

# 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 48 business hours for processing. Filing this form is an ESTIMATE of your trip's costs. Please remember over estimating is better than under estimating.

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:

- Business Purpose of Trip** – Type the reason for your trip in detail. (What are you going for? Do not use abbreviations.)
- 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.*
- Departure Date & Departure Time**
- Return Date & Return Time**
- Departure City**
- Destination City** – Enter city of destination; if there is more than one, click the "+" and enter the second city.
- 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

<b>EXAMPLE:</b>	<u>Category</u>	<u>Type</u>	<u>Description</u>	<u>Amount</u>
	Transportation	Airfare	Prepay (if applicable)	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 (if applicable)	Registration Amount

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

- Travel Agent** – Select "Other" if buying your own airfare or "Corporate Travel Planners (CTP)" if wanting your airfare prepaid.
- 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.
- Travel Chartfield 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 - Type the details of the business versus personal travel. Include what dates are business and what dates are personal. Include in the comment if you will be going to another destination as part of your personal travel. In addition, attach an airfare quote from a website such as Travelocity, concur, Expedia, or Orbitz showing the lowest round trip airfares available for the business dates of travel.
  - Other possible useful information.
- Prepayments (if applicable):** The only things that can be prepaid are airfare and registration.
  - Prepaid Airfare: Select Corporate Travel planners as the Travel Agency and type "Prepaid" in the description for your airfare estimate. Go to travel.osu.edu and login to Concur (Online Booking Tool) to put your flight on

hold. See “Using the OSU Online Booking Tool” Instructions. If the travel is complicated, contact Lisa. She can call an agent to put together an itinerary for you.

- **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.

- I) **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 Lisa submits the request, to approve the amount.

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*)).
- o) **Notification** – On the bottom right corner of the page, enter [Colarosa.5@osu.edu](mailto:Colarosa.5@osu.edu), Click “Save and Send Email”

Once you click “Save and Send Email”, your travel request will workflow to the Travel Initiator (Lisa) 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. After the travel has been approved, the Travel Initiator (Lisa), will forward the approved email to you.