Travel Approvers

Travel Approvers have permission to approve travel requests (obtain T numbers) in the eTravel system for Ohio State faculty, staff, students and guests.

- **Access is limited to Unit Leaders** and is used to approve budget and business purpose.
- **Training is required** and must be completed prior to access being granted.
- **Responsibilities**: approvers are responsible for reviewing basic information submitted on the request. Use this checklist to make sure you are reviewing everything that is needed.

### eTravel Approver Checklist

- **Estimated Costs**: Do the costs submitted seem reasonable and necessary?
- **Estimated Costs**: Is there available money in the Chartfield the traveler selected?
- **Business Purpose**: Does the purpose of the trip seem reasonable and necessary?
- **Business Purpose**: Are all acronyms spelled out on the request or documented on the acronym list?
- **Vacation**: Did the traveler indicate that there was no vacation time associate with the trip OR attach a Vacation in conjunction with Business Leave comparison?
  - Review the Vacation comparison and make sure they completed and have attached necessary documentation such as an airfare comparison.
  - Verify that the requested cost on the eTravel screen is the lesser of the two cost options.
- **Driving to a noncontiguous state**: If the traveler is driving to a non-contiguous state did they attach the Driving vs. Flying comparison?
  - Are they choosing the lowest cost option or submitting estimated costs at the lower cost rate?
- **Airfare Itinerary**: Review the itinerary and make sure that they are not using university funds to pay for upgrades.

### Getting Access to the system:

All system access requires the completion of training courses in Carmen. You must self-enroll in these courses. For help with joining a Carmen training course, click here.

1. Business Responsibilities  
   - Internal Controls  
   - Understand & Prevent Fraud  
   - Business Expenditures  
   - Institutional Data Policy Training  
   - eTravel: Policy  
   - eTravel: Travel Approvers  

   - Mileage  
   - Pre-trip Overnight Travel Training  

3. Once the training is completed fill out the Financial Systems Access Request Form. You will receive an email when your access has been granted. Sign into eTravel using your OSU Internet Username and Password.

### Resources:

- CFAES Travel page: [http://cfaesfinance.osu.edu/travel](http://cfaesfinance.osu.edu/travel)  
- CFAES Finance Service Center: cfaesbusiness@osu.edu  
- OSU Travel: [https://osutravel.osu.edu/policy/](https://osutravel.osu.edu/policy/)  
- ASSIST pages on eTravel: [https://it.osu.edu/assist/assistTravel/index.html](https://it.osu.edu/assist/assistTravel/index.html)