



Sociology Travel Guidelines 2016-17

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

Updated 1/11/17

BEFORE TRAVEL Pre-approval is required in order to be reimbursed!

- Submit a completed [Pre-Trip Worksheet](#) (required) and [Travel Comparison Form](#) (if applicable) to Karissa Wess (wess.10@osu.edu) at least 2 weeks before your departure date.
- Things to note:
 - The Travel Comparison Form must be completed if you are driving to your destination rather than flying or you are incorporating personal travel in conjunction with business travel.
 - 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 you are attending a conference, specify the name of the event and DO NOT use acronyms. If you are visiting a collaborator, specify the collaborator's name and university, etc.
 - Meal costs should be calculated based on [Domestic per diem rates](#) and [International per diem rates](#).
 - Graduate student travel may require additional approval forms; refer to the GA Handbook.

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://osutransport.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>
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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 (\$0.535 per mile) up to the amount of a comparable flight.
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AFTER TRAVEL You have 30 days to submit your reimbursement for payment.

- Complete the [Travel Reimbursement Worksheet](#) and submit it along with your 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.
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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](#) and the [OSU Office of Sponsored Programs Travel Policy](#).