



<p><b><u>Airfare:</u></b></p>	<p>Airfare should be purchased at the lowest reasonable coach/economy fare that meets the business need.</p> <p>Purchase of economy plus, other seating upgrades or pre-boarding options are no longer permitted to be purchased with University resources and cannot be reimbursed. <i>Travelers can however, choose to purchase these options with personal funds.</i></p> <p>Business class is only permissible with <b>international</b> flight times in excess of 5 consecutive hours. First class will continue to not be reimbursed or pre-paid. Automatic upgrades given by CTP (OSU’s authorized travel agency) are permissible so long as documentation is provided showing the cost with the upgrade is equal to the cost without.</p> <p><i>OSU’s preferred airlines: American, Delta, Southwest &amp; United</i> <i>OSU’s On-line booking tool: <a href="https://www.concursolutions.com/home.asp">https://www.concursolutions.com/home.asp</a></i></p> <p><i>CTP 1-855-784-9284 or <a href="https://osutransport.osu.edu/contact/agent-assist/">https://osutransport.osu.edu/contact/agent-assist/</a></i></p>
<p><b><u>Mileage Reimbursement</u></b></p>	<p>Personal mileage will be reimbursed in cases where the cost does not exceed the least expensive airfare. Travelers should consider lodging, parking, use of a rental vehicle and per diem, in advance of the trip when comparing the cost of auto to airfare.</p> <p>New travel policy also indicates that an individual’s daily commute to and from residence and headquarters, is not considered in university business travel status and therefore not eligible for travel expense payments. <u>As a result, traveler mileage reimbursements will be reduced by the traveler’s normal commute from home to headquarters. The traveler will only be reimbursed for the total distance from their residence to the alternate location(s) less the traveler’s normal commute.</u></p> <p>Headquarters is defined as the primary location(s) where the majority of work time is spent as defined in the traveler’s job responsibilities.</p>
<p><b><u>Rental Vehicle:</u></b></p>	<p>Use of a rental vehicle will be allowed in cases where driving is more economical than other transportation methods. When selecting the use of a rental vehicle over flying, documentation (e.g. airfare quote) is required to demonstrate cost comparison.</p> <p><i>Cost comparison should include estimated expenses associated with the rental expense (gas, parking, etc.) and airline cost comparison documentation should be dated prior to the travel.</i></p> <p><i>Supporting documentation for rental vehicle purchase must include fully executed rental agreement (or equivalent documentation) signed by traveler indicating DW/CDW/LDW and liability insurance (must include the cost, dates, and travel locations) was obtained. <b>We have had an unusually high # of policy exceptions because travelers are not obtaining these insurances when they elect not to use a contracted rental agency. When a contracted agency is used, the insurances are always included in the rental agreement.</b></i></p> <p><i>Contracted Agencies: Discount/Pin # OHI (business travel) or #XZ38140 (leisure travel)</i> <i><a href="http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&amp;refId=OHIOSTUNNational">http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&amp;refId=OHIOSTUNNational</a></i> <i>National 1-877-222-9058</i> <i>Enterprise 1-800-261-7331</i></p>

<b><u>Lodging:</u></b>	Travelers are eligible for lodging payments at the published conference rate, or 2x the federal lodging rate for the business travel location. However, <u>if lodging falls within 1.5 -2 x's the lodging rate and is higher than the conference rate, additional justification is required.</u>  <i>For example, a traveler attending the AERA conference in DC notices all hotels at the conference rate of \$200 have been booked. The traveler is able to book a room for \$300. The current per lodging rate in the DC area is \$162, so allowable reimbursement would be \$324 (2 x \$162). Since the cost of the room exceeds the cost of the conference rate additional justification as to why the conference rate could not be obtained should be added.</i>
<b><u>Cash Advance Payments:</u></b>	When a cash advance has been requested, excess cash and <i>receipts must be turned in within 30 days of the completion of the trip along with any cash in excess of the approved reimbursable expenses.</i>
<b><u>Vacation in Conjunction with Business Travel:</u></b>	Travel expenses to and from alternate vacation destinations occurring before, during, or after university business travel are not typically eligible for payment with university procurement methods. In situations where personal time will be taken in conjunction with business travel, a cost comparison should be done to show the expenses associated with only business travel dates for items such as airfare, vehicle rental, and/or lodging prior to the trip taking place.  <i>If the total cost is lower, university procurement methods may be used if supporting documentation is submitted prior to the travel. Service Center has a tool to help travelers document this.</i>
<b><u>Ground Transportation:</u></b>	Travelers should incur the lowest reasonable ground transportation cost that meets business needs.
<b><u>Accommodations for a disability:</u></b>	Travelers who require special accommodations for a disability ( <i>e.g., exception to per diem policy because of a health issue</i> ) should consult with the ADA Coordinator's Office <a href="#">Americans with Disabilities Act (ADA) coordinator</a> . <i>Once approved by OSU ADA office, accommodation can be taken into account when it impacts travel costs.</i>
<b><u>Miscellaneous expenses under \$50</u></b>	Detailed description and associated business travel purpose must be documented for each miscellaneous travel expense of \$50 or less ( <i>e.g., taxi from hotel to airport</i> )  <i>When there is an excessive number of individual miscellaneous expenses (e.g., many taxi receipts beyond the appearance of reasonableness) travelers may be contacted by the Service Center for additional information.</i>
<b><u>Per Diem</u></b>	<i>EHE will use the 75% meal per diem allowance for the first and last days of travel when calculating reimbursement (approved 9/14/15 at Leadership Team meeting).</i>

Per OSU Travel Policy 2.11 <https://osutransport.osu.edu/travel-policy/>

The Ohio State University seeks to ensure efficiency and promote fiscal accountability when authorizing travel disbursements.

It is expected that travelers and individuals authorizing travel disbursements will apply this policy in a manner that strives to keep expenses to a minimum and assigns the costs of business travel appropriately.

Questions: Contact the EHE Business Operations Service Center <http://ehe.osu.edu/downloads/finance-new/staff/ehe-bosc-workload-distribution.pdf> or 292-0406.