

OSU Business Travel: Quick Reference Guide

Pre-Trip Checklist:

- Obtain travel authorization (eTravel T#) before departure
- Review the university's Travel Policy (osutavel.osu.edu)
- Reserve/Purchase travel expenditures in advance
 - Contact OSU's preferred travel agency (CTP) for direct pay options and discounts
- Prepare an emergency call list

OSU Travel Resource (osutavel.osu.edu):

- Travel Policy and FAQ
- Travel Agency Contact Information
- System Access (eTravel & Concur)
- Discount Travel Information
- Travel Guides & Checklists

Key Travel Policy Reminders:

- T# required prior to utilizing OSU procurement methods (e.g. PCard, Airfare Prepayment, etc.).
- First class airfare and seat upgrades/priority board are not permitted.
- Vacation in conjunction with business travel must be documented for variance and supported by cost comparisons acquired prior to travel; personal expenses must not be advanced by the university and are not eligible for reimbursement.
- Reimbursements are not permitted prior to trip completion.
- All travel related documentation must be scanned into eTravel and available for review and audit.

Travel Assistance:

Travelers should be prepared with critical contact information in the event of complications during travel (e.g. flight delays/cancellations, hotel payment issues, etc.).

Individual Business Travel Assistance	Group Travel Assistance	University Policy & System Assistance
Corporate Travel Planners (CTP) 1-855-784-9282 M-F 8AM – 7 PM EST 1-800-358-1229 After Hours	Uniglobe Travel Designers 1-614-237-4488 M-F 8:30 AM – 5 PM EST 1-855-365-9186 After Hours	OSU Travel Office 614-292-9290 M-F 8AM – 5PM travel@osu.edu