

## THE OHIO STATE UNIVERSITY TRAVEL REQUEST FORM

This form is to be completed prior to travel (and) after you have reserved your ticket.

The travel request form can be used to prepay registration fees and airfare. For registration fees, enter the amount of the fee and the complete name and address of the organization to be paid. If requested by the organization, attach the registration form to the University's request form.

There are two agencies that are authorized to provide prepaid airline tickets to university business travelers:

Precise Travel (Uniglobe)  
2241 Stringtown Road  
Grove City, OH 43123  
614-871-7701  
800-300-7357  
614-871-9070 (fax)  
[www.tripsorships.com](http://www.tripsorships.com)

Travel Designers (Uniglobe)  
3471 East Broad Street  
Columbus, OH 43213  
614-237-4488  
800-966-6512  
614-237-4516 (fax)  
[www.uniglobetraveldesigners.com](http://www.uniglobetraveldesigners.com)

### Under General Information:

- Enter your name
- Travel points
- Social security number
- Dates of departure and return
- Purpose of trip
- Enter cost quoted by travel agency and the name of the agency contacted

After you have entered above information on the form, sign as traveler and date. Submit to Michelle Blackwell. Bob Kaufman will sign as authorizing officer.

The completed form will be faxed to the University Travel Office where it will be processed and assigned a travel order number. A **Travel Reimbursement Form** with the travel order number will be mailed to the department and filed until you return from trip.

Please save all original receipts. They will need to be attached to the Travel Reimbursement Form.

If you are a Research Foundation traveler, you must use the OSURF Travel Request/Reimbursement Form GA-002.