



# Integrated Systems Engineering TRAVEL APPLICATION

Travelers Name:

☐ Non-Employee

Email:

ID Number:

## BUSINESS PURPOSE

*\*Please provide the following documentation: 1) If attending conference - copy of conference registration/agenda; 2) If invited speaker - letter of invitation; 3) if conducting research - include a detailed description of the research and dates in business purpose above.*

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## PERSONAL TIME INCLUDED

### DATES:

distinguish business travel vs. personal

*NOTE: travel expenses such as lodging, rental car, airport parking will be prorated based on dates provided.*

## TRAVEL DATES, TIMES, AND LOCATIONS

Departure Date:  Departure Time:  Return Date:  Return Time:

Departure City/State/Country

Destination City/State/Country  Destination 2

ESTIMATED COSTS	AMOUNT
AIRFARE (include cost comparison if personal days included in travel)	<input type="text"/>
RENTAL CAR	<input type="text"/>
Personal Vehicle-MILEAGE (include mapquest w/ reimbursement)	<input type="text"/>
<i>*For out of state travel: include cost comparison (driving vs. flying). Include mileage, additional lodging, per diem, parking, and gas.</i>	<input type="text"/>
LODGING	<input type="text"/>
REGISTRATION (include conference agenda)	<input type="text"/>
OTHER: taxi, internet, parking (not meals - enter meals below)	<input type="text"/>

## THIRD PARTY PAYMENTS

☐ Yes ☐ No

☐ Airfare

☐ Lodging

☐ Registration

☐ Other

## CASH ADVANCE

☐ Yes ☐ No

Amount

Employees must use university-contracted travel agency Concur to book travel arrangements.

Once the spend authorization is approved, airfare must be procured through Concur.

Click the link below for travel guidelines:

<https://busfin.osu.edu/buy-schedule-travel/travel#TrainingResourceGuides>

## PER DIEM (MEALS) REQUESTED

☐ Yes ☐ No

Number of Days

☐ ACTUAL MEALS

Number of Days

## Worktags

Fund	<input type="text"/>
Project	<input type="text"/>
Program	<input type="text"/>
Gift	<input type="text"/>
Grant	<input type="text"/>
Assignee	<input type="text"/>

## APPROVALS / SIGNATURES

Traveler Signature

Date

Supervisor Signature

Date