Hello,

Please review below information for the December Newsletter.

- **FLIGHT ITINERARY ATTACHMENTS**: When attaching the flight itinerary to the travel request – make sure it is the “CONFIRMED” flight itinerary and not the summary.

- **TAXI EXPENSES**: Please remember that no matter if we have a receipt or not, we need to have the to and from location and business purpose for each taxi being reimbursed. Please make sure your post trips have this information or it is notated on the receipt if provided.

- **STUDENT HOURS DURING BREAK**: Reminder of student working hours with holidays and class break approaching.
  - Students can work up to 38 hours per week during the period of 12/17/2018-1/5/2019
  - Be sure your students are aware that OPERS will be deducted during this period at a rate of 10%
  - Undergraduate students graduating Fall semester can work until 2/26/19 up to 38 hours per week
  - If there are graduate students that you wish to continue as Visiting Scholars or Post Docs, please reach out to your HR contact as early as possible to have this process started

- **DUO MOBILE UPDATE**: When signing into Duo Mobile, you can now check “Remember me for a day” and you will no longer need to verify your credentials as often.

Stay warm!

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**THE OHIO STATE UNIVERSITY**

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