Travel Quick Guide

This quick guide is meant to be used as a job aid for travel processing in FAES. For detailed Travel Training: Mileage, Pre-Trip, Post Trip, visit the Travel Training page.

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<th>Mileage Only</th>
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<td><strong>1. Obtain a T Number</strong></td>
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<tr>
<td>- Email your approver to get approval for your trip (or for a time frame like a fiscal year). Include an estimated total amount.</td>
<td>- Email your approver to get approval for your trip (single trips only) Include an estimated total amount.</td>
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<tr>
<td>- Create a new travel request in eTravel.osu.edu and attach the email approval from your approver</td>
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<td>- Wait for a T number</td>
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<td>- Travel</td>
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**2. Complete Mileage Log**

- Complete an FAES Mileage Log within 90 days of the end date of your trip (for single trips) or within 90 days of the end of the month (for monthly travel).
- Give the mileage log to your Travel Arranger. If you don’t know who that is, give it to your Business Operations Representative.

**2. Make Reservations & Travel**

- Conference registration is usually paid with a department PCard
- Airfare should be booked and paid through the online booking tool
- Car reservations and Hotel reservations should be booked with National or Enterprise through the online booking tool and paid for with a personal credit card.

**Tip:** always choose the lowest cost option to ensure university funding will cover the expense.

**3. Complete Travel Reim. Form**

- Within 90 days of the end date of your trip submit a Travel Reim. Form and original, itemized receipts to your Travel Arranger. If you don’t know who that is give it to your Business Operations Representative.
Tips for a successful trip

**Tips: Mileage Only**

- The mileage process is for **single trips only** – trips that cross multiple days should follow the overnight process.
- Use the **current mileage log**. It will have the updated mileage rate so the costs calculate correctly. [FAES Mileage Log](#)
- A **T number is required** for all project (OSP) mileage. If you aren’t sure if a T number is required – get it just to be safe.
- Add the **T number to your log** to ensure it gets charged to the right funding lines.
- **Deduct your normal commute** for trips where you leave from or return to home instead of traveling to headquarters.
- Be **descriptive in your business purposes**. Acronyms and other shortcuts can make it hard to provide proof of business need.
- Enter **full addresses** unless you are using the “home” and “headquarters” shortcuts on the form.
- Submit a **maximum of one-month’s travel per form**.
- Let **multiple destination trips flow to the next line** but only put one total miles driven and commute so it calculates correctly.
- Your **log should represent what you actually traveled**. Ex: If you left from home instead of headquarters, the form should show that.

**Tips: Overnight trips**

- **Estimate all of your expenses**. It is better to estimate high to ensure you have budget for your trip, and to make it easier to submit expenses upon return.
- Complete the **needed forms to request a T Number**.
  - If you are driving to a non-contiguous state complete the **Driving vs. Flying Form**.
  - If you are adding personal days to your trip complete the **Vacation vs. Business Form**.
  - Enter a request for a T number at [eTravel.osu.edu](http://etravel.osu.edu)
- **Get a T number before you make your reservations!**
- Use a **conference rate for lodging**. If there isn’t a conference rate, check the **GSA rates** before traveling. Allowable up to 1.5 times the standard.
- Get approval for **optional events on your registration**. Optional events require a business purpose and unit approval.
- Reserve **airfare through the online booking tool**. This will ensure you don’t get charged extra fees that are not reimbursable (ex. early boarding).
- Reserve **rental vehicles through the online booking tool**. Use National or Enterprise car rental companies. This will ensure you receive the appropriate insurances required and don’t pay extra fees that aren’t reimbursable.
- Be **frugal while traveling**. The university will pay for lowest reasonable expenses. This includes lowest transportation costs, parking fees, hotel extras, etc.
- Enter **eRequests for PCard expenses within 48 hours of returning (or payment)**. There are PCard deadlines which require quick submission.
- Submit a **Travel Reimbursement form within 90 days of returning**. This is an IRS requirement.

**Ask a question**: cfaesbusiness@osu.edu