

Department travel payment initiators

- 1) Enter all receipts, per diem, and other documentation directly into the travel system.
- 2) Enter a comment in the travel stating that it is ready for review
- 3) Save the transaction by clicking on “Save Changes”. **DO NOT CLICK “Save and Continue”**



- 4) Send an email to the BSC fiscal associate designated for their area letting them know that the travel reimbursement is ready for review.
- 5) **DO NOT SEND ORIGINALS TO OSP. They will review the documents attached in eTravel.**
- 6) If you have any questions or concerns regarding a travel transaction please feel free to contact Erica Conley.352 at 247-8835 or Kelley Maynard.52 at 247-7168.

Additional Entry Notes:

- The per diem calculator should be used when giving full per diem. Reduced/partial per diem needs a breakdown showing date, meal, and location. Per diem rates change quarterly, the use of the calculator will prohibit rate mistakes. The rate is based on days of travel not the day of entry.
- When reimbursing in addition to a cash advance, please add a category line in the reimbursement, line type should be “Other” and call it cash advance in the description. You will list it as a negative, ex. -1000. The total reimbursement should reflect the amount to reimburse. For OSP they require a new payment even when there is nothing to reimburse and it is only a reconciliation, so you may have a “\$0.00” amount. To only reconcile for UNIV with no reimbursement you will go into the original cash advance payment and add the receipts and click on “Cash Advance reconciled” and add repayment amount if need be. Click on “Save Changes”
- You cannot change a UNIV chartfield to OSP on the reimbursement. The T# would have had to be approved on OSP funding prior to the trip.
- If reimbursing meals by actual receipts, ITEMIZED receipts showing payment information is required.
- Please use the mileage calculator due to the rate change 1/1/13. Attach the map or odometer reading log validating the mileage. When using odometer readings date, location information and readings are required. There is a form that the traveler can use: http://controller.osu.edu/forms/TPE/Mileage_Log.pdf

BSC Fiscal Associates

- 1) Review the submission for policy compliance and completeness.
- 2) Communicate any changes to the department initiator and make necessary comments.
- 3) Change initiator name to BSC Fiscal Associate’s name to indicate that it has been reviewed.
- 4) Submit to traveler for approval. BSC will get the guest signatures if they have not already been provided.

BSC Approvers

- 1) Review documentation for policy compliance and completeness
- 2) Communicate changes/corrections to the BSC Fiscal Associate.
- 3) Approve when complete and notify OSP if appropriate for their final approval.