OHIO UNIVERSITY | College of Arts & Sciences

Travel Assistance Form

Travel Assistance Form

Travel Type: Faculty/Staff Travel   Student Travel   Guest Travel   Group
Assistance Type: Travel Assistance   Reimbursement   Substantiation (PCard)

Traveler's Name: **Email:**   **Phone:**

Home Department: **Interdisciplinary Program:**

Traveling To: **Departure Date:**   **Return Date:**

University Host: **Host Email:**   **Host Phone:**

Expenses: Complete all arrangements/expenses that apply & provide estimated spending

Airfare	Lodging	Rental Car	Mileage	Per Diem	Conference	Membership	Bus. Meals	Other	Total

Business Purpose: Indicate if the travel is for instruction and/or research. Include who, what, when, where, why. course number and/or research project name associated with the trip.. Must use Christopherson Business Travel or Concur for Airfare and Hotel, unless this is a conference hotel then you can book at the conference rate with the hotel.

Travel Information needed for booking, you can attach for faster processing:

- Full legal name (First, Middle, Last) If there is no middle name, please indicate that. (should match Government issued ID)
- Date of Birth
- Gender Male/Female (needed for air travel; requested for ticketing).
- Passport Number, Passport Name, Expiration Date, Issuing Country (If traveling internationally)
- Phone Number
- Car Rental Pickup/Drop-off Location Date/Time
- Preferred Air Carrier/Hotel
- Departing/Arrival Airport
- Date / Time of Departure/Check-in
- Return Date/Time/Check-out
- Seating Preference
- Sample Flight

Account Numbers to Charge:

GL Account Numbers							Grant Account Numbers					
Entity	Source	Org	Activity	Function	Amount	Rank	Project	Task	Org	Award	Amount	Rank

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Travel Assistance Form Instructions

Travel Assistance Form Instructions

Use this form if you would like travel assistance. Please ensure fund balances, correct accounts are used and proper approval if using an account other than your own, i.e., department operating, colleague RI, etc.

Travel Tools & Resources:

a. Refer to the OBI GL Funds Available & OBI Grants Funds Available lookup tools or contact your Finance Contact to confirm account information.

b. Refer to the Ohio University Travel Policy, Paying for Travel Guide, Christopherson Business Travel, Ground Transportation, and Group Travel & Events for booking requirements.

c. Airfare is required to be purchased through Christopherson Business Travel or Concur.

d. Hotel is required to be purchased through Christopherson Business Travel or Concur, unless it is a conference hotel.

e. For more information visit the College of Arts & Sciences Procurement & Travel information page.

Submission Process:

- Complete the Travel Assistance Form.

- One form should be submitted per traveler. Can submit together if traveling together.

- Submit the completed Travel Assistance Form to your Finance Contact. Include receipts, account approval documentation, and any travel details needed to complete the request.

- The Finance Contact will send to CAS Procurement for processing.

- The Finance Contact will advise you when your request is complete.