

Entering a T Number in eTravel

This guide is meant to assist you in entering your request for T number into eTravel. If you need assistance with planning your trip please see complete travel training here:



WHAT YOU NEED BEFORE SIGNING INTO ETRAVEL

- ✓ **Travel departure and return dates**
- ✓ **Method of transportation:** will you be driving or flying?
 - If driving to a non-contiguous state complete the [Driving vs. Flying Worksheet](#)
- ✓ **Are you adding personal time to the trip?**
 - If adding personal time complete the [Vacation vs. Business Worksheet](#)
- ✓ **How the trip will be funded:** ORG, FUND, OSP Project ID if applicable, and known third party contributions
- ✓ **Estimated trip expenses:** Don't book your travel until you have a T number; estimate the costs by doing a little pre-trip research.

All OSU Employees have access to enter their own T number. If you have someone who wants to enter for you that is called a travel arranger and special training and access is required

SIGN INTO [HTTPS://ETRAVEL.OSU.EDU](https://etravel.osu.edu)

| Fields | Tips for successful submission |
|---|---|
| CHOOSE NEW | Use search for past submissions. |
| Verify your Name, Phone and Email | Group Travel – when your trip will have expenses for more than just you. Blanket Travel – use for single day Ohio travel over multiple trips. Use the lookup button to pull in your information if not populated. |
| Business Purpose | Be descriptive with the meeting name and the reason it is needed (ex. professional development) Avoid using acronyms unless it is on the acronyms list . Add a new acronym . |
| Departure and Return Dates and Times | Estimate times |
| Departure City, State and Destinations | + Use the Plus Sign for additional destinations |
| Estimated Cost | + Enter your estimated costs, type of cost and use the description to tell planned payment method. Estimate high – actual costs not needed at this time. Add costs to be paid by Third Parties and a Maximum Total if applicable. If Airfare is one of your estimated costs – also choose CTP or Other from the drop down below. |
| Travel Chartfield Details | + Enter the BUGL, ORG, FUND and ACCOUNT for your travel. |
| CHOOSE SAVE FOR LATER | This step is required in order to add attachments and make comments |
| Attachments | + Attach meeting agenda If applicable attach Driving vs. Flying worksheet with cost estimates If applicable attach Vacation vs. Business Wksht with cost estimates |
| Comments | Add a comment if you are not adding personal days. Use this to add additional information unique for your trip that might not be covered elsewhere. |
| CHOOSE SAVE AND CONTINUE | |
| CHOOSE SUBMIT FOR APPROVAL | Your request will then be routed for approval. Allow five business days. |

You will receive an email from the eTravel system with your **T # and then you can start making reservations.**

Questions? [cfaesbusiness](#)