

This worksheet is used to determine the estimated appropriate cost of university business travel and should be completed at the time travel arrangements are made.

Please complete **Section II** whenever a traveler chooses to drive to a destination as the primary mode of transportation rather than flying AND does not include vacation time during travel.

Please complete **Section III** whenever a traveler chooses to incorporate vacation in conjunction with business travel.

Sections II and III should not both be completed.

SECTION I TRAVEL INFORMATION

TRAVEL INFORMATION	
TRAVELER NAME:	TRAVEL REQUEST #:
DEPARTURE LOCATION (CITY/STATE/COUNTRY):	
DESTINATION LOCATION(S) (CITY/STATE/COUNTRY):	

SECTION II FLYING VS DRIVING COMPARISON

INSTRUCTIONS
<ul style="list-style-type: none"> Comparison should be completed to estimate the expenses for both driving and flying. Final calculations may change upon completion of the trip. Backup documentation to show how estimated expenses are determined should be included whenever available. Airfare quotes are required and should state the lowest reasonable economy fare that meets the business need. The quote must be obtained at the time the travel is arranged. Per Diem should be calculated based upon the estimated departure and arrival times for both driving and flying comparisons. Additional information that supports the rationale for choosing the actual transportation method should be included in the comments.

COMPARISON		
ACTUAL TRANSPORTATION METHOD TO BE USED FOR TRIP:	DRIVING	FLYING
DRIVING EXPENSE ESTIMATE	FLYING EXPENSE ESTIMATE	
DEPARTURE DATE/TIME _____	DEPARTURE DATE/TIME _____	_____
RETURN DATE/TIME _____	RETURN DATE/TIME _____	_____
PERSONAL VEHICLE MILEAGE _____ <i>(Attach Map, current rate is \$.545 per mile)</i>	AIRFARE QUOTE <i>(Attach Quote)</i> _____	_____
OR	BAGGAGE FEE <i>(Typically \$25 one way)</i> _____	_____
RENTAL VEHICLE _____	AIRPORT PARKING _____	_____
Gas _____	PERSONAL VEHICLE MILEAGE _____ <i>(Attach Map, current rate is \$.545 per mile)</i>	_____
TOLLS _____	TAXI/SHUTTLE _____	_____
LODGING _____	LODGING _____	_____
PARKING _____	MEALS/PER DIEM _____	_____
MEALS/PER DIEM _____	OTHER _____	_____
OTHER _____		_____
TOTAL _____	TOTAL _____	_____

COMMENTS

SECTION III VACATION IN CONJUNCTION WITH BUSINESS TRAVEL

INSTRUCTIONS

- Comparison should be completed to estimate the expenses that would be incurred for the business only portion of the trip compared to the actual trip that includes vacation time. Final calculations may change upon completion of the trip.
- Additional costs incurred by taking vacation in conjunction with business travel must be paid for by the traveler with personal funds, university procurement methods cannot be used. Reimbursement for the business only travel expenses will be reimbursed upon completion of the trip.
- Per Diem, parking, lodging expenses, baggage fees, etc. will be paid for by the university only for the university traveler and only for the business portion of the trip. Additional costs incurred for guests are not allowable without Dean/VP approval.
- The Business Only Estimate should include the most economical transportation method.
- Airfare quotes are required and should state the lowest reasonable economy fare that meets the business need. The quote should be obtained at the time the travel is arranged, using the same agency/online booking tool for both comparisons.

COMPARISON

BUSINESS ONLY TRANSPORTATION EXPENSE ESTIMATE	ACTUAL VACATION TRANSPORTATION EXPENSE ESTIMATE
DEPARTURE DATE/TIME _____	DEPARTURE DATE/TIME _____
RETURN DATE/TIME _____	RETURN DATE/TIME _____
AIRFARE QUOTE <i>(Attach Quote)</i> _____	AIRFARE QUOTE <i>(Attach Quote)</i> _____
PERSONAL VEHICLE MILEAGE _____ <i>(Attach Map, current rate is \$.545 per mile)</i>	PERSONAL VEHICLE MILEAGE _____ <i>(Attach Map, current rate is \$.545 per mile)</i>
RENTAL VEHICLE _____	RENTAL VEHICLE _____
Gas _____	Gas _____
OTHER _____	OTHER _____
TOTAL _____	TOTAL _____
COMMENTS	

RESOURCES

The Ohio State University Travel Office: <https://busfin.osu.edu/buy-schedule-travel/travel>
 The Ohio State University Travel Policy: https://busfin.osu.edu/sites/default/files/211_travel.pdf
 Login to Concur: <https://webauth.service.ohio-state.edu/cqi-bin/concur.cgi>
 GSA Mileage Rates: <https://www.gsa.gov/portal/content/100715>
 GSA Domestic Per Diem Rates: <http://www.gsa.gov/portal/content/104877>
 GSA Foreign Per Diem Rates: https://aoprals.state.gov/web920/per_diem.asp
 Taxi Fare Finder: <https://www.taxifarefinder.com/>
 ASC BSC: <https://ascintranet.osu.edu/Business-Services/>
 Travel Office FAQ: <https://busfin.osu.edu/buy-schedule-travel/travel/travel-faq>
 OSU Rental Car Business Rental Solutions: <https://busfin.osu.edu/user/login?destination=node/636>