Travel Information

Extension Operations Fiscal

JESSE BUXTON, PATTY CORFMAN, SARAH MAYS, VICKIE SNYDER
Travel Topics

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General Travel Info

- Travel = etravel.osu.edu
  - Mileage rate increased to $0.58/mile 1/1/2019
    - 2019 In-state mileage log on SC webpage
      - One log per month – do NOT add more than one month on a single log.
  - Should be working on 2019 blanket T#s for in-state mileage 1/1/2019-12/31/2019
- Tips
  - Only notify service center for reimbursements, not requests
  - Specify the month(s) of your request in the notification
  - Do not accidentally cancel your T#
**FAES-travel@osu.edu vs. CFAESbusiness@osu.edu**

- **FAES**
  - Notifications – “May travel ready for processing”

- **CFAES**
  - Follow-up – “Please tell me the status of my May travel”
Blanket T#s vs T#s

Blanket T#s

- Only ONE per person
- NO overnights on blanket T#s
- OSP chatfield on same log as regular monthly in-state travel
  - Add on FIRST chartfield line
- Specific period of time (calendar year or fiscal year)
- Notify FAES-travel@osu.edu that a log has been attached and ready for processing
  - Carbon copy yourself on the notification email so you have documentation of when email was sent, be specific to which travel needs paid
  - If submitting several months at once, send a notification per month for ease of processing
- Budget discussions happen ahead of time for amount decision
  - Additional money can be added within the period, but will require additional approval
- Clear specific business purpose
- Not necessary to put split chartfields on the Blanket request – can do so on the log along with approval for the other chartfield
Blanket T#s vs T#s

- **T#**
  - Specific trip (start date/time, end date/time)
  - ALL overnights; even camp; even IF you drive but are eligible for overnight (IE: over 45 miles away) best to get a T# and justify mileage expense compared to GSA rate for lodging (University will pay less cost.)
  - Add all anticipated expenses – estimate high enough to cover all costs
  - Attach agenda if available
  - Initiate travel request at least 2 weeks before first date of travel
    - **ATF Exception required if T# is not approved before leaving for the trip or University funds were used**
  - Attach email pre-approval if one was provided
  - Clear specific business purpose
Blanket T#s vs T#s

- **Travel Reimbursement Packet:**
  - Use the correct reimbursement form
  - Capture the **WHOLE** trip on Travel Reimbursement Form – including expenses paid by other means (PCard, internal transfers, CTP, third party, sharing with another employee, etc.)
  - Use the Internal Comments section of the reimbursement form to explain why an expense is missing or claiming only a portion of an expense.
  - **Scan documentation in the order it appears on page 2 of the form. (1 file)**
    1. Reimbursement Form (converted to PDF)
    2. Airfare itinerary
    3. Rental car receipt
    4. Comprehensive map for mileage (Roundtrip – including all stops made)
    5. Registration confirmation
    6. Lodging receipt
    7. Agenda for meal reimbursement
    8. Other expense backup if needed (receipts not necessary for expenses under $50)
      Ex: Uber/taxi/shuttle/tolls/baggage/etc.

Auditors will look for all of these items. Add a narrative to your form to alleviate questions when processing!
Set your PREFERENCES in eTravel for ease in sending notifications correctly:

- Go to eTravel.osu.edu
- Click on top TAB ‘Preferences’
- Click on “Add New Email Address” – add FAES-travel@osu.edu AND your own email. Make sure to SAVE!

- Sending notifications: “Email Notification” and choose the drop-down arrow for ‘Saved Addresses’ – ADD the FAES email & your email address
- For Monthly logs, be sure to include the MONTH in the notification:
  - “May travel ready for processing”
Do NOT use own credit card or office PCard, CTP uses their ‘ghost’ card

Mandate to use CTP for airfare went into effect in August 2018
  • For non-employee, guest speaker – travel arrangements must be booked through CTP if using University money

You will be required to provide a T# at time of purchase

Be sure to verify profile details are accurate and saved for both the traveler and arranger, when applicable

Reminder: CTP will automatically split their charges per the chartfields you put in the travel entry

Contact a Travel Agent

Call a Full Service Agent

Contact a Full Service Agent for consultation, quotes or to book travel services. Agency fee only applicable at purchase. OSU validation and T# required for purchase.

Phone: 855-784-9282 (toll free)
Hours: M-F 8am-7pm EST
Agency Fees: $18.00 (domestic) | $18.00 (international)
CTP, continued:

- Fees for booking a flight have been reduced and after-hours service has been upgraded for individuals traveling on university business.
- CTP – flights booked with Southwest can be changed without fees
  - Tip: Book the business portion with CTP, then call to change dates to include vacation and pay for the additional dates, upgrades, etc. with personal card
Driving vs. Flying Worksheet and Vacation vs. Business

- **Driving vs. Flying**
  - Use to document estimated expenses, prior to your trip when driving to a non-contiguous state
  - Must have airline quotes from CTP, other sources will not be accepted

- **Vacation vs. Business**
  - Use to document estimated expenses related to personal time in conjunction with business travel
  - Must have two airline quotes from CTP, other sources will not be accepted
  - 1. Business travel
  - 2. Personal travel

- Both found on FORMS page on SC webpage under Travel Forms
- Must be attached when applying for the T# along with the meeting agenda
- Please take note of this blurb at the top of the forms for specific instructions

**Per the OSU Travel Policy:**

*It is the responsibilities of the traveler to incur the lowest reasonable travel expenses and exercise care to avoid impropriety and/or the appearance of impropriety.*
Car Rental

- Mandate to use Enterprise or National rental car on contract went into effect July 2018 – applies to non-employees, guests, etc. using university money
  - May need to pay personally if the rental agency will not take the department PCard
- Enterprise 1-800-261-7331 / National 1-877-222-9058
  - OSU Code: XZ38Y09
  - PIN: OHI
- Online – use Business Rental Solutions
- In-person – must mention “Reservation Code” listed above
  - NOTE: Direct bill payment options (e.g. PO) are not permitted for OSU reservations (refer to the Travel Policy for payment options). If prompted during phone or online reservations, bypass entry of any direct bill account number.
- When the correct discount code is used, there is a line on the contract that says “CDW/LDW coverage included in rate”
- Unless a SUV or other large vehicle can be justified, expectations are to go with less cost vehicles (smaller)
Travel Links

• FORMS at: https://cfaesfinance.osu.edu/forms#TV
• Check out-of-state tax exemptions before using PCard

TAX EXEMPT STATES – should honor our exempt status

Colorado, District of Columbia, Florida, Idaho, Indiana, Illinois, Kansas, Kentucky, Maine, Michigan, Minnesota, Mississippi, Missouri, New Jersey, North Dakota, Ohio, Rhode Island, South Dakota, Tennessee, Texas, Vermont, West Virginia, Wisconsin
Travel Links

- [https://busfin.osu.edu/buy-schedule-travel/travel](https://busfin.osu.edu/buy-schedule-travel/travel)

**Travel** - University travel office policies

- **Currency Conversion** - use to calculate appropriate conversion rates for international travel reimbursements
- **Daily Meal Rates** - Per Diem lookup
- **Mileage Rates** - per mile rates for personal reimbursement
- **University Contracted Travel Agencies** - use one of these two travel agencies to book airfare for business trips
- **University Contracted Rental Car Services** - use one of these two rental car agencies to book personal or business rental car services
Travel Links


Travel Planning Guide

- **Before You Depart:** Planning, policy, pre-departure checklist and what to take with you
- **Travel Expenses:** Transportation, lodging, meals and miscellaneous expenses
- **Health:** Immunizations, health concerns, medical insurance, medical emergencies
- **Safety:** Advisories, export control, legal issues, safety guidelines
- **Money:** ATM, debit and credit cards; university PCard; cash and traveler's checks; how to exchange money
- **Communication:** Phone, email, emergency contacts
- **When You Return:** Post-trip checklist, receipts and reimbursements
PCard Use for Travel

- **Cannot** use PCard for Uber or AirBNB (or any app based purchase that requires an account and acceptance of terms & conditions)
- In general, refrain from using PCard for small dollar travel expenses if possible
- Registrations
  - Overnight trips always need a separate T#
  - Single-day registrations should go in eRequest (for PCard or reimbursement) and comment made “NO Overnight Travel”
- NO upgrade expenses paid with PCard – no preferred seating or pre-boarding options, etc. (Must be paid personally as the University will not cover those)
- Within 48 hours of purchase, get receipts put in T# entry (and only in eRequest IF no overnight travel)
Columbus Hotels in eStores

- University-area hotels are now in eStores. See [18-HOTEL contract](#).
- Call the hotel to make reservations
  - Things to communicate to hotel staff:
    1. Room at OSU rate
    2. Payments will be made through OSU contract with hotel (PO – direct bill to OSU)
    3. Communicate OSU tax exemptions
    4. Ask hotel to email the reservation confirmation (this is your QUOTE to attach to eRequest)

*Write down confirmation # when calling for a quote!*

Per Diem

- Per diem is the allowance for lodging (excluding taxes), meals and incidental expenses
  - Columbus meal per diem $61 per day
    - Breakfast = 25%, Lunch = 25%, Dinner = 50%
    - Use the Per Diem Calculator in eTravel or check GSA site and use zip code to search for accurate rates.
Vacation added to trips

- Vacation vs. Business Worksheet needs attached to T#
- CTP quotes for business only and business + vacation
- CALL CTP – Speak to an agent
  - The agent will need more information from you to plan your trip.
    - Personal Credit card number, etc…
      - Business travel will be purchased on the ghost card and the personal portion will be charged to a personal credit card
Non-employee

- Non-employees can be reimbursed for travel through the Travel System without being added in as a vendor
- Traveler’s HOME ADDRESS need to be entered in as a comment on the T#
  - Need their address entered in order to be mailed a reimbursement check
- Travel安排者 will need to enter the travel request
- Put in another comment “One-time vendor payment” – as the traveler won’t need to certify their payment as employees do
Job Aids...  https://extops.cfaes.ohio-state.edu/extension-finance/job-aids

- **Job Aids** on Travel on Ops site
- Travel Approver
- Travel
- Travel Reimbursement Tips
- Columbus Hotel Reservations Through eStores
- Blanket T# Decision Tree
Travel Arranger

- **Arranger:** have permission to enter Travel Requests (obtain T#s) in the eTravel system for OSU faculty, staff, students, and guests
  - [https://cfaesfinance.osu.edu/sites/cbo/files/imce/Forms/Travel%20Arrangers.pdf](https://cfaesfinance.osu.edu/sites/cbo/files/imce/Forms/Travel%20Arrangers.pdf)
- Training is required to gain access – [http://cfaesfinance.osu.edu/Training/travel](http://cfaesfinance.osu.edu/Training/travel)
  - 1) Mileage 2) Pre-Trip Travel Training
- Responsibilities: accurately entering information and uploading needed documents in eTravel on behalf of the traveler
- **Goal: a Travel Arranger in all offices**
  - To have someone in the office to add documentation to T# entries for PCard deadline
  - To have someone in the office who can put in for a non-employee when needed
  - eTravel Payment Request inquiry to search payment information – separate role
- Role of Payment Request Inquiry can be requested in the “Special Instructions” section of the Access Request Form.
Contiguous State Travel

• Regular Monthly Travel to Contiguous State:
  • No separate T# needed, add specific reason for ‘out-of-state’ daily travel
• Extension is granted special approval do be able to put this travel on the daily mileage log
Thank You!

Extension Operations Fiscal
Jesse Buxton.26
Patty Corfman.4
Sarah Mays.201
Vickie Snyder.252