



Name: _____

Travel Number: _____

Upon completion of the trip, and within 30 days, submit the T&L Post-Travel Reimbursement Form & all supporting documentation to obtain reimbursement of expenses. The following policies are provided as reminders of those most commonly encountered, and are not to the exclusion of other policies. The complete travel policy is available online: <http://www.busops.ohio-state.edu/travel/TravelPolicies.pdf>

Airfare: If the airfare was not pre-paid by the Travel Office, an original itemized airline receipt, an e-ticket receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and marked that it was paid in full.

Conference Registration Fees: Original receipts to support the payment are required. If the conference will not provide a receipt, a cancelled check or credit card slip/statement is required. If a meal is included in a conference registration fee, the per diem allowance for that meal may not be claimed.

Rental Car: National Car Rental and Avis offer the University corporate pricing discounts. When it is not feasible to use National Car Rental or Avis, documentation explaining the rationale must be provided.

Lodging: Reimbursed at reasonable, single occupancy or standard business room rates. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate. If the lodging receipt shows more than a single occupancy, the single room rate must be documented.

Parking / Tolls – Original receipts are required for parking fees (including airport parking) or tolls totaling \$25.00 or more.

Miscellaneous Transportation – Original receipts are required for taxi, bus, subway, metro, ferry and other modes of transportation if costs are \$25.00 or more for each occurrence.

Personal Auto - Odometer reading at start and end of trip must be provided at time of reimbursement request. A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed.