The travel System is an easy way for faculty to submit an online travel request. No prior training is required by the university prior to completing this online, electronic form. The approval process is handled automatically through the routing of the form to your assigned approver.

**Login Page**

The login page for the online travel System can be found at [https://eTravel.osu.edu](https://eTravel.osu.edu). Simply enter your OSU Internet username (Name. #) and password.

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You've requested a web page which requires a user login.

![Login Page](https://example.com/login.png)

1. **Click New** to open a new travel request.

2. On the travel screen, your **Employee ID** and your personal information will appear on the form.

3. **Type Business Purpose of Trip.**

4. **Funding Source**

   a. Please describe the source of the money that will be used to pay for the trip, for example, professional development or meeting mileage.
5. Enter **Travel Locations**.
   a. Type or select **Departure Date** and **Time**.
   b. Type or select **Return Date** and **Time**.
   c. Type **Departure City**.
   d. Type **Destination Cities**.

   More information
   - For a one way trip, leave the Return Date blank.
   - To add an additional Destination City, click ➕. To delete a Destination City, click ➖ on the same row as the Destination City you want to delete.

6. **Estimated Cost**

   Click ➕ to add a new line for each travel expense: airfare, hotel, per diem, registration will all require a separate line.

   a. Select **Category** from the drop down box.
   b. Select **Type**, if applicable.
   c. Type **Description**, if applicable.
   d. Type **Amount**.

   More information to add additional Costs, press ➕. To delete a Cost, press ➖ on the row of the Cost you want to delete.

   - If you use the mileage or per diem **calculator** to estimate your costs, costs will automatically be calculated and displayed in the Estimated Cost Detail section.
   - **Mileage Calculator**
   - **Per Diem Calculator**

7. **Third Party Payment**  **Note:** This field is rarely used.

   a. If you have questions, please contact the Business Office.

8. **Trip Maximum**

   - Max Amt is the maximum amount of money that should be charged to this Chartfield for this trip. Entering an amount will not stop the system from making payments in excess of the maximum, though a warning will be issued.

9. **Chartfield**  **If you see data other than what is listed below, please change it.**

   Click ➕ to add a row to enter chart field information.
eTravel Request

a. **BU GL** (Business Unit General Ledger).
   - **UNIV**

b. **Org** (Organization).
   - **Enter the ORG that you use for travel and purchasing requests**

c. Fund.
   - **012400**

d. Select **Account**.

e. Type **Project** number, if applicable.

f. Type **Program**, if applicable.

g. Type **User Defined**, if applicable.

Trip **Maximum** (Maximum Amount), if applicable.

h. **Max Amt**
   - Max Amt is the maximum amount of money that should be charged to this Chatfield line for this trip.

i. **Percent**, leave this field blank.

10. **Comments**

    Only use this box if you have something out of the ordinary to communicate to the approver.

    a. Type the comment.

    b. Click **Add Comment**.

11. **If you have questions regarding the travel process, send an Email Notification**,

    a. Type travel arranger’s email address in the format **young.589@osu.edu or patterson.318@osu.edu**.

    b. Click **Send Email**.
12. Click **Save for later** and enter Attachments such as conference brochure or letters of invitation.

13. Click **Submit for Approval**

**More information**

- To save this travel request and complete it later, click **Save for later**

14. **Correct errors**, if applicable.

15. Review confirmation page.

**More information**

- Any alert or error messages will appear in red at the top of the page. To print the confirmation page for your records, click **Print Summary (pdf)** or **Print Summary (html)**. To return to the travel request and make changes, click **Cancel**.

16. Click **Submit for Approval**

17. You will receive an approval notification by Email.

18. Take your original travel receipts to the Business Office for final processing.
### Travel Request Form

**Form Information**
- T Numbers: 1
- Reference Numbers: 1
- Business Unit: 1
- Status: NEW

**Travel Request Information**
- **Traveler Info**
  - Employee ID: [Choose]
  - Lookup Employee ID
  - Traveler Name: [Enter last name, first name, with no space after the comma]
  - Traveler Email:
  - Traveler Phone: [Group Travel]
  - [Business Travel Request]

**Business Purpose of Trip**

**Funding Source:** [ ]
- Type of funding you intend to use (optional)

**Travel Locations**
- Departure Date: [MM/DD/YYYY] 12:00 PM
- Return Date: [MM/DD/YYYY] 12:00 PM
- Leave return date blank for one-way trips

**Departure City**
- [City]: Columbus, [State]: Ohio, [Country]: United States

**Destination Cities**
- [City]: [City Name], [State]: [State], [Country]: [Country]

**Estimated Cost**

<table>
<thead>
<tr>
<th>Category</th>
<th>Type</th>
<th>Description</th>
<th>Amount</th>
<th>Action</th>
</tr>
</thead>
</table>

- Estimated Total Cost: $[Estimated Cost]
- Estimated Details:
  - Transportation: $[Amount]
  - Lodging: $[Amount]
  - Registration Fees: $[Amount]
  - Others: $[Amount]
  - Sub-Total: $[Amount]
  - Third Party Payment: $[Amount]
  - Total Estimated Total Cost: $[Estimated Cost]

**Travel Charter Details**

**Attachments/Notifications**

**Comments**
- Comments longer than 254 characters will be truncated. If long comment is needed, please break it up into multiple comments.
- You have 254 characters left.

**Workflow Information**

**Request has not been submitted for Approval**

**Attachment**
- [Add Attachment]

**File Name**
- [File Name]
- [Description]
- [Action]

**Send Email**