Travel Approvers

Travel approvers have permission to approve travel requests (obtain T numbers) in the eTravel system for Ohio State faculty, staff, students and guests.

- **Access will be limited to county steward as level 1 and area leader as level 2** and is used to approve budget and business purpose.
- **Training is required** and must be completed prior to access being granted.
- **Responsibilities:** approvers are responsible for reviewing basic information submitted on the request. Use this checklist to make sure you are reviewing everything that is needed.

### eTravel Approver Checklist

- **Estimated Costs:** Do the costs submitted seem reasonable and necessary?
- **Estimated Costs:** Is there available money in the Chartfield the traveler selected?
- **Business Purpose:** Does the purpose of the trip seem reasonable and necessary?
- **Business Purpose:** Are all acronyms spelled out on the request or documented on the acronym list?
- **Vacation:** Did the traveler indicate that there was no vacation time associated with the trip OR attach Vacation vs. Business Worksheet.
  - Review the vacation comparison and make sure they completed and have attached necessary documentation such as an airfare comparison.
  - Verify that the requested cost on the eTravel screen is the lesser of the two cost options.
  - The Business Office will require an exception form if the appropriate documentation is not attached prior to the trip.
- **Driving to a noncontiguous state:** If the traveler is driving to a non-contiguous state, did he or she attach the Driving vs. Flying Worksheet?
  - Are they choosing the lowest cost option or submitting estimated costs at the lower cost rate?
- **Attachments:** Review to see if the travel/conference/meeting agenda has been added.

### Getting Access to the system:

All system access requires the completion of training courses in BuckeyeLearn. You must self-enroll in these courses.

- **System Access Request Form**

### Resources:

- CFAES Travel page: [http://cfaesfinance.osu.edu/travel](http://cfaesfinance.osu.edu/travel)
- CFAES Finance Service Center: cfaesbusiness@osu.edu
- Ohio State University Travel: [https://osutravel.osu.edu/policy/](https://osutravel.osu.edu/policy/)
- ASSIST pages on eTravel: [https://it.osu.edu/assist/assistTravel/index.html](https://it.osu.edu/assist/assistTravel/index.html)