The following steps apply to anyone travelling on behalf of the university including individuals for whom the department may provide travel funding (faculty, staff, graduate students, and undergraduate students). Approval must be received at least 24 hours BEFORE the first day of travel.

Guests and students not employed by the university should complete the form at http://theatre.osu.edu/guesttravel.

1. Identify a university related travel opportunity, choose travel dates, compile list of possible expenses (transportation, lodging, conference fees, etc.) and review the university’s Travel Policy, available at http://www.osu.edu/policies/

2. If you need to book airfare, visit the Travel Solutions website at https://www.ts24.com/portal/osu/
   - Click Shop Travel Online
   - Enter travel information and click Search
   - Identify the best flights and click Reserve
   - A pop-up window will appear, review the information and press OK
   - Leave the default “General UNIV Prepayment” information and press Next >>
   - Click “Not Using Ground Transportation”
   - Review the information (you can “Change frequent flyer program” and your seat on this page)
   - Write down the Airfare quoted total and the Record Locator then press Next >>
   - Press OK when the pop-up window appears informing you that there is no car or hotel on the reservation
   - Under the question “Are you traveling for a SPONSORED project administered by Office of Sponsored Programs? [Required]” select NO and press Next >>
   - Review the information and press Purchase Ticket >>. This will hold the ticket for 24 hours, allowing you to complete the Travel Request process. (You will receive an email with the subject NOT TICKETED.) Once the Travel Request is approved, OSU’s Travel Office will release payment to Travel Solutions and your flight will be purchased. You will then receive an email with the subject TICKETED.

3. Go to the university’s Travel Request system (eTravel) at http://etravel.osu.edu/

4. Login using your OSU Name.# (e.g. fulton.82) and university password (aka email password).

5. Click “New”

**Travel Request Information**

6. **Traveler Info:** This information is pre-populated based on your login.

7. **Business Purpose of Trip:** Indicate a very specific purpose for this trip. For example: Presenting paper, “A Wicked Summer: Stage Management Experiences with the Broadway production and 1st National Tour of Wicked” at the United States Institute of Theatre Technology annual conference.

8. **Funding Source:** Short description of how you think this trip should be funded. E.g. Faculty Travel Allotment, Arts & Humanities Grant, Coca Cola Grant, Morrow Fund, Snow Fund, etc.

**Travel Locations**

9. Add departure date, estimated departure time, return date and estimated return time. Confirm Departure City.

10. Add Destination Cities. Use the + button to add a row for each additional city.
11. **Estimated Cost Detail**: Press the + button to add estimated costs. After selecting Category, select the Type and enter a Description (optional unless Other is selected) and an amount. The more you enter, the better – your total reimbursement cannot exceed 20% of the total estimate. The list should include ALL expenses, regardless of payment method or source of funding. Suggested entries:

<table>
<thead>
<tr>
<th>Category</th>
<th>Type</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>Airfare (Prepaid)</td>
<td>Quote + 11.00</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>Taxi</td>
<td></td>
<td>100.00</td>
</tr>
<tr>
<td>Meals</td>
<td>Per Diem</td>
<td>Daily Rate x Days</td>
<td>XXX.XX</td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
<td></td>
<td>XXX.XX</td>
</tr>
<tr>
<td>Registration</td>
<td></td>
<td>Conference Fee</td>
<td>XXX.XX</td>
</tr>
<tr>
<td>Other</td>
<td>Other</td>
<td>Baggage Fees</td>
<td>50.00</td>
</tr>
</tbody>
</table>

**NOTES:**
- Use Airfare (Other) if you are paying for the flight. Use Airfare (Prepaid) if OSU is paying for the flight.
- If you select Airfare (Prepaid) a box will appear below the Estimated Cost Detail. You will need to select Travel Solutions from the drop down box that appears after the text “Check to prepay through designated travel agency:” and you will need to enter the Record Locator that you wrote down when booking the airfare through the Travel Solutions website.
- Quotes on the Travel Solutions website do not include the booking fee of $11.00. The Amount you enter in Estimated Cost Detail should include the $11.00 fee.
- To calculate the Per Diem, click the Per Diem Calculator below the Estimated Cost Detail box. You will need to enter your destination and travel dates then press Create Worksheet. Copy or write down the number that appears next to “Total Costs.” Repeat this for each destination.

12. **Third Party Payment**: Enter any source(s) of funding for this trip that is not out-of-pocket or OSU.

13. **Trip Maximum**: Leave blank. (Unless you have a grant and want to set a cap for your reimbursement.)

**Travel Chartfield Details**

14. Click + Add Chart field button. Add general Theatre chart field of: UNIV - 02800-011000. Use drop down menu for appropriate account. This information will be edited on the approval stage if needed.

15. Scroll to the bottom of the page and press “Save for later.” The page will automatically scroll back to the top and inform you that the page has saved.

16. Scroll back to the bottom of the page and enter any comments in the Comments box that may help other people looking at your request. E.g. List dates for each travel destination if more than one, conference website, etc.

**Attachments**

17. + Add: Press this button to upload any supporting documentation. Include flight itinerary from Travel Solutions, registration forms, letter of invitation to present at conference, etc.

18. Scroll to the bottom of the page and press “Save for later.” The page will automatically scroll back to the top and inform you that the page has saved.

**Workflow Information**

19. Scroll back to the bottom of the page and in the box labeled Notification enter fulton.82@osu.edu and press Send Email. Your request will be sent to Savenda for review and to enter the chartfield information.

20. **Submit for Approval: Do not press this button!**

**DONE!**