Overnight Travel Post-trip
Travel Documentation

The trip is completed and now comes the fun part, DOCUMENTATION! This is the time to focus on collecting your receipts and submitting appropriate forms to document your trip.
When does this policy and procedure apply?

- Overnight trips
- Post trip
- PCard/ GET Card documentation
- Personal reimbursements
- Cash advance reconciliation

This will not cover:
- Mileage/One-Day travel payments
- Pre-Trip travel arrangements

See the other travel modules for this information.
Travel Policy

- Reimbursement of documented travel expenses is based on reasonable and actual expenses supported by original, itemized receipts or equivalent documentation.
Travel Policy

• Travel expenses that have been or will be reimbursed to a traveler by a **third party must be documented** in eTravel and will not be paid by the university.
Travel Policy

• Personal funds used for travel expenditures will not be reimbursed until after completion of the trip and the Travel Reimbursement Form has been completed and approved by the designated approval authority.
Travel Policy

• The traveler must submit a request for reimbursement with supporting documentation **within 90 days of completion of the trip** to obtain reimbursement of travel expenses.
Traveler Checklist

- Gather receipts and additional documentation
- Separate documentation into payment method
- Submit eRequests for PCard and GET Card transactions
- Send OSP PCard paperwork to OSP
- Complete & submit travel reimbursement form
- Submit for payment from third parties
Gather Receipts

an original, itemized receipt or equivalent documentation

Receipts are required for:

- Hotel
- Rental car
- Personally paid airfare/rail
- Registration fees
- Business meals

Receipts are required if over $50* for:

- Parking
- Tolls
- Gasoline
- Shuttles/taxi/metro/bus
- Luggage

*we prefer you submit receipts at all dollar amounts but only those over $50 are exceptions to policy.

Receipts are not usually required for:

- Incidentals <$50
- Personal meals

If you kept the receipts don’t throw them away – some sponsors/units may require them!
Gather additional documentation

an original, itemized receipt (a.k.a. receipt) and…

- **Personal vehicle**: Mileage must be documented with a map (e.g. MapQuest)
- **Airfare/rail**: Receipt and itinerary
- **Rental vehicle**: Receipt and the rental contract showing insurance purchased
- **Registration fee**: Receipt and agenda
- **Hotel receipt**: the hotel receipt showing a zero balance due
  - Business purpose required for all extras on the bill including internet and phone expenses.
- **Business meals (not personal meals)**: Receipt and a food and beverage documentation form or equivalent documentation.
- **Currency conversion documentation**: Receipt or equivalent documentation

Things you may have missed during the T number process:
(Usually this is done pre-trip and is on the T# Request)

- If you added personal time submit a **vacation vs. business worksheet**.
- If you drove to a non contiguous state submit a **driving vs. flying worksheet**
Other possible documentation

Proof of preapproval

- T number is the preferred method for preapproval because
  - it allows the university to track your movements in case of an emergency.
  - It allows travelers to prepay some expenses
  - It ensures there is enough money to cover trip expenses
  - It makes the reimbursement process faster.

But, if you didn’t get a T number pre-trip you may still submit for reimbursement of expenses with proof that you received approval to travel before the trip. That proof must be in writing and include dates, destination, purpose of trip and estimated costs.

Oops…. I think I missed something?

CFAES Exception Form

Attach to documentation when...

- You lost a required receipt (substitute a credit card statement or copy of the receipt)
- You forgot to get the right insurance on the rental car
- You forgot to submit for reimbursement within 90 days
- You forgot to get pre approval before traveling
- You stayed at a hotel that was more expensive than the GSA rates allow
Separate documentation into payment method

**PCard**
- GET Card
- Amex

Items that you paid for with a UNIV PCard, Group Extended Travel Card (GET) or Sponsored Programs Amex card usually need to be processed **within 2 business days of returning** from your trip.

*Note: Most Sponsored Programs AMEX cards do NOT allow for travel expenses.*

**Pre-Payments and Personal Payments**

Items that you paid for personally will be submitted for reimbursement on a Travel Reimbursement Form.

*Receipts and some additional information will be needed*
Write the payment method, reference number and U.S. conversion amount on each receipt.

- **PCard payments:** write the eRequest Number on the receipt.
- **Corporate Travel Planners payment:** write “CTP” on the receipt.
- **OSP AMEX payment:** write “OSP Amex” on the receipt.
- **Travel System payment:** write “Travel System” on the receipt.
- **Personal payment:** write “Personal” on the receipt.
- **Foreign currency:** calculate the conversion to $ on the receipt.
- **Third party payment:** Write “3rd party” on the receipt.
SUBMIT

Now that you have gathered all of your documentation it is time to submit all of the paperwork.
Traveler Checklist

▷ Gather receipts and additional documentation
▷ Separate documentation into payment method
▷ Submit eRequests for PCard and GET Card transactions
▷ Send OSP PCard paperwork to OSP
▷ Complete & submit Travel Reimbursement Form
▷ Submit for payment from third parties
University PCard Expenses (UNIV)
Group Extended Travel Card Expenses (UNIV and OSP)

- Enter within 48 hours of returning.
  - PCard transactions have deadlines. It is important to process quickly!

- Each receipt should have an individual **eRequest** associated
  - **ASSIST page on entering an eRequest.**
    - Scan receipt
    - Enter eRequest
    - Attach receipt
    - Enter T Number (received Pre-Trip) in the additional info section of the eRequest
    - Attach **additional documentation** needed
    - Submit for approval.
    - Receipts remain in the unit for a minimum of 60 days.
OSP Amex Card Expenses

- Note that most OSP Amex cards do not allow for travel expenses.

- Gather all of your receipts and additional documentation.

- Wait for the monthly statement to arrive
  - Reconcile your receipts to what is on the statement
  - Record the project number on the statement and
  - Mail it, along with receipts and additional documentation to:
    OSP Procurement, 1960 Kenny Road, Columbus, Ohio 43210.
Submit the Travel Reimbursement Form

Submit the Form within 90 days. IRS policy requires this. Those who received a cash advance only have 30 days!

Download a new form from the website each time you submit, the form is being continuously improved to make it easier for you to submit.

Find the latest form at http://cfaesfinance.osu.edu/forms#TV

WHY DO I NEED TO FILL OUT A FORM?

- CAPTURES ALL TRIP EXPENSES INCLUDING PREPAYMENTS, PCARD AND THIRD PARTY
- SUBMIT FOR REIMBURSEMENT FOR EXPENSES PAID PERSONALLY
Submit the Travel Reimbursement Form

**PARTS OF THE FORM**

**T Number**
List the T number for your trip. If you didn’t get one ahead of time, you will need to complete every field on the form including business purpose.

**General Information Section**
Name, employee Id, contact information some basic trip information. Less information is required if a T # was received pre-trip.

**Summary of Expenses**
The front page of the form summarizes the expenses for your trip and how you paid for them university payment, third party payments, personal payments.

**PARTS OF THE FORM**

**Payment Information**
This section allows you to choose the Chartfield that will be used to pay for any reimbursable expenses.

**Signatures**
If you received a pre trip T number this section is usually optional.

When it isn’t optional:
1. You didn’t get a pre trip T number
2. The traveler is a non-employee
3. The trip expenses (total) exceeded the estimate by 20% or more.
4. The OSP Project requires you to sign.
Submit the Travel Reimbursement Form

PARTS OF THE FORM

Detailed Expenses
The form should capture all of your expenses regardless of how you paid for them and whether or not a receipt is required.

Extra Information
The form will prompt you for some extra information like:
• if you shared a room with someone,
• if you took personal time along with business travel and
• business purposes for additional items purchased.

PARTS OF THE FORM

Per Diem
Most common: This is a base rate for meal and incidental allowance based on date and destination of trip. Either select which meals you want to be reimbursed for by putting an X in the meal location on the form or you can look up and put in the actual per diem from the GSA website. http://www.gsa.gov/portal/content/104877

If you choose actual meal reimbursement – attach receipts.

If a meal was provided by the hotel, conference or during your flight you are not eligible for that meals reimbursement.

First and last day of travel are usually only eligible for 75% of daily per diem.
Submit the Travel Reimbursement Form

**PARTS OF THE FORM**

**Misc. Expenses**
Parking at the airport or hotel, tolls, gasoline for rental car, transportation expenses like shuttles and taxis and luggage costs require a receipt only if over $50. Detail those expenses on the form.

If you have receipts for less than $50 attach them – we prefer to file the receipts even if under the threshold.
Something weird is happening here....
If something strange happened while on your trip:

- the receipt looks different than what happened,
- you had to divert to another location due to weather,
- you had an emergency and had to come home early...

Use a memo or additional document to share those things that are relevant that aren’t captured on the form.

Remember, this form (and associated paperwork) are the last place for us to tell the story of your trip to the auditors. If you think we might not understand what happened, make it clear with additional explanations.
Submit the Travel Reimbursement Form

**DOCUMENTATION CHECKLIST**

- **Airfare** receipt and itinerary
- **Rental car** receipt and rental agreement
- **Map for personal vehicle miles.** The form will prompt you to deduct your normal commute: one-way for departure day and one-way for return day.
- **Registration** receipt, agenda and business purpose for optional events.

**DOCUMENTATION CHECKLIST**

- **Hotel** receipt showing amount paid in full.
  - Note shared or single room.
  - Note single or double occupancy rate
  - Note if the Hotel rate was the conference rate or another rate
  - Note business purposes for extras on the bill (i.e. internet)
Submit the Travel Reimbursement Form

DOCUMENTATION CHECKLIST

**Misc. expense receipts**

- Mandatory if over $50, but please submit all even if under $50
  - Gasoline for rental car
  - Parking at the airport or hotel
  - Shuttle/Taxi/Metro receipt to/from the hotel
  - Luggage fees at the airport
  - Tolls

**Other receipts**

- Meal receipts if not claiming per Diem
Submit the Travel Reimbursement Form

DOCUMENTATION CHECKLIST

Other Possible Documentation
- Vacation vs. business wksht
- Driving vs. flying worksheet
- Pre-approval documentation
- Exception form
- Additional letters/spreadsheet for long term, group, international travel or unusual circumstances
- Vendor setup form – for non employees if not already submitted.

https://go.osu.edu/VSF

DOCUMENTATION CHECKLIST

Sign the form??

If you received a pre trip T number this section is usually optional.

When it isn’t optional:
1. You didn’t get a pre trip T number approver signature
2. The traveler is a non-employee traveler signature or email with “confirmation statement” from travel form.
3. The trip expenses (total) exceeded the estimate by 20% or more. approver signature
4. The OSP Project requires you to sign. traveler and PI signature
Submission

Questions before you submit? cfaesbusiness@osu.edu

Do you have a travel arranger or someone you want us to contact in place of you for questions? Make a note on the form before submission.

Scan the travel form and all of your paperwork. This will be your record in case something gets lost. Email this to your eReports reconciler.

Keep this until you receive your reimbursement. Allow about three weeks.

Staple everything together making sure small receipts are stapled or taped to paper.

Mail the original form and receipts to your Business Operations Center.

Wooster: 121 Research Services, 1680 Madison Avenue, Wooster, Ohio 44691

Columbus: 4 Ag Admin, 2120 Fyffe Road, Columbus Oh 43210
After Submission

Allow three weeks for processing. The Business Operations Center will process or contact you with questions within 13 business days, OSP may add a few extra days and Accounts Payable may take a few days as well.

OSU Employees will receive an email from etravel.do.not.reply@osu.edu asking for electronic approval. Traveler’s will not get paid unless they complete this step.

OSU Employees will receive payment via the same payment method as their paycheck. Non-employees will receive a check via US mail.
Third Party Payments

Third parties are any non-OSU entity or individual that will be paying for part of your expenses.
POST TRIP Traveler Checklist

▷ Gather receipts and additional documentation
▷ Separate documentation into payment method
▷ Submit eRequests for PCard and GET card transactions
▷ Send OSP PCard paperwork to OSP
▷ Complete & submit Travel Reimbursement Form
▷ Submit for payment from third parties
Third Party Payments
Payment Options

✓ **Discounting rates** *(i.e. speaker registration rate instead of regular rate)*

✓ **Paying for expenses directly** *(i.e. 3rd party pays the hotel directly)*
  - Get a T number, even if you think the third party will be paying for everything.
Third Party Payments

Payment Options

✔ **Reimbursing OSU** (i.e. 3rd party reimburses OSU)
  - A T number is still required.
  - The traveler will get reimbursed from OSU
  - The third party will write a check to OSU
  - Make sure the funding source used on the Chartfield allows for deposits.
  - The third party might require you to bill them or to send copies of receipts so ask them up front what is needed.
Third Party Payments
Payment Options

✗ Reimbursing employee (i.e. instead of submitting for reimbursement through OSU the employee submits for reimbursement through the 3rd party).

- This is not the preferred method because of potential duplication of payment and because of potential IRS tax issues for the employee.
- If this is the only way the third party will pay, get a T number anyway and document clearly that the third party will be paying thetraveler directly. This prevents accidental duplication post-trip
Special Travel

The previous slides walked through typical scenarios for most travelers. But some trips require special care.
Request a T Number  What is different for guests

- Guest travel has to be entered by a travel arranger – they are not able to enter their own travel
- Choose the affiliation: Non-employee
- Enter traveler name, email and phone
- A vendor ID will need to be established prior to reimbursement. The unit should contact the guest and get a completed [Vendor Setup Form](#) (page 2) and fax to the Business Operations Center.
  - Wooster 330-263-3713
  - Columbus 614-688-0529
International Travel Checklist

- **Check Export Control** requirements to know what is allowed to be transported
- Check the airline you are traveling with to know packing or customs restrictions
- Check travel advisories for destination
- Obtain appropriate immunizations
- Acquire applicable travel identification (e.g. passport/visa)
- Confirm necessary insurance coverage (e.g. medical)
- Check with your IT representative on technology/security concerns
- Check with your credit card company to know the fees you may be charged while traveling
- Check with your phone company to know the fees you may be charged.
- If you don’t speak the language of the country you are visiting make arrangements so you don’t feel lost (reference book, interpreter)
- Check the local customs and traditions of unfamiliar countries. Some countries have laws regarding photography, speech and dress.
Traveling Internationally

What restrictions might apply to traveling overseas with equipment or data?

Traveling with computers, web enabled cell phones, advanced GPS units, scientific equipment, proprietary information or unpublished data may require an Export Control License. For additional information contact the Office of Research Compliance at exportcontrol@osu.edu or visit the Office of Research Compliance website.

Are there special considerations when flying internationally for sponsored travel?

Yes. The Fly America Act, enacted in 1974, mandates the use of U.S. flag air carriers for federally funded international travel. If you are scheduling international travel that is funded by a federal grant, you must ensure that all flights, where possible, are scheduled on U.S. flag air carriers or on foreign air carriers that code share with a U.S. flag air carrier.
Business Meals

► See the university [Expenditures policy](#) for detailed information and/or restrictions.

► Properly documented business meals may be paid/reimbursed by the university. At least one non-employee is required.

► Business meals while in university business travel status must be documented in eTravel.

► Federally funded sponsored projects contain specific guidelines and/or restrictions. Sponsored program offices should always be consulted in advance.
Travel Incentives

Travelers should consider eligibility and appropriate use procedures as it pertains to travel incentives (e.g. frequent flyer miles).

Policy Details

▶ In accordance with the State of Ohio Ethics Commission rulings, travelers may accrue frequent flyer miles from university business travel.

▶ However, these incentives must be redeemed for university business travel only.

▶ It is the traveler's responsibility to track accrual /usage for auditing purposes.

▶ Accumulation of travel incentives must be consistent with all policy requirements.
Reasonable Accommodations

Requests for reasonable accommodations for a disability will be considered by units in consultation with the ADA Coordinator’s Office.

Considerations:

► In order to determine eligibility, travelers must submit a Reasonable Accommodations Request to the ADA Coordinator’s Office that identifies the personal need and provides related documentation to support the request (e.g. letter from physician) for expenditures outside of policy.

► This should be completed prior to requesting a T number.

► The letter from the ADA Coordinator’s office referencing the accommodation must be attached to the Travel Request.
Group Travel

Any travel arrangements (commercial and charter flights, lodging, tour packages, rental vehicles, or ground transportation) made for 10+ individuals that are traveling to a common place for a common purpose, sharing a unique itinerary.

Policy Details
► Work with your travel arranger or Business Operations Center Representative to arrange all group travel (even those less than 10 individuals).

► The University has a group travel supplier, Uniglobe, that can assist with discounted flights and accommodations.

► Competitive bids must be solicited if the university-preferred supplier is not used and the total cost of the trip exceeds the bid thresholds for university funds $50,000 for services and/or federally sponsored contracts/grants.

► A Group Travel Card may be obtained to help offset costs during the trip. GET Cards can be used at ATMs for cash withdrawals, to pay for meals, hotel and transportation expenses for the group.
Extended Trips and Cash Advances

For long trips or in certain instances travelers may need assistance to help offset the financial burden of their trip.

► A Extended Travel Card may be obtained to help offset costs during the trip. GET Cards can be used at ATMs for cash withdrawals, to pay for meals, hotel and transportation expenses for the traveler. The cards are available for an individual’s travel that spans 7 or more consecutive days and may be used for purchases on sponsored programs.
Extended Trips and Cash Advances

Cash Advances:

A cash advance may be issued to a traveler to offset financial burden if they meet one of the following criteria:

- Ohio State student traveling on behalf of the university (100% of the total estimated cost)
- Ohio State faculty or staff leading students (100% of the total estimated cost)
- Ohio State faculty and staff traveling internationally (80% of the total estimated cost)

Policy Details

▶ Expenses associated with a cash advance must be documented by original, itemized receipts or equivalent documentation and must be reconciled and substantiated within 30 days of completion of the trip.

▶ Any cash excess of the approved reimbursable expenses must be returned to the appropriate departmental account sponsored project within 30 days of completion of the trip.
Non Employees Reminders

If Non University employee, enter mailing address somewhere on the submitted paperwork.

If new vendor, attach a Vendor Setup Form, https://go.osu.edu/VSF

The non-employee signature is required in the Approvals section

Cash Advance Reminders

You have less time to submit the paperwork. This is due within 30 days of traveling instead of 90 days.

Submit all receipts – even those less than $50.

If the cash advance amount exceeds the reimbursable expenses a check from the traveler will be required. The Service Center Representative will contact the traveler in this instance.
RESOURCES

University Travel Office

CFAES Travel
• Per Diem Job Aid
• Rental Car Job Aid
• Mileage Travel Training
• Post Trip Training

Corporate Travel Planners Training

eTravel

eRequest

University Training on eTravel

Carmen Training on Travel

Travel Forms