November 2, 2016

Please review the bullets points below. Do not hesitate to contact me if you have any questions or concerns.

- **Graduate Appointments:**
  - Your Fiscal Associate should be made aware of any graduate students you wish to appoint for Spring Semester.
  - The Business Manager and/or student's department Graduate Coordinator should be aware as soon as any concerns arise regarding students’ performance.

- **Meal allowance** is authorized for out-of-state or overnight, in-state travel only. Meal allowances are based on the federal meal and incidental rates that vary by city location. These rates include incidental expenses (e.g. service tips, housekeeping, baggage carriers, porters, etc.).

- **Corporate Travel Planers (CTP):**
  - It is helpful for the traveler to understand that the room isn’t actually paid up front in most cases, but will be charged back to CTP as a third party payment. If they tell the desk clerk it is prepaid, the desk clerk will say no, since that is not the process the hotel follows. This may lead to confusion for both the traveler and the desk clerk.
  - Upon check-in, the traveler should verify that the hotel has the third party authorization form on file. If they say no, have the traveler call CTP immediately. Both the business hours and after-hours agents will be able to assist.
  - Upon check-out the traveler should again verify that the room + tax has been charged to the CTP card, and not their personal card they provided for incidentals.

- **Hosting events:** Your Fiscal Associate should know about all upcoming events being hosted by your center. They will assist you in ensuring all OSU policies and procedures are being followed.

* If you believe you have received this email in error, have questions regarding the content above, or ideas for topics you would like addressed in the future, please email Leigh Zircher at zircher.6@osu.edu