

**Sociology Department Travel Guidelines**

*(If guidelines are not followed, you risk not being reimbursed)*

**BEFORE TRAVEL** Begin the required pre-approval process at least 2 weeks before you plan to travel.

* Complete the [Pre-Trip Worksheet](https://sociology.osu.edu/sites/sociology.osu.edu/files/Sociology%20Department%20Pre-Trip%20Worksheet_0.pdf) submit it to Karissa Wess ([wess.10@osu.edu](mailto:wess.10@osu.edu)).
* Things to note:
* Reimbursements cannot exceed 20% of the pre-approved amount so guesstimate your expenses at the maximum amount you anticipate spending.
* Business Purpose must be specific: If attending a conference, specify the name of the event and DO NOT use acronyms. If visiting a collaborator, specify the collaborator’s name and university.
* Meal costs should be calculated based on [Domestic per diem rates](https://www.gsa.gov/travel/plan-book/per-diem-rates) and [International per diem rates](https://aoprals.state.gov/web920/per_diem.asp)
* If combining personal travel with business travel, provide a cost comparison.

**Rental Cars:** Rental cars must be pre-approved and rented through an OSU contracted agency.

OSU contracts with **Enterprise Rent-A-Car** (1-800-261-7331) and **National Car Rental** (1-877-222-9058). OSU’s customer code (XZ38Y09) and PIN (OHI) must be used to receive discounted rates and required insurance coverage (DW/CDW/LDW).

* We can only reimburse you for the least expensive vehicle that meets your pre-approved business needs; we cannot reimburse for other supplemental insurance or rental options.
* Additional info can be found at <https://osutravel.osu.edu/discounts/rental-car-discounts/>

**International Flights:** Federally–funded travel requires the use of U.S. Flag carriers.

* + Additional info can be found at <http://osp.osu.edu/development/travel/policies/#t3>

**DURING TRAVEL** Keep your receipts!

* Original itemized receipts showing proof of payment are required except for meal per diem.
* Printed airfare receipts showing proof of payment are acceptable and boarding passes are not required.
* Personal mileage is reimbursable at the current federal rate ($0.545 per mile) up to the amount of a comparable flight.

**AFTER TRAVEL** You have 30 days to submit your reimbursement to Sociology.

* Complete the [Post-Trip Worksheet](https://sociology.osu.edu/sites/sociology.osu.edu/files/Post%20Trip%20Worksheet_0.pdf) and submit it with original receipts to Karissa. Provide a conference schedule if applicable so that any provided meals can be deducted from per diem.
* Reimbursements usually take 1-2 weeks to process and they are paid via direct deposit. During processing, you will receive an automated email asking you to approve your expenses.

**QUESTIONS?** Just ask! We are here to help you. It’s much easier to make sure things are set up properly before your trip than to risk not getting reimbursed for something.

* For additional travel information, refer to the [OSU Travel Policy](https://sociology.osu.edu/sites/sociology.osu.edu/files/University%20Travel%20Policy.pdf).