



The Ohio State University Pre-Trip Worksheet (eTravel System)

- This worksheet is an optional tool that may be used to help organize a traveler's pre-trip planning and subsequent entry into the eTravel System.
- The fields below permit hand-written or keyed entry by the user (see <http://controller.osu.edu/forms/forms.shtm#travel> for electronic version).
- Additional details/instructions may be included in the free form field on page 2.

| TRAVELER INFORMATION | | | | |
|----------------------|--|--------------|------------|--|
| Traveler Name: | | | | Travel Type (as applicable): <input type="checkbox"/> Group <input type="checkbox"/> Blanket |
| Affiliation: | <input type="checkbox"/> Faculty/Staff | Employee ID: | Vendor ID: | |
| | <input type="checkbox"/> Student <u>or</u> <input type="checkbox"/> Non-University | Email: | Phone: | |

| BUSINESS PURPOSE | |
|----------------------------|--|
| | |
| Funding Source (optional): | |

| TRAVEL LOCATIONS (see page 2 to add additional date/destination detail) | |
|---|-------------------|
| Departure Date/Time: | Return Date/Time: |
| Departure City/State/Country: | |
| Destination City/State/Country: | Destination 1 |
| | Destination 2 |

| ESTIMATED COST DETAIL (see page 2 to add additional cost detail) | | | |
|--|----|--|----|
| Transportation (Air) | \$ | Other | \$ |
| Transportation (Other) | \$ | Other | \$ |
| Meals | \$ | Third Party Payment | \$ |
| Lodging | \$ | <small>NOTE: Third Party Payment amount should be entered as a negative in order to be deducted from total estimated cost.</small> | |
| Registration | \$ | Total Estimated Cost | |
| | | Trip Maximum (if applicable) | |

| TRAVEL CHARTFIELD DETAIL (see page 2 to add additional chartfield detail) | | | | | | | | | |
|---|-----|------|---------|---------|---------|-------------|---------|---------|---------|
| BU GL | Org | Fund | Account | Project | Program | UserDefined | Max Amt | Percent | Est Amt |
| | | | | | | | \$ | % | \$ |
| | | | | | | | \$ | % | \$ |

| PRE-TRIP PAYMENTS TO BE PROCESSED IN THE eTRAVEL SYSTEM (see page 2 to add additional pre-trip payment detail) | | | | |
|--|---|---|------------|--|
| <input type="checkbox"/> *Prepaid Airfare (eTravel System Entry Instructions: Be sure to check the box for prepay in the Travel Request) | | | | |
| \$ | Agency Name: | Record Locator: | (optional) | |
| | Ticket Name: | | | |
| <input type="checkbox"/> Registration Fee (eTravel System Entry Instructions: Enter details shown below in the Payment Request) | | | | |
| \$ | Vendor ID: | | | |
| <input type="checkbox"/> Mail check | Payee Name (check issued to): | | | |
| <input type="checkbox"/> Hold Check | Payee Mailing Address: | | | |
| <input type="checkbox"/> Cash Advance (eTravel System Entry Instructions: Enter details shown below in the Payment Request) | | | | |
| \$ | Note: Traveler must sign the Cash Advance Form generated in the eTravel System prior to receiving cash advance. | | | |
| Eligibility Criteria: | <input type="checkbox"/> Student Traveler | <input type="checkbox"/> Faculty/Staff International Travel | | |
| | <input type="checkbox"/> Faculty/Staff Student Group Advisor | <input type="checkbox"/> Eligibility Exception (Dean/VP approval) | | |

| APPROVAL (optional – this section should be used as deemed necessary by the using department) | |
|---|-------|
| Approval Signature: | Date: |

ADDITIONAL DETAILS / INSTRUCTIONS (optional)