



## University Policy – Accessible Excerpt

Applies to: Units, faculty, staff, students, eligible guests, contractors, and suppliers

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

- I. Airfare
  - A. General Information
    - 1. Transportation connected with business travel should be purchased at the lowest reasonable coach/economy fare that meets the business needs of the university.
    - 2. Seating upgrades or pre-boarding options must not be purchased with university resources and will not be reimbursed.
    - 3. First class airfare must not 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 for employees must be procured through the university-contracted travel agencies (or their online booking tool).
  - B. Payment Options
    - 1. Workday with university-contracted travel agencies or their online booking tool (spend authorization required at time of purchase).
    - 2. Purchase order.
    - 3. Reimbursement.
  - C. Documentation Required
    - 1. Itemized receipt or equivalent documentation (e.g., university-contracted travel agency invoice/itinerary).
- II. Ground Transportation (e.g., bus, car service, rail, rideshare, shuttle, subway, taxi)
  - A. General Information
    - 1. Travelers should incur the lowest reasonable ground transportation cost that meets the business needs of the university.
  - B. Payment Options
    - 1. PCard (spend authorization required at time of purchase).
    - 2. Reimbursement.
  - C. Documentation Required
    - 1. Itemized receipt or equivalent documentation when ground transportation exceeds \$50 (see documentation required under IX-Miscellaneous Travel Expenses (below) when ground transportation does not exceed \$50).
- III. Personal Vehicle
  - A. General Information
    - 1. Mileage reimbursed in Workday for personal vehicles will be authorized as a primary mode of transportation if the cost does not exceed the least expensive airfare and meets the business needs of the university. Additional expenses, including and not limited to baggage fees, ground transportation to/from airport, lodging, parking, and per diem must be documented with a cost comparison in advance of the trip when comparing the cost of mileage to airfare.
    - 2. In general, a drive versus fly cost and a personal vehicle mileage versus rental vehicle comparison should be completed.
    - 3. Travelers must ensure their vehicle insurance provider covers business travel prior to departure as the university assumes no liability when a personal vehicle is used.



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4. Reimbursement for use of a personal vehicle is based on the mileage reimbursement rate. The mileage reimbursement rate includes all vehicle-related expenses (e.g., depreciation of original vehicle cost; gasoline and oil; maintenance, accessories, parts, and tires; personal auto insurance; and state and federal taxes).
  5. Travelers will not be reimbursed for mileage when commuting to and from their residence and headquarters. If the traveler is required to report to a location(s) other than their headquarters during a normal work schedule, 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. Reimbursement.
- C. Documentation Required
1. Mileage must be documented with enough detail to support mileage reimbursement (e.g., address to address record, mileage log, MapQuest).
- IV. Rental Vehicle
- A. General Information
1. Payment for rental vehicle use as a primary mode of travel transportation is authorized only if the cost is more economical than any other type of transportation or if the destination is not otherwise accessible. Additional expenses, including and not limited to baggage fees, ground transportation to/from airport lodging, parking, and per diem, must be documented with a cost comparison in advance of the trip when comparing the cost of a rental car to airfare.
  2. Travelers must incur the lowest reasonable vehicle rental expense that meets the business needs of the university.
  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.
  4. Rental vehicles must be procured through university-contracted rental car agencies.
- B. Rental Source: University-contracted vehicle rental agencies (refer to [Travel Office website](#))
1. Payment Options
    - a. PCard (spend authorization required at time of purchase).
    - b. Reimbursement.
  2. Documentation Required
    - a. Itemized receipts or equivalent documentation.
    - b. Itemized receipt or equivalent documentation for gasoline purchase if expense exceeds \$50 (see documentation required under IX-Miscellaneous Travel Expenses (below) 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. See [University Fleet policy](#).
- C. Rental Source: Non-university-contracted vehicle rental agencies
1. Payment Options
    - a. PCard (spend authorization required at time of purchase).
    - b. Reimbursement.
  2. Documentation Required
    - a. Justification for non-use of university-contracted rental car agency.
    - b. Itemized receipts or equivalent documentation.
    - c. Itemized receipt or equivalent documentation for gasoline replenishment if exceeds \$50 (see documentation required under IX-Miscellaneous Travel Expenses (below) when expense does not exceed \$50).



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3. Considerations
  - a. DW/CDW/LDW and liability insurance must be purchased.
  - b. 15 passenger vans are prohibited. See [University Fleet policy](#).
- V. Charter Bus/Motor Coach
  - A. General Information
    1. Priority order for securing charter bus/motor coach services:
      - a. University Transportation and Traffic Management (first choice supplier);
      - b. [University-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 university-contracted agencies.
  - B. Rental Source: Transportation and Traffic Management
    1. Payment Options
      - a. Requisition.
    2. Documentation Required
      - a. Customer copy of requisition (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.
      - b. PCard (spend authorization required at time of purchase).
    2. Documentation Required
      - a. Itemized receipts or equivalent documentation.
    3. Considerations
      - a. Negotiated discounted pricing.
      - b. Meets minimum insurance liability requirements.
      - c. 15-passenger vans are prohibited. See [University Fleet policy](#).
  - D. Rental Source: Non-university-contracted charter bus/motor coach
    1. Payment Options
      - a. Purchase order.
      - b. PCard (spend authorization required at time of purchase).
    2. Documentation Required
      - a. Justification for non-use of university-contracted charter bus/motor coach agency.
      - b. Itemized receipts or equivalent documentation.
      - c. Fully executed rental agreement signed by Purchasing.
    3. Considerations
      - a. Consult with the Purchasing commodity agent in advance of choosing a non-contracted vendor.
      - b. Must provide minimum insurance liability requirements as determined by the Risk Management Office.
      - c. 15-passenger vans are prohibited. See [University Fleet policy](#).
- VI. Lodging
  - A. General Information
    1. The university will permit payment of lodging expenses at reasonable single occupancy or standard business room rates.
    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 (not including taxes and additional surcharges). If the lodging expense is 1.5 to 2 times the [federal lodging rate](#) (not including taxes and additional surcharges) and is not a conference rate, additional justification is required.



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3. The cost of overnight lodging (room rate and taxes 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 (spend authorization required).
      - b. Purchase order.
      - c. Reimbursement.
    2. Documentation Required
      - a. Itemized receipts, folio, 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. Reimbursement.
    2. Documentation Required
      - a. Written documentation that includes the length of stay, associated fees (in U.S. dollars), and signatures of 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 not included as part of the general conference fee will not be paid by the university.
  - B. Payment Options
    - a. PCard (spend authorization required).
    - b. Purchase order.
    - c. Reimbursement.
  - C. Documentation Required
    1. Conference registration form, agenda, and itemized receipt or equivalent documentation.
- VIII. Meals
- A. Per Diem for Personal Meals and Incidentals
    1. [Per diem allowances](#) for meals and incidentals are paid after completion of the trip and are based upon per diem rates that vary by city location. These rates include personal meals and incidental expenses (e.g., baggage carriers, housekeeping, porters, service tips).
    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 and need to identify which meals were purchased.
      - b. The per diem allowance is authorized for in-state (with overnight) or out-of-state (45 miles or more from the traveler's residence or headquarters) travel.
    3. Full per diem allowances while on travel status will not be paid if a meal is served on the plane, included in a conference registration fee, provided by the hotel as part of the lodging rate, or replaced by a legitimate business meal. The 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.
    4. Payment Options
      - a. Reimbursement.



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5. Documentation Required
  - a. Receipts not required.
- B. Business Meals
  1. See the [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 Workday.
  4. Federally funded sponsored projects contain specific guidelines and/or restrictions. Sponsored program officers should always be consulted in advance.
  5. Payment Options
    - a. PCard.
    - b. Reimbursement.
  6. Documentation Required
    - a. Itemized receipt or equivalent documentation.
    - b. Business purpose.
    - c. List of attendees, one of whom must be a non-employee.
    - d. Time, date, and place of meal.
- IX. Miscellaneous Travel Expenses
  - A. Miscellaneous travel expenses, excluding those travel expenses specifically noted above, considered necessary for business travel (e.g., baggage fees, immunizations, internet, parking, tolls, visas) may be reimbursed with the following requirements:
    1. Itemized receipts or equivalent documentation, for each individual miscellaneous travel expense in excess of \$50.
    2. Detailed description and associated business 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 VIII.A-Per Diem for Personal Meal and Incidentals (above).
    3. Travelers must incur the lowest reasonable miscellaneous travel expenses that meet the business needs.

The preceding information was excerpted from the Travel policy. The entire policy may be accessed at [https://busfin.osu.edu/sites/default/files/211\\_travel.pdf](https://busfin.osu.edu/sites/default/files/211_travel.pdf).