

# HOW TO SUBMIT A TRAVEL REQUEST ONLINE

**Travel Policy & Information:** <https://travel.osu.edu/>

Entering an eTravel prior to a trip is a University requirement. It is required to be completed and approved prior to departure. Please allow a minimum of 3 business days for processing. Filing this form is an ESTIMATE of your trip's costs. Please remember over estimating is better than under estimating.

**EFFECTIVE 8/1/2018: ALL flights and rental cars must be booked through Corporate Travel Planners and all travel must be approved prior to departure. You can put itinerary on hold through the online booking tool (see instructions on our website) or by contacting a travel agent, phone: 855-784-9282 or via email at [theohiostate@ctp-travel.com](mailto:theohiostate@ctp-travel.com).**

1. Go to the following webpage: <https://etravel.osu.edu>
2. Log in using your lastname.# and password.
3. Click "New" (Tip: If you would like to go in and look at a previously entered travel, click "Search.")

Complete the following:

- a) **Business Purpose of Trip** – Type the reason for your trip in detail > What are you going for? Do not use abbreviations.)
- b) **Funding Source:** Type the funding source information for the trip. (This is required by our department.)  
*\*\*\*Grad students and postdocs are required to attach an approval email from the person funding their trip.*
- c) **Departure Date & Departure Time**
- d) **Return Date & Return Time**
- e) **Departure City**
- f) **Destination City** – Enter city of destination; if there is more than one, click the "+" and enter the second city.
- g) **Estimated Cost Detail** – Click "+" to add a line. Select the Category and Type (if applicable) from the drop down menus; enter a Description (if applicable) and an Amount of estimation

**EXAMPLE:**

Category	Type	Description	Amount
Transportation	Airfare	Prepay	Amount of Airfare
Transportation	Taxi	Taxi	Amount
Meals Choose	"Per Diem"		FULL amount requested for entire trip
Lodging	No Type to choose		Lodging amount for entire trip
Registration	No Type to choose	Prepay	Registration Amount

*\*\*\*Note: You can have more than one of the same category.*

- h) **Travel Agent** – Select "Corporate Travel Planners (CTP)" as airfare is required to be prepaid.
  - i) **Third Party Payment** – If you are expecting Third Party Payment on your trip, please enter the expected amount and the source of the payment. The amount will be deducted from your total estimate.
  - j) **Travel Charterfield Details** – Leave blank. Do NOT click the "+" sign or you will get an error when trying to send the notification. Travel Initiator will enter this information based upon what you typed in the funding source box above.
- Comments** – Type the following information here and click "Add Comment"

- Funding Source Details (e.g. project, org, etc.) if there isn't enough room in the funding source box at the top.

For split funding, please include percentages for each funding source noted. (i.e. 50% 600012345 & 50% My ORG)

- Personal Travel - Include details of personal travel, including dates. **You must call Corporate Travel Planners at 855-784-9282 to arrange airfare. Ask Kristy for more details.**

- k) **Prepayments:** The only items that can be prepaid are airfare (req'd) and registration (optional).

- Prepaid Airfare/Car Rental (no personnel travel):  
Select Corporate Travel planners as the Travel Agency and type "Prepaid" in the description

for your airfare estimate. Go to [travel.osu.edu](http://travel.osu.edu) and login to Concur (Online Booking Tool) to put your flight/car on hold. See "Using the OSU Online Booking Tool" Instructions. If the travel is complicated, Kristy or the traveler can contact the travel agent to put together an itinerary for you. Corporate Travel Planners 855-784-9282.

- Prepaid Registration: Attach a copy of your completed registration form and type "Prepaid" in the description of your registration estimate. Please note: Give a minimum of 1-2 weeks to process as the payments are made by check and mailed.

Updated: August 1, 2018

l) **Cash Advance:** Students are eligible to receive a cash advance up to the amount of their estimated travel minus items that can be prepaid (e.g. airfare and registration). Please make a note in the comments if you would like a cash advance and the amount you are requesting. You will receive an email, after Kristy submits the request, to approve the amount. Cash advances are paid out no earlier than 2 weeks prior to trip departure.

NOTE: When you have a cash advance, your reimbursement request/ expense report with all of your receipts must be turned in within 30 days of return from your trip.

m) **Click “SAVE FOR LATER”**

n) **Attachments:** Attach any other needed documents.

- (e.g. business comparison quote, registration forms, and email approval from the person funding the travel *(required for grad student and postdoc travel)*.)
- Students traveling internationally need to attach a copy of their confirmation that they registered their travel with education abroad. The link to "Register International Student Travel" is on the Astronomy Department website under "Local Resources" & "Administrative Forms & Instructions"

**Notification** – On the bottom right corner of the page, enter [Krehnovi.6@osu.edu](mailto:Krehnovi.6@osu.edu); Click “Save and Send Email”

\*\*\*In Kristy’s absence, emails should be sent to Lisa Colarosa (.5).

Once you click “Save and Send Email”, your travel request will workflow to the Travel Initiator (Kristy) to enter any remaining details needed such as pre-paid airfare information, per diem information, and chartfield. Once she completes this information, she will submit the request for Approval. You will get a confirmation when the travel is approved.