Happy New Year!

This month's newsletter is dedicated to changes that are occurring when traveling on behalf of OSU. Please let me know if you have any questions or concerns.

Booking a hotel room through CTP: CTP will no longer book your hotel room without a purchase order. Instead, please follow the process below.

- Contact CTP to pull a rate. They will then send you an estimate via email.
- Upload the emailed estimate into Erequest to request your PO.
- OSU will then issue a PO. If PO is less than $5,000, it should be issued within 24 hours.
- Call back CTP to have them make a reservation referencing the PO# which is found on the original eRequest.
- CTP will email you the reservation confirmation once complete. Please upload this confirmation to your eTravel.

CTP, Concur, or link from travel website must be used when booking a rental car

- If you are already booking airfare through CTP and also need a rental, then have them do both.
- If you only need a rental car, you can save yourself the travel agency fee by simply going to the travel website (https://osutravel.osu.edu/discounts/rental-car-discounts/) to link you to OSU's contracted rate through National and Enterprise.

CTP must be used when booking airfare

- It is highly suggested that all individuals who plan to fly, set-up their Concur profile now. Click here for the link.
- A T# is needed prior to booking a flight. Estimates can be used when entering the travel request either directly from the airline or from Concur.
- If you are adding personal time to your OSU travel, let the travel agent know. Costs can be separated out so that you can partially pay on your personal credit card.
- As you are aware, seating upgrades (I.E. first class, preferred boarding etc.) are not reimbursable OSU costs. Your CTP travel agent can separate out these costs so that you can pay additional items out of pocket.
- Any airfare booked outside of this requirement to use CTP may not be eligible for reimbursement.