

DSEELC TRAVEL POLICY AND PROCEDURE

If DSEELC money is being spent, funds must be requested from the Chair. Once funding is approved, request an authorizing “T” (Travel) number as described below. Travel for University faculty, staff, and students must be authorized and have a valid “T” number before the trip commences.

To request an authorizing “T” number, complete the online T-number request form at: <https://etravel.osu.edu>.

1. In the *Business Purpose of Trip* description box, please enter specifics. e.g., name, location, and dates of your conference.
2. In the *Notification* box in the lower, right-hand corner of the form, type in Karen’s email address: nielsen.57@osu.edu . Then click **Send Email**.
3. ***DO NOT CLICK** on *Save* or *Submit* for Approval at the very bottom of the form (Karen won’t see your request if you do!)

Airfare must be purchased through one of OSU’s designated travel agencies, Travel Solutions or UNIGLOBE Travel Designers: <http://controller.osu.edu/travel/travel-agencies.shtm>

Drivers must provide a printout showing the lowest available airfare from a site such as expedia.com. Consult with the chairperson before deciding to rent a car or to drive your own car. Use of an automobile as a primary mode of transportation is authorized only if driving is documented as being either more economical than any other type of transportation or if the destination is not otherwise accessible. Only university approved car companies may be used (currently National and Enterprise): http://busops.osu.edu/travel_autohotel.php

Be reminded that no after-the-fact “T” number request will be accepted. Please note that securing a T number should not be taken as meaning that your entire reimbursement request will indeed be approved after the trip has been completed.

After your trip has been completed, please present your original, itemized receipts together with your reimbursement request to Karen. Requests not submitted to the travel office within 90 days following the date of your return will no longer be eligible for reimbursement.