet form.

### Vacation or personal time combined with business travel?

#### Driving instead of flying?

- Comparison form is needed along with support documentation to justify driving is more economical than flying. Documentation needed at least two weeks before the start date of travel
- Comparison need to be documented using flight costs from CTP

### Rental Vehicles:

- Travelers are required to procure rental car services from the university-contracted rental car agencies. Under limited circumstances when procurement of rental car services from a non-contracted agency is justifiably necessary.
- Enterprise Rent-A-Car and National Car Rental are the university-contracted rental car agencies.

#### **Enterprise Rent-A-Car and National Car Rental Benefits to Ohio State**

*Discounted rates for business travel*

*Young renters concessions (if on university business, minimum age is 18)*

*Reduced city surcharges*

*LDW, DW and Liability Insurance coverage at no additional cost*

#### **Ordering and Pricing**

**Enterprise Rent-A-Car:** 800-261-7331; or Business Rental Solutions

Business discount code: XZ38Y09 pin: OHI

**National Car Rental:** 877/222-9058; or Business Rental Solutions

Business discount code: XZ38Y09 pin: OHI



## SES STUDENT TRAVEL INSTRUCTIONS

### Cash Advance

- A cash advance may be issued to a traveler when expenses would cause a financial hardship.
- Must request advance at least two weeks prior to travel using the Pre-Trip Worksheet form.
- Cash advance expenses must be documented with original, itemized receipts (or equivalent documentation) and must be reconciled within 15 days of the return date
- Any cash in excess of approved reimbursable expenses must be returned to the appropriate departmental account or sponsored project within the same one month period.

### When to submit reimbursement claim to the department travel arranger

- It is highly recommended that travel reimbursement request are submitted as soon as travel is completed. Travel reimbursement will be processed within 90 days of the end date of travel.
- CASH ADVANCE? Within 15 days of the end date of travel
- Request needs to be submitted 2 weeks prior to trip

### Travel and Expenditure Policies

The School of Earth Sciences (SES) is in the College of Arts and Sciences (ASC). Travel guidelines for our college can be found on our business service center's (BSC) website. Travel forms are also found here <https://ascintranet.osu.edu/business-services/fiscal>

OSU Travel <https://osutrans.osu.edu/>

OSU Expenditures Policy <https://busfin.osu.edu/document/expenditures-policy-411-pdf>

CONCUR Corporate Travel Planners (CTP) <https://busfin.osu.edu/buy-schedule-travel/travel>

Travel Policy [https://busfin.osu.edu/sites/default/files/211\\_travel.pdf](https://busfin.osu.edu/sites/default/files/211_travel.pdf)

Rental car discounts <https://busfin.osu.edu/document/enterprise-rent-car-national-car-rental>

Consult with the department before submitting a Travel requests or if you have any questions regarding OSU Travel:

#### **SES Travel Arranger**

Theresa Mooney.175  
125 South Oval Mall Rm 275E  
(614)292-6628

#### **SES Manager, travel back up**

Soyoung Carpenter.634  
125 South Oval Mall Rm 275N  
(614) 688-2884