**Sociology Travel Updates & Tips**

 August 2018

**Transportation Updates**

* If you are departing from or returning to anywhere other than Columbus, it must be noted on your PRE-travel form. You will also need to:
	1. provide a cost comparison flight for Columbus (if flying)
	2. provide justification for why you are not leaving from or returning to Columbus
	3. complete the travel comparison form
* If you are combining vacation/personal time in conjunction with business travel and you are flying, you will need to contact a CTP travel agent at 855-784-9282 (toll free) to book your flight. If there is a fare difference, you will be required to pay the difference with a personal debit/credit card and this can only be done through a CTP travel agent. Agents are available Monday through Friday from 8am to 7pm EST and applicable agency fees will be charged at the time of purchase ($18.00/domestic and $22.50/international).
* If you choose to drive instead of fly, you will need to provide an airfare comparison pulled from Concur as well as a travel comparison form.
* For rental cars, you must use Enterprise or National and use the OSU discount code XZ38Y09. If you are traveling to an area that does not offer Enterprise or National, please work with Karissa prior to your trip.

**Lodging Updates**

* If you are sharing a room with someone that is not with the University or does not have a T#, you will need to provide a cost comparison to show the price for one person vs. the actual number of individuals in the room. If you are staying in an AirBnB, you will always need to provide a cost comparison for multiple people.
* If you are 1.5x over the federal lodging rate, you will need to provide three lodging comparisons at or above the rate you paid and submit a justification as to why you did not stay within the federal lodging limit. Federal lodging rates can be found at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

**Travel Tips**

* When you submit your pre-travel form, please include copies of any available receipts and/or booking arrangement details. This is may help prevent errors or exceptions later.
* Please contact us with your travel questions! We’re here to help.