ASC Travel Policy Guidelines – Pre-Travel Procedures

Revised 6/4/14

The objective of the Travel Policy is to ensure efficiency and fiscal accountability for university business travel. The University will pay for reasonable and necessary expenses incurred for authorized business travel.

General Information

- All travel expenses paid with university funds must comply with the University's Expenditures, PCard, Internal Controls, Purchasing, and Human Resources policies.
- Additional sponsor requirements and/or federal regulations may apply to expenditures charged to sponsored projects. Contact the SPO for clarifications.
- Travelers need to familiarize themselves with the travel policy prior to making travel arrangements.
- Travelers need to work with travel arrangers or department business managers to make sure his/her travel plans meet the travel policy requirements.
- Travel arrangers/business managers need to be proactive and ask questions regarding travel plans in advance of departure.
- As a best practice, PR#s for prepayments should be referenced on the request for reimbursement.
- Policy exceptions are to be occasional and non-recurring. Multiple infractions may prompt loss of partial or full reimbursement.

Approvals

Travel Approval Decision Tree – order of preferred approval method

1. Establish a T# prior to trip departure.
2. Obtain written pre-authorization with estimated costs/budget to be attached to the travel request.

All travel requests, including the written pre-authorization (permission to travel or guest's invitation) must be approved per the departmental delegated signature authority prior to date of departure.

Pre-authorization of guest/staff/student travel on OSP grants requires written approval by the PI to be attached to the travel request.

Personal Travel in Conjunction with Business Travel

- OSU will only pay/reimburse expenses incurred at locations/times specific to the business purpose.
- OSU will not prepay any personal expenses unless documentation verifies there is no increase in cost.
- Cost variances in expenses such as airfare, car rental, and lodging must be clearly documented.

Third-Party Payments

- Prepayments are not allowed if there will be payment of expenses or reimbursement to the traveler by a third party.

Advance Payments

- A cash advance may be issued to a traveler when expenses would cause a financial hardship. *Review the Travel Policy for examples of allowable circumstances and additional policy requirements (link below).*

The complete Travel Policy is available at: http://www.busfin.ohi-state.edu/FileStore/PDFs/211_Travel.pdf

Additional information regarding rental car policy and post-travel guidelines are available on the Business Service Center website or from your department's business manager.