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.

3. Fill out the Traveler Info Section:
   a. Select “Lookup Employee ID”

Search for your information by filling in either the “Employee ID” or “Name” field, and then select “Search”
Locate the correct employee and then “Select” under the “Action” column.

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.

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 organization’s references. Please be as specific as possible!

5. Input the estimated departure/return date and times.
6. Update the departure City, State and Country as needed. To save time, this field defaults to Columbus, OH.

![Departure City Table]

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

![Destination Cities Table]

8. Complete each Estimated Cost line.

![Estimated Cost Table]

**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)”
Using the Mileage Calculator:

Select the “Mileage Calculator” hyperlink.

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

Input the mileage estimates for each day, and make note of the total costs. Select “Done” to return to the previous screen.
Input the calculated amount in the Estimated Cost Line

Using the Per Diem Calculator:

Select the “Per Diem Calculator” hyperlink.

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

**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.
9. Notate any expected third party payments (this would be non-OSU sources).

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

10. Leave the “Trip Maximum” field blank

11. Complete the “Travel Chartfield Details” with the following information.
   a. Select **UNIV** for BU GL Field.
   b. Select **07220** for Org
   c. Percent should be 100

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

12. Please do not add any attachments

13. Complete the “Notification” field
   a. Click the “Lookup Travel Arranger” hyperlink
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). You can also type in our Org: 07220 for a list of arrangers.
c. Once you have selected your arranger, click “Save and Send Email”

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