Traveling on behalf of the University

Before you go...

- If you plan on traveling on behalf of OSU, please give plenty of notice. **Travel must be pre-approved**
- Reimbursement of documented travel expenses is based on reasonable and actual expenses supported by original, itemized receipts or equivalent documentation.
- Travelers incurring additional costs by taking vacation in conjunction with business travel must pay for the costs of travel and other expenses with personal funds and request reimbursement for the business travel costs after completion of the trip.
  - Please notate the travel request if personal time will be taken and include **round-trip cost comparison for the business dates** that are pulled at the same time the actual flight is booked. CTP can assist with pulling the comparison.
- Lodging must not exceed either the conference rate at the conference/convention site or twice the federal lodging rate for the business travel location. If the lodging expense falls within the range of 1.5 to 2 times the federal lodging rate and is not a conference rate, then additional justification is required.
- Activities such as golf outings, sightseeing tours, spa activities, and other entertainment costs will not be paid by the university.
- When traveling domestic, a traveler has 1 day before and 1 day after of additional travel time that can count towards the business trip.

Flying

- Airfare **must be submitted through CTP/Concur** (CTP is OSU’s contracted travel agent and Concur is the system used to book travel)
- The university will not prepay or reimburse first class tickets.
- Business class is only permissible with international flight times in excess of five consecutive flight hours, excluding layovers.
- If you decide to bump up your ticket at the gate (I.E priority seating), that charge will come out of your pocket. OSU will not reimburse.

Driving

- Rental cars must be booked through the OSU contract. Failure to do so, can result in loss of reimbursement
- Typically mileage is reimbursed at .545/mile
  - The mileage reimbursement rate includes all vehicle-related expenses (i.e., gasoline, wear and tear, and personal auto insurance).
- If you are traveling on MEP funds, your reimbursement rate is .52
  - Be sure to place a note on your post travel documenting that the reimbursement rate is .52/mile (state rate)
Food costs

- Business related banquets or meals that are considered part of the conference can be paid with the registration fee or reimbursable as appropriate. These meals must be deducted from the traveler’s per diem allowance.

- Meal allowance is authorized for in-state (with overnight) or out-of-state (45 miles or more from the traveler’s residence or headquarters) travel.

- Full meal allowances while on travel status will not be paid if a meal is served on the plane, included in a conference registration fee, built into the hotel room rate, or replaced by a legitimate business meal. The allowance must be adjusted by deducting the appropriate meal percentage (25% breakfast; 25% lunch; 50% dinner) from the full per diem allowance for the applicable city location.

When you return

- Post travel must be submitted for reimbursement within **90 days** of your return

- Returning from travel: Please turn in the following documents to your Fiscal Associate:
  - Overview of documents being provided
  - Itemized receipts for any items seeking reimbursement with the exception of per diem
    - If seeking mileage reimbursement, destination location is required and starting location is appreciated