



How to Complete the Post-Trip Expense Report

Submission Instructions

Please complete the form, including as much information as possible. This form, along with any necessary receipts should be electronically scanned and emailed to the Procurement Shared Service Center. Contact information can be found here: <https://busfin.osu.edu/inside-bf/procurement-shared-service-center>. Completed forms should be sent to pssc.servicecenter@osu.edu.

Preliminary information

Include the Tnumber, Traveler name that is being reimbursed, destinations they traveled to, and the departure/return dates and times. The Tnumber, traveler name, and trip name (optional) will auto populate on page 2 of the form.

Travel Cost Summary

The Totals will auto calculate based on the information provided in the Expense Detail and Cash Advance summary. Include the approved PreTrip Estimate to calculate if the travel expenses are over or under the 20% threshold for reapproval.

Expense Detail and Documentation Required

Fill in each expense in the appropriate column. Any expense paid for by the traveler should go in the Amount to be reimbursed column. A Pcard or GET card expense regardless of when the expense occurred (pretrip or during the trip) should be listed in the PCard/GET Card column. Any prepaid expenses where another procurement method was used such as a Purchase Order, Internal Order or payment request should be listed in the prepaid expense column.

- **Airfare** – Receipt including cost of flight and seat class booked (i.e. economy). Any seat upgrades (preferred seats, extra room) or additional costs (early bird check-in, Wi-Fi) need to include a business purpose. If seat upgrades or additional costs were not specifically approved as part of the travel approval process, the PSSC will reach out to the department to obtain approval.
- **Baggage Fees** – Receipt.
- **Registration fee** – Receipt. Also include the conference schedule.
- **Lodging** – Itemized hotel bill.
- **Internet access** – This should include a separate business purpose. It is normally charged as part of the lodging expense.
- **Transportation** – Receipt, including tip amount. Mileage requests should include a MapQuest or other similar documentation. Motor pool rental expenses should be listed under other transportation.
- **Parking** – Receipt.
- **Business Meals** – Include the itemized receipt, business purpose, and attendees. The attendee list needs to include full name and company/affiliation.
- **Per Diem** – Per diem is a rate established by the US General Services Administration and covers meals and incidental expenses, including tips given to porters, baggage carriers, hotel staff, and staff on ships. It should be detailed in the Meal Expense Detail section.
- **Currency Conversion** – Receipts and copy of credit card statement showing the amounts actually charged in US dollars or the including charge from the credit card website. If not available, the PSSC will do the conversion based on the date on the receipt.



Meal Expense Detail

Include the Dates and the City(s) while the traveler was on business travel. Only one city is used per day and is typically determined by the traveler's final destination. Indicate below each date the meals which the traveler should receive Per Diem (or actual meal cost). Mark each meal as Y (yes), N (no), or BM (business meal). If the traveler received a meal as part of a hotel stay, conference, airfare, or other, the meal should be marked as N (No) since the University has already paid for this meal through other expenses. If the traveler pays for a business meal, mark the meal as BM (business meal) and include the expense in the Business Meal total as part of the Expense Summary. Including the per diem amount is optional. The Service Center can complete this section if the Per Diem rate is unknown. Per Diem rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Chartfield

Indicate any split funding or changes to the chartfield from what was approved on the travel request.

Cash Advance Reconciliation

If the traveler received a cash advance, the expenses should be listed in this section. If there are more receipts than space available, please list the receipts in a separate attachment (Excel or Word) and include the total on one line in this section.

At the top of this table, include the amount of the cash advance issued to the traveler. Lines 2 and 3 will auto calculate based on the other information provided in this section.

Additional Information

List any additional information related to this travel that will assist in processing the travel payment. This might include the names of other travelers that expenses were shared with, any special circumstances, any explanations for unusual travel expenses.

Third Party Payment

Use this section to document any travel related expenses that will be reimbursed or paid for by a third party. This may include conference registration, hotel expenses, transportation costs, etc. These amounts should not be included in the expense detail and will not be reimbursed to the traveler by the University.

Policy References

- **Travel Policy** - <https://busfin.osu.edu/document/travel-policy-211-pdf>
- **Expenditure Policy**- <https://busfin.osu.edu/document/expenditures-policy-411-pdf>
- **Procurement Shared Service Center website** – <https://busfin.osu.edu/inside-bf/procurement-shared-service-center>