

THE OHIO STATE UNIVERSITY TRAVEL REIMBURSEMENT FORM

(All expenses are reimbursed after trip completion)

If you submitted a travel request form prior to traveling, you will need to provide the following information for reimbursement. *Original receipt required.

1. Times of departure and return
2. Transportation using rental car*
 - Personal Auto (\$.36/per mile)
 - Airport Shuttle*
 - Rental Cars*
 - Miscellaneous Transportation (taxi, bus, rail, ferry, etc.)*
 - Lodging (if travel is further than 30 miles home or university work site)
 - Meals (receipts are not required). For current rates, click below:
<http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml>

3.

The following per diem percentage chart reflects the potential amount of per diem due to a traveler on day of **departure** (see below for deductions). If traveling by air it is customary, but not required, to begin per diem calculation 2-hours prior to take-off to compensate for the lead-time required for airport check-in.

If the traveler departs home or office between:

- 12:00 AM - 7:59 AM then 100% per diem is due.
- 8:00 AM - 11:59 AM then 75% per diem is due.
- 12:00 PM - 5:59 PM then 50% per diem is due.
- 6:00 PM - 11:59 PM then 0% per diem is due.

ses (such as phone calls, gasoline, parking, tolls & other misc.)*

See travel office policies - <http://www.busops.ohio-state.edu/travel/osu.htm>

The following per diem percentage chart reflects the potential amount of per diem due to a traveler on the day **return** (see below for deductions). If traveling by air it is customary, but not required, to add 1-hour after landing to compensate for time required for disembarking and collection of baggage.

If the traveler returns home or office between:

- 12:00 AM - 7:59 AM then 0% per diem is due.
- 8:00 AM – 11:59 AM then 25% per diem is due.
- 12:00 PM – 5:59 PM then 50% per diem is due.
- 6:00 PM – 11:59 PM then 100% per diem is due.

If you have not submitted a travel request form prior to trip, you will need to complete all sections of the Travel Reimbursement Form (except for Chartfield Information) at this time.