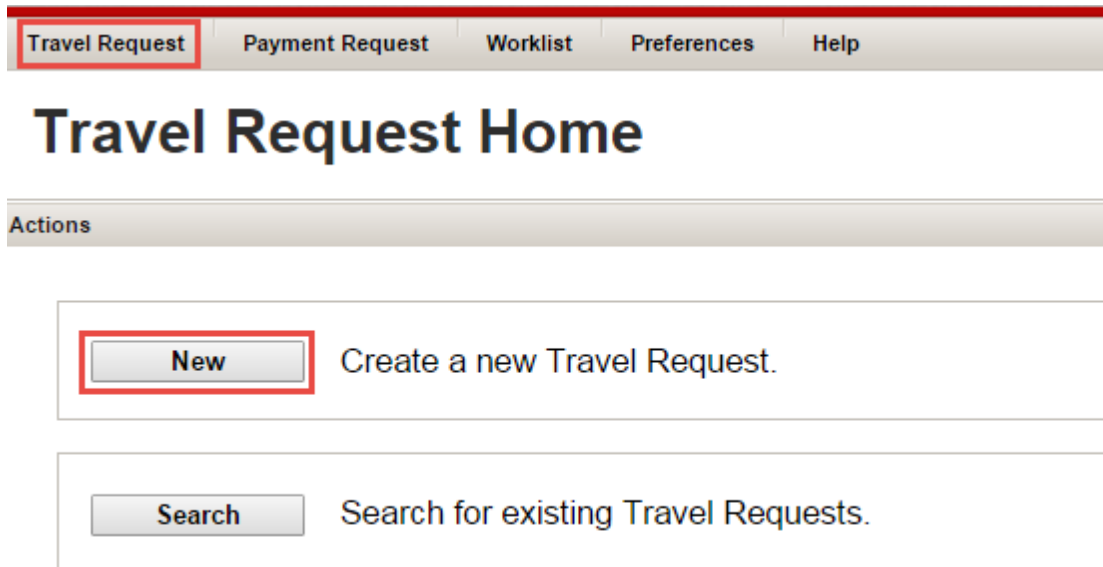


Create a New Travel Request

1. Navigate to etravel.osu.edu (<http://etravel.osu.edu>) and log in with your OSU login credentials. This will be your name.# and associated password.
2. Select "Travel Request" then select "New" to create a new travel request.



Travel Request Payment Request Worklist Preferences Help

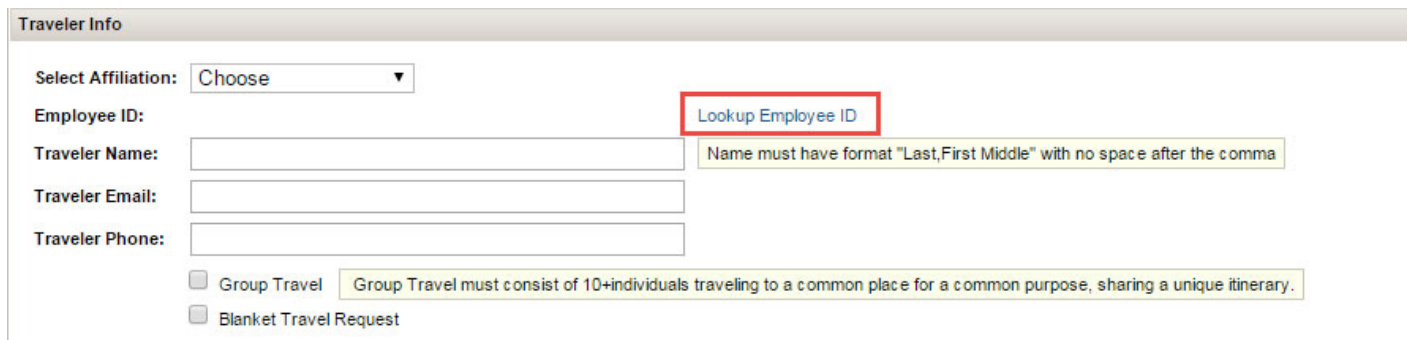
Travel Request Home

Actions

New Create a new Travel Request.

Search Search for existing Travel Requests.

3. Fill out the Traveler Info Section:
 - a. Select "Lookup Employee ID"



Traveler Info

Select Affiliation: Choose ▼

Employee ID: **Lookup Employee ID**

Traveler Name: Name must have format "Last,First Middle" with no space after the comma

Traveler Email:

Traveler Phone:

☐ Group Travel Group Travel must consist of 10+ individuals traveling to a common place for a common purpose, sharing a unique itinerary.

☐ Blanket Travel Request

Search for your information by filling in either the "Employee ID" or "Name" field, and then select "Search"



Employee Search X

Employee ID:

Name (Last,First):

Search

Locate the correct employee and then “Select” under the “Action” column.

Employee Search

Employee ID:

Name (Last,First):

Results 1-1 of 1 for Employee ID: 200261944

Employee ID	Name	Affiliation	Department	Job Title	Action
200261944	Tobias,Joseph R	Staff	39423	Travel Resource Analyst	Select

Once the correct employee information has been selected, your information will populate the following fields: Affiliation, Employee ID, Job Title, Traveler Name, Traveler Email and Traveler Phone.

Traveler Info

Select Affiliation:

Employee ID: 200261944

Traveler Name:

Traveler Email:

Traveler Phone:

☐ Group Travel Group Travel must consist of 10+ individuals traveling to a common place for a common purpose, sharing a unique itinerary.

☐ Blanket Travel Request

[Lookup Employee ID](#) Job Title: Travel Resource Analyst

Name must have format "Last,First Middle" with no space after the comma

4. **Input the Business Purpose** – A business purpose should be written in such a way that an individual who is unfamiliar with the department’s operation can understand why the trip took place, and how it benefits the mission of the University. Acronyms should be clearly defined for those who are unfamiliar with the organizations references. Please be as specific as possible!

Business Purpose of Trip

Funding Source:

Type of funding you intend to use (optional)

5. Input the estimated departure/return date and times.

Travel Locations

Departure Date (mm/dd/yyyy): 09/21/2015 10:00 AM ▼

Return Date (mm/dd/yyyy): 09/25/2015 3:00 PM ▼ Leave return date blank for one way trips

- Update the departure City, State and Country as needed. To save time, this field defaults to Columbus, OH.

Departure City:

No:	City:	State:	Country:
1	San Francisco	California ▼	United States ▼

- Complete the destination cities section, using the “+” to add additional destinations as needed.

Destination Cities:

No:	City:	State:	Country:	Add/Delete:
1	Columbus	Ohio ▼	United States ▼	+ -

- Complete each Estimated Cost line.

Estimated Cost Detail				
Category	Type	Description	Amount	Add/Delete
Transportation ▼	Airfare ▼	Prepaid CTP	450.00	+ -
Transportation ▼	Personal Auto (Mileage) ▼	To/From Airport	21.73	+ -
Transportation ▼	Rental Car ▼	National	219.84	+ -
Meals ▼	Per Diem ▼		126	+ -
Lodging ▼	Choose ▼	The Blackwell	610	+ -
Other ▼	Gasoline ▼	Used in Rental Car	50.00	+ -
Other ▼	Parking ▼	SFO Airport	90.00	+ -

Selecting the Airfare Procurement Method:

Upon selecting “Aifare” from the drop down selection, the “Travel Agency” dropdown will appear. This is used to notate the procurement source for airfare.

Select “Corporate Travel Planners (CTP)”

Estimated Cost Detail				
Category	Type	Description	Amount	Add/Delete
Transportation ▼	Airfare ▼	Prepaid CTP		+ -

Select the listed travel agency if prepayment is requested.
 Select 'Other' if using PCard, PO or personal funds to procure expense. Corporate Travel Planners (CTP) ▼ Travel Agency:

[Mileage Calculator](#) [Per Diem Calculator](#)

Using the Mileage Calculator:

Select the "Mileage Calculator" hyperlink.

Estimated Cost Detail				
Category	Type	Description	Amount	Add/Delete
Transportation ▼	Airfare ▼	Prepaid CTP		+ -

Select the listed travel agency if prepayment is requested.
 Select 'Other' if using PCard, PO or personal funds to procure expense. Corporate Travel Planners (CTP) ▼ Travel Agency:

[Mileage Calculator](#) [Per Diem Calculator](#)

Select the estimated departure and return date for this trip, and select "Create Worksheet".

Mileage Calculator			
Departure Date (mm/dd/yyyy):	09/21/2015		
Return Date (mm/dd/yyyy):	09/25/2015		
Create Worksheet		Cancel	
Date	Rate	Miles	Subtotal
Total Costs:			
Refresh Total		Done	Clear Worksheet

Input the mileage estimates for each day, and make note of the total costs. Select "Done" to return to the previous screen.

Mileage Calculator

Departure Date (mm/dd/yyyy): 09/21/2015

Return Date (mm/dd/yyyy): 09/25/2015

Create Worksheet Cancel

Mileage for 09/21/2015 to 09/25/2015

Date	Rate	Miles	Subtotal
09/21/2015	\$0.575	18.9	\$10.867
09/22/2015	\$0.575	0	\$0.000
09/23/2015	\$0.575	0	\$0.000
09/24/2015	\$0.575	0	\$0.000
09/25/2015	\$0.575	18.9	\$10.867

Total Costs: \$21.73

Refresh Total Done Clear Worksheet

Input the calculated amount in the Estimated Cost Line

Transportation ▼	Personal Auto (Mileage) ▼	To/From Airport	21.73	+	-
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Using the Per Diem Calculator:

Select the "Per Diem Calculator" hyperlink.

Estimated Cost Detail

Category	Type	Description	Amount	Add/Delete
Transportation ▼	Airfare ▼	Prepaid CTP		+ -

Select the listed travel agency if prepayment is requested.
 Select 'Other' if using PCard, PO or personal funds to procure expense.

Mileage Calculator Per Diem Calculator Corporate Travel Planners (CTP) ▼ Travel Agency:

Select the Country/US State, City, and travel dates for this trip, then Select "Create Worksheet".

Per Diem Calculator

Country/US State:

City:

Departure Date (mm/dd/yyyy):

Return Date (mm/dd/yyyy):

The form will then populate with all eligible meals. Use the radio buttons to deselect meals as appropriate. Note the total costs and select “Done” when finished.

Per Diem Calculator

Country/US State:

City:

Departure Date (mm/dd/yyyy):

Return Date (mm/dd/yyyy):

Per Diem for 09/21/2015 to 09/25/2015

Country/State	City	Date	Rate	Breakfast	Lunch	Dinner	Subtotal
USA, OHIO	COLUMBUS	09/21/2015	\$56.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$14.00
USA, OHIO	COLUMBUS	09/22/2015	\$56.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$28.00
USA, OHIO	COLUMBUS	09/23/2015	\$56.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$28.00
USA, OHIO	COLUMBUS	09/24/2015	\$56.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$28.00
USA, OHIO	COLUMBUS	09/25/2015	\$56.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$28.00

Total Costs: \$126.00

Note: Departments may exercise judgement in determining Per Diem reasonableness and eligibility. The time designators may need to be adjusted in certain scenarios to allow additional meal selection.

Note: Should the Per Diem rate populate as \$0.00, it is to indicate that the city selected no longer has a unique Per Diem rate assigned by the GSA. The city [OTHER] should be selected from the “City” drop down menu in these instances

Input the estimated amount into the estimated cost line.

Meals ▼	Per Diem ▼		126	+	-
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9. Notate any expected third party payments (this would be non-OSU sources).

Third Party Payment		
Amount: 250	Source: Conference Grant	Record any funding of the trip from a non-OSU source

After the Third Party Payments section is completed, the Estimated Cost Detail will automatically be updated to notate the change.

Estimated Cost Detail	
Transportation:	\$691.57
Meals:	\$126.00
Lodging:	\$610.00
Registration Fees:	\$0.00
Others:	\$140.00
Sub Total:	\$1,567.57
Third Party Payment:	\$250.00
Total Estimated Net Cost:	\$1,317.57

10. Leave the “Trip Maximum” field blank

Trip Maximum	
Amount:	Enter maximum payment amount for the trip. Leave blank if there is no maximum

11. Complete the “Travel Chartfield Details” with the following information.

- Select **UNIV** for BU GL Field.
- Select **07220** for Org
- Percent should be 100

****PLEASE LEAVE ALL OTHER FIELDS BLANK ** Your travel arranger will fill in the rest of the information.**

Travel Chartfield Details										
Split Chartfield by <input checked="" type="radio"/> Percentage <input type="radio"/> Amount										
BU GL	Org	Fund	Account	Project	Program	User Defined	Max Amt	Percent	Estimated Amt	Add/Delete
UNIV ▼	07440	011000	63406 - Out of State - Non University ▼					100	\$1,567.57	+ -

12. **Please do not add any attachments**

13. Complete the “Notification” field

- Click the “Lookup Travel Arranger” hyperlink

Notification

Send form to my travel arranger for completion and review.
[Lookup Travel Arranger](#)

Email:

Save and Send Email

- b. Search for arranger by Name, Email or Org. Faculty your arranger is Elizabeth Murphy (murphy.926@osu.edu) Grad Students your arranger is Rick Tobin (tobin.71@osu.edu).

Travel Arranger Search

Name:

Email:

Org:

Search

Results for Name: Tobin,Rick

Name	Email	Action
Tobin,Ricky Mase	tobin.71@osu.edu	Select

You can also type in our Org: 07220 for a list of arrangers.

Travel Arranger Search

Name:

Email:

Org:

07220

Search

Results for Org: 07220

Name	Email	Action
Tobin,Ricky Mase	tobin.71@osu.edu	Select
McGreehan,William Sean	mcgreehan.1@osu.edu	Select
Garner,Tiffany J.	garner.170@osu.edu	Select
Murphy,Elizabeth Dana	murphy.926@osu.edu	Select
Marshall,Miroslava Petrova	marshall.624@osu.edu	Select

- c. Once you have selected your arranger, click "Save and Send Email"

14. Finally under Travel Request Form Actions click "Save for later"

Travel Request Form Actions

Save for later

Save and Continue