Objectives:
- Understand why we are making changes
- What’s important?
- Tips and Tricks
- Policy one-pagers
- Policy exceptions
Why changes:

- Need to align practices with policies
- Implementing best practices
- Internal audit going on now
- Public Record

Overview:

- Travel requests must be entered and approved in the eTravel system prior to the trip (R# is the request, T# is once approved).
  - 48 hours in advance! Best practice – as early as possible.
- Travel reimbursements must be entered in the system 90 days from the date of return from the trip.
What’s Important Now:
- Use of “deny” and comments to communicate changes needed by initiators
- Agendas/Programs should be attached at time of travel request if available. Must be attached at time of reimbursement.
- PI approval should be attached to the travel request.
- Employees must attached the Approved eLeave business travel form to your travel request.

Business Purpose:
- What is an example of a good business purpose?
  - It should be written so an individual, unfamiliar to the organization’s operations can understand why the transaction occurred.

Examples of Business Purposes that need more info
Attend ASEE (Why? When? Abbreviation…)
Visiting research collaboration (For what? Why?)
Business Purpose continued:

Examples of Complete Business Purposes
Attend American Society of Engineering Educators seminar to present paper on student retention
Invited to University of China to collaborate on chemical refinement processes on behalf of OSU

Airfare:
- Should be purchased at the lowest reasonable coach/economy fare that meets the business need.
- Economy plus or other seating upgrades cannot be reimbursed.
- Early boarding charges cannot be reimbursed.
- Business class only permissible with international flights in excess of 5 consecutive hours.
Airfare continued:
- No First Class – ever!
- Driving versus flying – any out-of-state travel will require total cost estimates compared to lowest reasonable airfare.

Why use the Preferred Travel Agency (Concur aka CTP)?
- Airfare can be pre-paid – no out-of-pocket expense to traveler
- Access to extensive airline selection
- Eligible for OSU airline discounts
- 24/7 customer service
- Online booking available
- Lower service fees
Mileage:

- Mileage – per IRS guidelines – an individual's daily commute to and from residence and headquarters may not be reimbursed even if coming to campus first.
  - Attach mileage record from online site such as google or mapquest.

Rental Cars:

- Please use our contracted agencies – National or Enterprise – insurance is automatically included at proper rates.
  - If they are unavailable, the fully executed rental agreement must be provided and DW (Damage Waiver) or CDW (Collision Damage Waiver) or LDW (Loss Damage Waiver) and Liability Insurance MUST be obtained.
Rental Cars continued:
- Additional supplemental insurances such as PAI (Personal Liability Insurance), RAP (Roadside Assistance Protection) or PEP (Personal Effects Protection) cannot be reimbursed.
- GPS or Navigation systems will not be reimbursed.

Rental Cars continued:
- Lowest reasonable cost that meets business needs should be used (e.g. Economy size car)
- Refueling option should not be used except for when extenuating circumstances occur (e.g. critical timing issue). The business reason for the use of this option should be clearly documented.
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.
Per Diem continued:
- 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.
- Utilize the cost comparison worksheet available on the CBO website (soon).
Tips and Tricks:
- Pre-payments can be made for just about anything
  - Airfare should be prepaid through CTP
  - Registration can be prepaid
  - Hotel can also be prepaid.
- We cannot reimburse expenses until after travel has occurred (e.g. registration)
- We cannot pre-pay or reimburse any expenses that will later be reimbursed by a third party.

Tips and Tricks continued:
- Include PR# and T#s when making purchases related to travel.
- US Flag carriers required for OSP projects (Fly America Act).
- Export control licenses may be required when traveling overseas with laptops, data, etc. More information is available on the Office of Research compliance website.
Tips and Tricks continued:

- Miscellaneous expenses under $50 – detailed description and associated business travel purpose must be documented (e.g., taxi from hotel to airport).
- Lowest reasonable ground transportation costs should be incurred.
- Travel Insurance cannot be reimbursed.

Tips and Tricks continued:

- Group travel box should only be selected when the trip is comprised of 10 or more individuals.
- Blanket travel request checkbox should only be selected for in-state trips where expenses are generally limited to mileage within a fiscal year.
Tips and Tricks continued:

- When do I close or cancel a travel request?
  - Close – trip has occurred, no further payments are expected to be processed against the “T” number
  - Cancel – trip did not occur.

- How much time should I allow for approval of my travel request?
  - 48 hours prior to departure. Best practice – enter your request well in advance.

Policy one-pagers:

- Travel requests
- Travel reimbursements
- Rental car requirements
- What else would be helpful?
Policy Exceptions:

- What is a policy exception?
  - After-the-fact (ATF) travel requests
  - Travel reimbursements over 90 days
  - Missing itemized receipt
  - Rental car insurance issues
  - Tip over 20% - reimbursement will be reduced to keep from being exception.

- Status of the college
- What will happen going forward?

Tools and Links:

- University Policies - http://policies.osu.edu/
- Travel Policy https://osutravel.osu.edu/travel-policy/
- Travel FAQs - https://osutravel.osu.edu/faq/
- Travel Discounts - https://osutravel.osu.edu/discounts/
Questions?