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://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 ($0.535 per mile) up to the amount of a comparable flight.

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.

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.