College of Pharmacy Travel Quick Tips

- Travel requests must be entered and approved in eTravel system prior to departure – submit at least 48 hours in advance.
- Approved Business Leave form (pdf from eLeave system) must be attached to travel request.
- Agenda/Programs should be attached at time of travel request, must be attached at time of reimbursement.
- Airfare
  - Should be purchased at lowest reasonable coach/economy fare that meets business needs.
  - Economy plus or other seating upgrades cannot be paid for.
  - Early boarding charges cannot be paid for.
  - Business class only permissible for international leg of flights in excess of 5 consecutive hours.
  - No first class – ever!
  - Driving versus flying – any out-of-state travel requires total cost estimates to be compared to lowest reasonable airfare.
  - Airfare can be prepaid using Concur.
- Mileage - An individual’s daily commute to and from residence and headquarters may not be reimbursed (see CoP mileage guidelines).
- Rental cars
  - National or Enterprise should be used through OSU contract.
  - If unavailable, fully executed rental agreement must be provided and DW/CDW/LDW and Liability Insurance must be purchased.
  - Additional supplemental insurances such as Personal Liability Insurance, Roadside Protection, etc. cannot be reimbursed.
  - GPS or navigation systems will not be reimbursed.
  - Refueling option should not be used except for extenuating circumstances – business need should be clearly documented if this option is used.
- Lodging
  - Travelers are eligible for payments at the published conference rate or 2x the federal lodging rate for the travel location. However, if the lodging falls within 1.5-2x the lodging rate and is higher than the conference rate, additional justification is required.
- Per Diem
  - Travelers are not required to provide receipts for regular per diem allowance.
  - However, if reimbursing actual meal cost – itemized receipts ARE required and must meet the per diem limits for the meal. We do not recommend this!
  - Lower per diem can be provided, but a general purpose of what was purchased must be documented.
  - If the hotel provides continental breakfast, plane provides meals, or the conference provides meals, an individual may not be reimbursed per diem for those meals. The university has already paid for this meal (via lodging or conference registration) and cannot pay for the expense twice.
- Vacation in conjunction with business travel
  - Travel requires additional documentation.
  - Cost comparisons are required.
  - We still may be able to pre-pay airfare if the cost comparison is the same or lower.
  - We will only reimburse up to the business need airfare cost.
  - If alternate locations are required for personal time, we cannot pre-pay airfare.
- Other tips
  - We cannot reimburse expenses until after travel has occurred.
  - We cannot pre-pay or reimburse expenses that will later be reimbursed by a third party.
  - US Flag carriers required when using OSP funds.
  - Travel insurance cannot be reimbursed.