

DEPARTMENT OF SPANISH AND PORTUGUESE

Travel Checklist

Upon completion of the trip, **and within 90 days**, submit original, itemized receipts to Tiffany Garner to request reimbursement of travel expenses.

- Airfare** (<http://controller.osu.edu/travel/travel-agencies.shtm>)
 - Airfare may be arranged through the designated travel agencies and prepaid by the university
 - If the airfare was not prepaid by the university, an original, itemized receipt, eTicket, Internet receipt is required for reimbursement. Receipt must show method of payment and indicate that payment was made.
- Rental Car** (<http://controller.osu.edu/travel/travel-rental.shtm>)
 - Use of an automobile as a primary mode of transportation is authorized only if driving is more economical than any other type of transportation or if the destination is not otherwise accessible. Documentation (e.g. airfare quote) is required to demonstrate cost comparison when considering driving over flying.
 - National Car Rental and Enterprise Rent-A-Car offer the university corporate pricing discounts and include the required insurance at no additional cost.
 - **If another rental car agency is used, Damage Waiver (DW) / Collision Damage Waiver (CDW) / Loss Damage Waiver (LDW) and Liability insurance coverage must be purchased.** The university will not reimburse any other type of supplemental insurance. Original, itemized receipts and the rental agreement are required.
- Personal Mileage** (<http://controller.osu.edu/travel/travel-perdiem.shtm>)
 - Mileage will be reimbursed as a primary mode of transportation if the cost does not exceed the least expensive airfare. Additional expenses (lodging, Per Diem, etc.) should be considered when comparing costs.
 - Documentation must be submitted to document mileage distance of trip (e.g. MapQuest).
 - If trip was over 200 miles, documentation showing lowest airfare is also required.
- Lodging**
 - Lodging will be reimbursed at reasonable, single occupancy or standard business room rates. Payment will be limited to the conference rate when the hotel is the conference/convention site.
 - The cost of overnight lodging (room rate and tax only) will be paid if the authorized travel is 45 miles or more from the traveler's home or primary work site.
 - Original, itemized receipts or equivalent documentation is required for reimbursement.
- Meals** (<http://controller.osu.edu/travel/travel-perdiem.shtm>)
 - Meal allowances are based upon the federal meal and incidental (Per Diem) rates that vary by city location. These rates include incidental expenses (e.g. service tips, housekeeping, baggage carriers, porters, etc.).
 - Meal allowance incurred while on travel status will not be reimbursed if the meal is served on the plane, included in a conference registration fee, built into the lodging rate, or replaced by a legitimate business meal.
- Conference Registration Fees**
 - Registration form and receipt required for reimbursement.
 - If the conference does not provide a receipt, documentation showing that the amount was paid is required (e.g. cancelled check, credit card statement).
- Miscellaneous Business Expenses**
 - Miscellaneous business expenses considered necessary for business travel (e.g. baggage fees, parking, tolls, Visas, immunizations, etc.) may be reimbursed.
 - Original, itemized receipts, or equivalent documentation, are required for each individual business travel expense in excess of \$50. Detailed description and associated business travel purpose must be documented for each individual travel expense of \$50 or less.
- Personal Time**
 - Travel will only be paid when expenses are incurred at locations specific to the business purpose.
 - In cases where personal time is added to a business trip, any cost variance in expenses such as airfare, car rental and/or lodging must be clearly identified and documented.

Travel Policy (http://www.busfin.ohio-state.edu/FileStore/PDFs/211_Travel.pdf)

Additional Travel Resources (<http://controller.osu.edu/travel/travel-home.shtm>)