

Travel Reimbursement for those without Concur Access

Guest Inform	ation							
OSU ID#:	Affiliation to OSU:							
_	(inclu	de if known)					_	
Name				Ema	Email			
Mailing Addre	Nailing Address			City		State	Zip Code	
Dopartment (Contact Name			Donartn				
Department C	Contact Name			Бераги	nent Contact Email			
Travel Itinora	W. /							
Travel Itinera								
Date Travel Be	egins:	Da	te Travel Ends:		One Way Trip	□ Rou	nd Trip 🗆	
Travel from:					avel to:			
	ı	Please use Busines	s Purpose section for m	ore detailed or i	non-traditional itineraries.			
Meals: Select <u>e</u>	<u>either</u> Per Diem	or Actual C	ost for each day	of travel				
			per diem for mea					
					t amount for incidentals (taxes, tips, fees);	this can vary based	
on location of travel Date	l. First and last day Breakfast	of per diem are Lunch	at 75% of the location	on rate. Date	Breakfast	Lunch	Dinner	
Date	Claim First Day		Diffile	Date	Y/N	Y/N	Y/N	
	Y/N	Y/N	Y/N		Y/N	Y/N	Y/N	
	Y/N	Y/N	Y/N		Y/N	Y/N	Y/N	
	Y/N	Y/N	Y/N		Y/N	Y/N	Y/N	
	Y/N	Y/N	Y/N		Y/N	Y/N	Y/N	
	Y/N	Y/N	Y/N		Y/N	Y/N	Y/N	
	Y/N	Y/N	Y/N		Y/N	Y/N	Y/N	
	Y/N Y/N	Y/N Y/N	Y/N		Y/N	Y/N	Y/N	
Tueval 9 Fyma			Y/N			y of Per Diem?		
Claiming Meals		e Only			Per Di	iem Total:		
		a auests, a deta	iled receint is reauire	d. Alcohol pui	rchased cannot be reimbu	rsed by OSU.		
Date	Description of M		Meal Amount	Date	Description of	_	Meal Amount	
					Meals at Actual C			

Last updated: 01/26/2023 Page 1 of 2



Travel Reimbursement for those without Concur Access

Personal Ve	ehicle Mileage			
Date	Miles	Rate per Mile	Dollar Amount	
				IRS Private Vehicle Mileage Rates Jan. 1, 2023 - Present Rate: \$0.655/mile Jul. 1 - Dec. 31, 2022 Rate: \$0.625/mile Jan. 1 - Jun. 30, 2022 Rate: \$0.585/mile
	Personal V	ehicle Mileage Total:		

Other Travel Expenses				
Expense Type	Description	Date from	Date to	Amount
Airfare				
Airfare				
Lodging & Tax				
Lodging & Tax				
Ground Transportation				
Ground Transportation				
Car Rental				
Car Rental				
Parking				
Parking				
Other (Specify)				
Other (Specify)				
	Oth	er Travel Expenses T	otal Amount:	

All claimed expenses over \$25.00 must be substantiated by a detailed receipt. Receipts should include: date of purchase, vendor name, details on what is purchased, and a total amount of the purchase.

Business Purpose						
Required on all submissions; attach supporting documents (receipts, flyers, agendas, maps, et cetera) as needed						
Index	Account Code	Activity Code	Amount			
Total Amount:						

Last updated: 01/26/2023 Page 2 of 2