



University Policy – Accessible Excerpt

Applies to: Faculty, staff, students, guests, vendors, and contractors.

PROCEDURE

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The following information detailing travel expenses, payment methods, documentation required, and any additional considerations for university business travel is excerpted from the Travel policy. This content in the university policy is contained in complex tables; this serves as an accessible version of the content. The entire policy may be accessed at busfin.osu.edu/FileStore/PDFs/211_Travel.pdf.

- I. Airfare/Rail
 - A. General Information
 - 1. Transportation connected with university business travel should be purchased at the lowest reasonable coach/economy fare that meets business needs.
 - 2. Economy plus, seating upgrades, or pre-boarding options are not permitted to be purchased with university resources and will not be reimbursed.
 - 3. First class airfare is not permitted to be purchased with university resources and will not be reimbursed.
 - 4. Business class is only permissible with international flight times in excess of five consecutive flight hours, excluding layovers.
 - 5. Airfare/rail should be procured through the university-preferred travel agency or online booking tool to ensure access to airline and other negotiated discounts.
 - B. Payment Options
 - 1. eTravel with university-preferred agency (T Number required at time of purchase)
 - 2. PCard (T Number required)
 - 3. Purchase Order (T Number required)
 - 4. Traveler's Expenditure (reimburse after completion of the trip) via eTravel
 - C. Documentation Required
 - 1. An original, itemized receipt or equivalent documentation is required unless the airfare is purchased through the university-preferred online booking tool
- II. Ground Transportation (e.g., car service, shuttle, subway, bus, taxi)
 - A. General Information
 - 1. Travelers should incur the lowest reasonable ground transportation cost that meets business needs.
 - B. Payment Options
 - 1. PCard (T Number required)
 - 2. Traveler's expenditure (reimburse after completion of the trip) via eTravel
 - C. Documentation Required
 - 1. An original, itemized receipt or equivalent documentation when ground transportation exceeds \$50 (see documentation required under section IX. Miscellaneous Travel Expenses when ground transportation does not exceed \$50)
- III. Personal Vehicle
 - A. General Information
 - 1. Mileage will be reimbursed in eTravel for personal vehicles as a primary mode of transportation if the cost does not exceed the least expensive airfare. Additional expenses, including and not limited to lodging, parking, and **per diem**, must be considered in advance of the trip when comparing the cost of auto to airfare.
 - 2. Reimbursement for use of a personal vehicle is based on the [mileage reimbursement rate](#). The mileage reimbursement rate includes all vehicle-related expenses (i.e., gasoline, wear and tear, and personal auto insurance).
 - 3. Travelers will not be reimbursed for mileage when commuting to and from their residence and headquarters. If a traveler is required to report to a location(s) other than their headquarters during a normal work schedule,



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the traveler will only be reimbursed for the total distance from their residence to the alternate location(s) less the traveler's normal commute.

B. Payment Options

1. Traveler's expenditure (reimburse after completion of the trip) via eTravel

C. Documentation Required

1. Mileage must be documented with sufficient detail to support mileage reimbursement (e.g., address to address record, mileage log, MapQuest, etc.)

IV. Rental Vehicle

A. General Information

1. Use of a rental vehicle as a primary mode of travel transportation is authorized only if renting a vehicle and driving is more economical than any other type of transportation or if the destination is not otherwise accessible. Documentation (e.g. airfare quote) is required to demonstrate cost comparison when considering vehicle rental and driving over flying.
2. Travelers must incur the lowest reasonable vehicle rental expenses that meet business needs.
3. Damage Waiver or Collision Damage Waiver or Loss Damage Waiver (DW/CDW/LDW) and liability insurance coverage are required. The university will not reimburse any other type of supplemental insurance.

B. Rental Source: University contracted vehicle rental agencies (refer to [Travel Office website](#))

1. Payment Options

- a. PCard (T Number required)
- b. Traveler's expenditure (reimburse after completion of the trip) via eTravel

2. Documentation Required

- a. Original, itemized receipts or equivalent documentation
- b. Fully executed rental agreement (or equivalent documentation) signed by traveler indicating DW/CDW/LDW and liability insurance (must include the cost, dates, and travel locations)
- c. Original, itemized receipt or equivalent documentation for gasoline replenishment if exceeds \$50 (see documentation required under section IX. Miscellaneous Travel Expenses when expense does not exceed \$50)

3. Considerations

- a. Negotiated discounted pricing
- b. DW/CDW/LDW and liability insurance included at no additional cost. Traveler must verify that DW/CDW/LDW and liability insurance has not been charged to the invoice. If so, recovery of funds is required. Corporate discount numbers must be provided when the reservation is made to access discount/insurance package
- c. 15 passenger vans are prohibited

C. Rental Source: Transportation and Traffic Management

1. Payment Options

- a. eRequest (PR Number required)
- b. eTravel (T Number required)

2. Documentation Required

- a. Customer copy of eRequest or Travel request
- b. University (TTM) rental agreement signed by traveler (must include the cost, dates, and travel locations) or equivalent documentation

3. Considerations

- a. Meets DW/CDW/LDW and liability insurance included at no additional cost

D. Rental Source: Non-university contracted vehicle rental agencies

1. Payment Options

- a. PCard (T Number required)
- b. Traveler's expenditure (reimburse after completion of the trip) via eTravel

2. Documentation Required

- a. Original, itemized receipts or equivalent documentation



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- b. Fully executed rental agreement or equivalent documentation signed by traveler indicating DW/CDW/LDW and liability insurance (must include the cost, dates, and travel locations)
 - c. Original, itemized receipt or equivalent documentation for gasoline replenishment if exceeds \$50 (see documentation required under section IX. Miscellaneous Travel Expenses when expense does not exceed \$50)
 3. Considerations
 - a. DW/CDW/LDW and liability insurance must be purchased
 - b. 15 passenger vans are prohibited
- V. Charter Bus/Motor Coach
 - A. General Information
 1. Priority order established by the university for securing charter bus/motor coach services:
 - a. Transportation and Traffic Management (first choice supplier),
 - b. Contracted agencies (second choice supplier), or
 - c. Other charter bus/motor coach rental companies if it is not feasible to use Transportation and Traffic Management or the companies under contract.
 - B. Rental Source: Transportation and Traffic Management
 1. Payment Options
 - a. eRequest (PR Number required)
 - b. eTravel (T Number required)
 2. Documentation Required
 - a. Customer copy of eRequest (unless covered by a service agreement)
 - b. Charter Confirmation Form
 3. Considerations
 - a. First choice supplier
 - b. Meets minimum insurance liability requirements
 - C. Rental Source: University contracted charter bus/motor coach (refer to [Travel Office website](#))
 1. Payment Options
 - a. Purchase Order (T Number required)
 - b. PCard (T Number required)
 2. Documentation Required
 - a. Original, itemized receipts or equivalent documentation
 3. Considerations
 - a. Negotiated discounted pricing
 - b. Meets minimum insurance liability requirements
 - c. 15 passenger vans are prohibited
 - D. Rental Source: Non-university contracted charter bus/motor coach
 1. Payment Options
 - a. Purchase Order (T Number required)
 - b. PCard (T Number required)
 2. Documentation Required
 - a. Original, itemized receipts or equivalent documentation
 - b. Fully executed rental agreement signed by Purchasing
 3. Considerations
 - a. Must provide minimum insurance liability requirements as determined by the Office of Risk Management.
 - b. 15 passenger vans are prohibited
- VI. Lodging
 - A. General Information
 1. The university will permit payment of lodging expenses at reasonable, single occupancy, or standard business room rates.



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2. Payment must not exceed either the conference rate at the conference/convention site or twice the [federal lodging rate](#) for the business travel location. If the lodging expense falls within the range of 1.5 to 2 times the federal lodging rate and is not a conference rate, then additional justification is required.
 3. The cost of overnight lodging (room rate and tax only) will be paid if the authorized travel is 45 miles or more from the traveler's residence or headquarters.
- B. Lodging Type: Commercial Lodging
1. Payment Options
 - a. PCard (T Number required)
 - b. Purchase Order (T Number required)
 - c. Traveler's expenditure (reimburse after completion of the trip) via eTravel
 2. Documentation Required
 - a. Original, itemized receipts (or equivalent documentation)
 - b. Additional justification could include a cost comparison of the hotels in the surrounding area or peak rates dues to seasonality
- C. Lodging Type: Non-commercial Lodging (e.g. host village, colleague, etc.)
1. Payment Options
 - a. Traveler's expenditure (reimburse after completion of the trip) via eTravel
 2. Documentation Required
 - a. Written documentation that includes the length of stay, associated fees (in U.S. dollars), and signatures of both the traveler and payee
 3. Considerations
 - a. Must be pre-arranged and authorized by the unit prior to departure
- VII. Conference Registration Fee
- A. General Information
1. Business related banquets or meals that are considered part of the conference can be paid with the registration fee or reimbursed as appropriate. These meals must be deducted from the traveler's per diem allowance.
 2. Activities such as golf outings, sightseeing tours, spa activities, and other entertainment costs will not be paid by the university.
- B. Payment Options
1. eTravel (T Number required)
 2. PCard (T Number required)
 3. Purchase Order (T Number required)
 4. Traveler's expenditure (reimburse after completion of the trip) via eTravel
- C. Documentation Required
1. The conference registration form; agenda; and the original, itemized receipt or equivalent documentation
- VIII. Meals/Per Diem
- A. Personal Meal Allowances – Receipts Not Required
1. Meal allowances are paid after completion of the trip and are based upon [per diem rates](#) that vary by city location. These rates include incidental expenses (e.g., service tips, housekeeping, baggage carriers, porters, etc.).
 2. Travelers may be paid at 100% of the per diem allowance for the applicable city location. In general, the per diem allowance for the first and last days of travel is up to 75% of the full per diem rate. Based on specific travel needs, the per diem allowance for the first and last days of travel can be adjusted using the applicable meal percentage (25% breakfast; 25% lunch; 50% dinner) at the unit's discretion.
 - a. Travelers may be reimbursed for less than the per diem allowance with a general description of what was purchased.
 - b. Meal allowance is authorized for in-state (with overnight) or out-of-state (45 miles or more from the traveler's residence or headquarters) travel.
 - c. Full meal allowances while on travel status will not be paid if a meal is served on the plane, included in a conference registration fee, built into the hotel room rate, or replaced by a legitimate business meal. The



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allowance must be adjusted by deducting the appropriate meal percentage (25% breakfast; 25% lunch; 50% dinner) from the full per diem allowance for the applicable city location.

B. Business Meals – Original, Itemized Receipts Required

1. See the university Expenditures policy for detailed information and/or restrictions.
2. Properly documented business meals may be paid/reimbursed by the university.
3. Business meals while in university business travel status must be documented in eTravel.
4. Federally funded sponsored projects contain specific guidelines and/or restrictions. Sponsored program offices should always be consulted in advance.

IX. Miscellaneous Travel Expenses

A. Miscellaneous travel expenses, excluding those travel expenses specifically noted above, considered necessary for business travel (e.g., baggage fees, parking, tolls, internet connectivity, Visas, immunizations, etc.) may be reimbursed with the following requirements:

1. Original, itemized receipts (or equivalent documentation) for each miscellaneous travel expense in excess of \$50.
2. Detailed description and associated business travel purpose must be documented for each miscellaneous travel expense of \$50 or less. (Certain miscellaneous travel expenses are included in the per diem allowance as incidentals, see section VIII. Meals/Per Diem.)
3. Travelers must incur the lowest reasonable miscellaneous travel expenses that meet business needs.

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