

Complete Travel Policy can be found on the OSU Travel website

<https://osutrael.osu.edu/policy/>

Per Diem

- The University observes the federal “meal and incidental expense” rates only. These rates include incidental expenses (ex: service tips, housekeeping, baggage carriers, etc.)
- Per Diem is prorated according to time of day you travel, include copy of flight or if driving when you left
- Per Diem allowance are based on specific city, state and country
- Meals provided by airlines, conferences, business meals and hotels will be deducted from the per diem allowance, include copy of flight as well as copy of hotel folio
- Exchange rates and per diem rates are available on the OSU Travel website <https://osutrael.osu.edu/>

Mileage

- Mileage reimbursement rates includes all vehicle-related expenses such as fuel, vehicle wear and personal auto insurance
- You **MUST** include documentation of mileage (ex: google map, mapquest, mileage log with actual odometer reading)
- Rates can be found on the OSU Travel website <https://osutrael.osu.edu/>

Non- Allowable Expenses

- No first class airfare will be reimbursed
- Traveler may not be reimbursed twice, both by University, by OSURF or by an outside organization for the same travel, include documentation of funds received from 3rd party
- Any expenses not directly related to business purpose of the trip

Other

- Must have **original itemized receipts** for all transactions (hotel, car rental, taxi, business meals, etc)
- Any rewards program points(frequent flyer, hotel, credit card) earned for University Travel **MUST be used** for University travel and not for personal use. If you cannot do so then it is highly recommended to not add your rewards number to the travel
- Rental Car must be economy size and rented through preferred vendors Enterprise or National
- No accumulated University-related Frequent Flyer Miles can be used to upgrade to first class
- University employees are strongly discouraged from using personal funds to pay any travel expenses on behalf of prospective faculty, staff, students, guest or colleagues
- If you are taking personal/vacation days in conjunction with your trip, you need to inquire in advance about the specific requirements regarding the reimbursement process.

Following Travel You MUST

- **Provide original detailed/itemized receipts for hotel, airfare, business meals, registration, tolls, taxi's and shuttles, etc along with the POST TRAVEL worksheet (ex: copy of flight, conference agenda)**
- **Complete the reimbursement process within 90 days of trip or you will not be reimbursed for your trip and your travel will automatically be closed.**