CFAES Supplement to the University Travel Guide

General Policy Questions

Does the policy apply to…

all appointments, 9 Mo, 12 Mo, Temporary, Term, Part Time?
Yes – the policy applies to all appointment types.

my OSP grants?
Yes – the policy applies to all University funds, including OSP projects. Your grantor may have restrictions on what travel expenses can be reimbursed and at what amount so be sure to talk to the Principal Investigator on the project for details. For example the Extension SNAP Ed project uses a revised form to capture a reduced mileage rate.

guests or volunteers?
Yes

What should pre-approvers of travel look for before approving?

- Estimated costs
- Chartfield for payment
- Business purpose
- Vacation in conjunction with business leave comparison
- Driving vs. flying comparison when someone is submitting to drive to a non-contiguous state.
- Extras on airfare itinerary that aren’t allowable

Airfare Restrictions

Are service fees from travel agencies allowable?
Yes – booking fees are allowable, but it is preferred that you use the university – preferred travel agency for airfare.

What if preferred seating is the only seat available on the plane?
The expense is still not reimbursable. The travel office recommends booking without an assigned seat or booking through the university-preferred travel agency.

What if I need an accommodation but I don’t have a disability?
Work with the ADA office for all needed accommodations.

Where can I find backup for airfare expenses?
Ask the traveler to email you the final itinerary/bill, for Concur travel you could also become a Travel Assistant for employees in your department so you could access the information online. https://osutravel.osu.edu/book-online/concur-reference/

Vacation in conjunction with business trip

Does documentation of the room rate need to be included in the pre-trip information if I am traveling with a guest?
Yes – you should confirm with the hotel whether they charge extra for an additional person in the room prior to traveling.

Airfare - Economy plus, seating upgrades, or pre-boarding options are not permitted for reimbursement or purchase on a Purchasing Card.

Requests for reasonable accommodations for a disability will be considered by units in consultation with the Americans with Disabilities Act (ADA) coordinator.

Airfare/rail should be procured through the university-preferred travel agency or online booking tool to ensure access to airline and other negotiated discounts. It is expected but not mandatory that the university-preferred travel agency will be used for airfare and rail.

Vacation - Any cost variance in expenses such as airfare, vehicle rental, and/or lodging must be clearly identified and documented in eTravel, to validate that the vacation time does not add additional cost to the university. Before the trip, it is the traveler’s responsibility to record this cost comparison in eTravel or on the Travel Request Form.

It is the traveler’s responsibility to ensure all combined business/vacation related travel expenses be paid through personal funds and not through OSU prepayment methods (PCard, PO, Contracted Travel Agency, etc.) with reimbursement upon completion of the travel. Expenses that do not combine business and personal vacation, such as conference registration, can be paid directly via OSU methods.
Parking

What parking am I allowed to use at the airport? Any long term surface lot is allowable.

Prepayments

Is a T# required before using a buying tool (pcard, PO, etc) to prepay or book travel expenses (airfare, lodging, registration, etc)?

Yes, any travel related expense made with a university procurement method (e.g. PCard, PO) must be preceded by the initiation and approval of a T Number.

Mileage

Should I use the new form for one trip (such as to and from the airport)?
The form is designed for multiple trips; those submitting mileage to and from the airport on a travel reimbursement can still just include a map as long as the normal commute deduction is documented.

Chartfield was removed from the log, where do I enter that?
The Chartfield is entered either on the blanket travel request form or entered into the eRequest system when submitted.
  - Some units need to switch Chartfield from the blanket travel or want to track the Chartfield on the form – use the Internal Comments field.

How do I flag paperwork as needing fast processing (when submitting paper)?
Use the Internal Comments field to flag the physical paperwork if it is for a student or needs to be processed faster than normal.

Should I use this log for OSP mileage?
This log should be used for OSP mileage – but that mileage must be submitted separately from your UNIV mileage.
  - SNAPed employees use a different version of this log.

Should I submit multiple logs if I have multiple Chartfield to use?
All UNIV mileage should be submitted on one form regardless of how many Chartfield in order to prevent duplication of reimbursement.

Mileage Examples and Questions
For the purposes of these examples:
  - HQ = Headquarters or Primary Work Location
  - OW = One Way trip

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**Parking** - Policy: Travelers must incur the lowest reasonable travel expenses that meet business need.

Guide: Transportation to the departure airport will only be reimbursed up to the equivalent of mileage reimbursement for one round trip to the departure airport less normal commute if required plus long term surface lot parking.

**Mileage** - Deduct your normal commute from your primary residence to work when traveling.

Mileage for your normal commute is not reimbursable.

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**To and From HQ**

No mileage is reimbursable on any day of the week.

10 miles one way (OW)
Notes:

- If the trip occurs over two days, only one round trip commute must be deducted. Not one for each day.
- If one leg of the trip occurs on a weekend and one occurs on a weekday just one one-way commute should be deducted.
- If multiple trips are taken in a day only one round trip commute must be deducted.
Multiple Stops

Deduct 1 way commute

- If you have three HQs, send examples to cfaesbusiness@osu.edu for clarification.

Two Offices

Deduct No Commute – claim miles between HQ

- If you do the same work for both HQs (ex. 50/50 appointment) and you can’t determine which day belongs to which HQ then the days of the week need to be pre-assigned to an HQ. Seek clarification from cfaesbusiness@osu.edu.