Guide & Worksheet to using CTP

This document may be used to assist with booking pre-paid flights and hotel reservations through Corporate Travel Planners for guests, faculty and staff of Teaching & Learning. This worksheet is optional to be used and not required to be submitted to fiscal.

How to book through CTP

There are two methods of booking and reserving flights through CTP. Both methods will require a T# to be established. You get a T# after the eTravel is fully approved by the department. You will get an automated email from the system.

Method 1: Contact a CTP Agent: https://busfin.osu.edu/buy-schedule-travel/travel/contact-travel-agent
   Pros:
   - No need for training on internal Concur system
   - Talk to a live person who works directly with OSU travelers and knows OSU travel policies
   - 24 hour, 7 days a week service in case of emergencies or travel changes
   - Travel agents are able to find flight # or suggest a flight for your planned itenerary
   Cons:
   - Incurs higher agency fees upon flight purchase: $18.00 (domestic), $22.50 (International).

Method 2: Book through the online Concur system: http://busfin.osu.edu/buy-schedule-travel/travel
   Pros:
   - Lower agency fee upon flight purchase: $6.30 (domestic & International).
   - Able to set default preferences for air travel, hotels, car rentals and travel reward program #'s which saves time in booking.
   Cons:
   - Learn a new system
   - Non-University guests or affiliates cannot use this system
   - Not all flights are OSU travel policy compliant on the CTP concur system (https://busfin.osu.edu/sites/default/files/travel_avoid_basic_economy_concur.pdf)

   Guides for Method 2:
   - Complete your travel profile: https://busfin.osu.edu/sites/default/files/travel_complete_profile.pdf
   - Book a flight for yourself: https://busfin.osu.edu/sites/default/files/travel_book_airfare_yourself.pdf
   - Book a flight for a guest: https://busfin.osu.edu/sites/default/files/travel_book_airfare_guest.pdf

If in any instance you are able to find a cheaper flight on a different website (non CTP concur system), please request a price comparison from CTP via their price match website: https://www.secure-ctp.com/machform/view.php?id=61287

The Ohio State University
Pre-Trip Worksheet (eTravel System)

- This worksheet is an optional tool that may be used to help organize a traveler's pre-trip planning and subsequent entry into the eTravel System.
- Additional details/instructions may be included in the free form field on page 2.

TRAVELER INFORMATION

Traveler Name:		Travel Type (as applicable): ☐ Group ☐ Blanket
Affiliation: ☐ Faculty/Staff	Employee ID:	Vendor ID:
☐ Student or ☐ Non-University	Email:	Phone:

BUSINESS PURPOSE

Funding Source (optional):

TRAVEL LOCATIONS (see page 2 to add additional date/destination detail)

Departure Date/Time:		Return Date/Time:
Departure City/State/Country:		
Destination City/State/Country:	Destination 1	
	Destination 2	

ESTIMATED COST DETAIL (see page 2 to add additional cost detail)

Transportation (Air)	$	Other	$
Transportation (Other)	$	Other	$
Meals	$	Third Party Payment	$
Lodging	$	NOTE: Third Party Payment amount should be entered as a negative in order to be deducted from total estimated cost.	
Registration	$	**Total Estimated Cost**	
		Trip Maximum (if applicable)	

TRAVEL CHARTFIELD DETAIL (see page 2 to add additional chartfield detail)

BU GL	Org	Fund	Account	Project	Program	UserDefined	Max Amt	Percent	Est Amt
							$	%	$
							$	%	$

PRE-TRIP PAYMENTS TO BE PROCESSED IN THE eTRAVEL SYSTEM (see page 2 to add additional pre-trip payment detail)

☐ *Prepaid Airfare

$	Agency Name:	Record Locator:	(optional)
	Ticket Name:		

☐ Registration Fee (eTravel System Entry Instructions: Enter details shown below in the Payment Request)

$	Vendor ID:
☐ Mail check	Payee Name (check issued to):
☐ Hold Check	Payee Mailing Address:

☐ Cash Advance (eTravel System Entry Instructions: Enter details shown below in the Payment Request)

$	Note: Traveler must sign the Cash Advance Form generated in the eTravel System prior to receiving cash advance.

Eligibility Criteria:
- ☐ Student Traveler
- ☐ Faculty/Staff Student Group Advisor
- ☐ Faculty/Staff International Travel
- ☐ Eligibility Exception (Dean/VP approval)

APPROVAL (optional – this section should be used as deemed necessary by the using department)

Approval Signature:		Date: