Look for restricted data **before** Uploading a Receipt or Statement to eTravel or eRequest

The eRequest and eTravel systems are secure in that a username and password are required to get into the system. However, many people across the University have access to the data there and so you want to be sure not to upload anything that has restricted data.

**Examples of restricted data include:**
- Social Security number
- Credit Card number
- Bank Account number
- Financial Aid Awards
- Protected Health Information
- Student Academic Records
- Driver’s License number
- Human Subjects research

**Where to look for restricted data:**

- **OSU Vendor Setup Form**

  ![OSU Vendor Setup Form](image)

- **Receipts for PCard, Travel & Personal Reim**

  ![Receipts for PCard, Travel & Personal Reim](image)

  Watch out for handwritten receipts or card imprint machines.

  - When in doubt about restricted content, mail or hand deliver the paperwork to the Service Center.

- **Bank and Credit Card Statements**

  ![Bank and Credit Card Statements](image)

  Look in obvious locations where it says Account number and also not obvious locations like the coded numbers at the bottom of statements.

- **University Institutional Data Policy**

  [https://ocio.osu.edu/policy/policies/idp](https://ocio.osu.edu/policy/policies/idp)