Student Travel

Students presenting their research or are part of an eligible team (College Bowl, Product Development) are eligible to receive departmental support. The department will fund up to $1,200 once per academic year if you are presenting at a conference. Students can use it once a year from August 15 through August 14 of the following year.

You must create a spend authorization (SA) prior to paying for expenses. You *cannot* book any travel (event registration, flight, lodging) until you have an approved spend authorization! Instructions for creating an SA can be found here: creating a spend authorization.

Once you have an approved SA, you can register for the meeting/conference, book air travel, and book your lodging.

- Airfare is prepaid by the University so students traveling to conferences need to book their airfare through Corporate Travel Planners (CTP). For any student who is unfamiliar with this process, go to: https://osutravel.osu.edu/ and login to the Concur online booking tool. There is a helpful tutorial on the site.
- When creating you spend authorization, you will use worktags CC11911 FD100. However, **funding worktags will be needed from your advisor to cover any additional costs that exceed $1,200.00**. You will need to supply those in the business purpose of the spend authorization.
- Business purpose (justification) should state "Presenting or speaking at [conference name, location, dates], sharing lodging with "[name and SA#], FST providing up to $1,200 financial support; expenses exceeding $1,200 will be funded by [advisor name]."

Important things to note

- Cab/Uber Receipts (for transportation to/from airport only)- Only 1 person should pay and get reimbursed, no splitting the payment.
- You must use the provided shuttle or walk to and from the conference.
- To receive the maximum departmental reimbursement, students must share a hotel room with at least one other student from the department.
    - You have two options to manage this.
      (1) one student can book the room and submit for the reimbursement.
      Both students should note this in their spend authorization.

(2) each person can pay their share separately and have a receipt documenting this and both students will put in their spend authorization their estimate of what ½ the cost would be and note the name of who they are sharing a room.

- You will not receive per diem for breakfast if your hotel provides a complimentary option. If a meal is provided by the conference, you will not receive per diem for that meal.
- Expenses will be covered for the day before and after the conference to allow for travel time, and for the time during the conference.
- **If you will be including personal time, extending your stay, you must obtain two flight estimates. 1 for business only dates, and one for the travel including the personal time.**
- **You must complete a cost comparison form and attach the two flight estimates. You will be reimbursed for the lowest cost. Cost comparison form.**
- Driving to a conference is strongly discouraged due to safety and liability concerns. If you wish to drive instead of fly, please obtain approval from your advisor and the fiscal office. This needs to be attached to your spend authorization.
- If you are driving instead of flying, you must complete the cost comparison form and include a flight estimate and a mileage map. You will be reimbursed for the lower cost.

When you pay for an expense and need reimbursement.

- You will need to fill out an expense report. Here is a link to two job aids that are very helpful:

ER - Create an Expense Report (Travel) | Administrative Resource Center (osu.edu)

ER - Edit or Change Expense Report | Administrative Resource Center (osu.edu)

- Keep in mind, when you are filling out an expense report you must select 'new expense report' and you will need to then select which spend authorization this report corresponds to and for most people there will only be one option to select.

The fiscal office is able to help you with both the spend authorization and the expense report. If you have questions or need assistance, please contact OSUFSTACCT@OSU.EDU to schedule a time to meet.