

FACULTY
APPLICATION FOR TRAVEL SUPPORT
MUST BE COMPLETED *BEFORE* TRAVELING

The University will not prepay or reimburse travel expenses that have been, or will be, paid by other sources. If you are receiving funds from non-university sources, PLEASE ATTACH detailed documentation that includes the full allocation.

Traveler Name Last _____	First _____
Traveler Signature _____	Date _____
OSU ID# _____	Guest: SS# _____
Travel Points: FROM: _____	TO: _____
Estimated Departure: (Time & Date) _____	Estimated Return: (Time & Date) _____
Business Purpose: _____	

Check Status: () Present Paper () Panelist () Poster Presentation () Professional Research	

ESTIMATED COST OF TRIP – All estimated expenses regardless of payment (PCard, Travel prepayment and/or personal funds).

Airfare:	\$ _____			
Rental Car:	\$ _____	Agency:	<input type="checkbox"/> Enterprise	<input type="checkbox"/> National
	Justification for Need:		_____	

Personal Auto: 0.50 per mile	\$ _____	# of whole miles: _____		
Registration:	\$ _____	Are any meals included in the conference registration?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	If yes, please specify: _____			
Meals/Per Diem:	\$ _____	Please find per diem amounts at: http://controller.osu.edu/travel/travel-perdiem.shtm		
Hotel:	\$ _____	Is a conference room rate available?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Rate: \$ _____ /day
	If available, are you staying at conference hotel?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
	<i>Please note when the conference offers a reduced rate, OSU will only reimburse the conference room rate or less.</i>			
	Are you sharing the hotel cost with anyone else?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
	If yes, please provide their name(s):		_____	
<i>When checking out, please request an itemized receipt for your portion only.</i>				
Other (taxi, parking, etc.):	\$ _____			
TOTAL ESTIMATED COST	\$ _____			

FUNDING SOURCE

_____ PSA _____ Grant _____ Other

ORG	Fund	Account	User	Program	Project	Est. Amt	Max Amt