**Policy Overview**

The travel policy, section VII addresses travel costs when an employee takes vacation in conjunction with business travel. In summary, the employee is required to identify any cost differences. The University will only pay for/reimburse costs attributable to the business portion of the travel at the lowest reasonable cost.

**Responsibility**

*Traveler* – The traveler is responsible for appropriately completing the cost comparison and ensuring that the documentation is clear. If they are not completing the travel request themselves, they are responsible for communicating all information to their arranger.

*Arranger –* The arranger is responsible for either completing the cost comparison or ensuring that the traveler has provided the appropriate documentation.

*Department Approver (pretrip)* – Before approving the travel, the approver should review the cost comparison for reasonableness. They should also ensure that the have processed any vacation requests through eLeave.

*PSSC (posttrip) –* The PSSC will review the documentation against the actual costs and receipts to ensure compliance with policy and that the expenses/reimbursements are accurate.

**Tips**

* Both airfare estimates should be performed at the same time.
* When selecting airfare, the business airfare should be selected by considering the flights the individual would actually take (e.g. if the conference ends at 3, a reasonable flight would be after 5 or 6PM)
* Taxi estimates can be calculated on-line:
	+ [www.taxifinder.com](http://www.taxifinder.com)
	+ [www.taxi-calculator.com](http://www.taxi-calculator.com)
	+ [www.worldtaximeter.com](http://www.worldtaximeter.com)
* Shuttle information can normally be found on the hotel website or within the conference information packet
* Baggage fees would normally only be considered when the conference length is 3 days or more

**Calculation**

If you need assistance with the calculation, you can use the following:



**Policy Links**

Travel Policy - <http://busfin.osu.edu/FileStore/PDFs/211_Travel.pdf>

PCard Policy - <http://busfin.osu.edu/FileStore/PDFs/223_PurchasingCard.pdf>

Expenditure Policy - <http://busfin.osu.edu/FileStore/PDFs/411_Expenditures.pdf>

**Questions – who do I call?**

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| --- | --- | --- |
| **Who Do I Call** | **Why?** | **How do I reach them** |
| Your department’s business manager/fiscal officer/SFO | * Questions about traveling or the policy
* Budgets
 |  |
| PSSC | * General policy questions
* Payment process
 | [www.u.osu.edu/pssc](http://www.u.osu.edu/pssc)  |
| Travel Office | * Questions regarding the travel agencies or system issues
 | [www.osutravel.osu.edu](http://www.osutravel.osu.edu)  |