

eTravel Directions

etravel.osu.edu

DEPARTMENT OF ENGLISH



THE OHIO STATE UNIVERSITY

COLLEGE OF ARTS AND SCIENCES



Login Required

A login is required to access the requested service.

Ohio State Username

Enter your Ohio State Username (lastname.#).

Password or Passcode

BuckeyePass users, enter your Passcode.

Login



**VIEW SYSTEM STATUS
AND MAINTENANCE**

Need Help?

[Forgot your username?](#)

[Reset your password?](#)

[Need to activate your Ohio State Username?](#)

Other questions?

You will need your OSU name.# and password to access eTravel



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Travel Request Home

Actions

New

Create a new Travel Request.

Search

Search for existing Travel Requests.

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eTravel emails will only be sent to your osu.edu address (e.g. smith1@osu.edu). Medical Center employees need to go to my.osu.edu to set up OSU email forwarding to their Medical Center address (e.g. joe.smith@osumc.edu).

Once you log-in, you have the options to create a “New” travel request or “Search” for a preexisting request.



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Travel Request

Form Information

T Number: TBD Reference Number: TBD Business Unit: TBD Status: NEW Created Date: 1/9/2015

Travel Request Information

Traveler Info

Select Affiliation:

Employee ID: [Lookup Employee ID](#)

Traveler Name: Name must have format "Last,First Middle" with no space after the comma

Traveler Email:

Traveler Phone:

Group Travel Group Travel must consist of 10+individuals traveling to a common place for a common purpose, sharing a unique itinerary.

Blanket Travel Request

Business Purpose of Trip

If you click on “New”, you will be taken to your “Travel Request” page. Use the “Lookup Employee ID” link to find your name and OSU ID number which you can use to auto-fill the fields seen here.



Blanket 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:

No:	City:	State:	Country:
1	<input type="text" value="Columbus"/>	<input type="text" value="Ohio"/> ▼	<input type="text" value="United States"/> ▼

Destination Cities:

No:	City:	State:	Country:	Add/Delete:
1	<input type="text"/>	<input type="text" value="Choose"/> ▼	<input type="text" value="United States"/> ▼	<input type="button" value="+"/> <input type="button" value="-"/>

Estimated Cost

The next section allows you to provide the business purpose of your travel. This may take the form of, “I will be (presenting a paper/chairing a panel) at the _____ conference.) After you provide the business purpose of your travel, please let us know what funding source will be used to fund your travel, the dates of your travel and the departure and destination cities. If flying, the cities should match the city of the airport from/to which you will be flying.



Destination Cities:

No:	City:	State:	Country:	Add/Delete:
1	<input type="text"/>	Choose ▾	United States ▾	+ -

Estimated Cost

Estimated Cost Detail					
Category	Type	Description	Amount	Add/Delete	
+ Add Cost					

Estimated Cost Detail	
Transportation:	\$0.00
Meals:	\$0.00
Lodging:	\$0.00
Registration Fees:	\$0.00
Others:	\$0.00
Sub Total:	\$0.00
Third Party Payment:	\$0.00
Total Estimated Net Cost:	\$0.00

[Mileage Calculator](#) [Per Diem Calculator](#)

Third Party Payment

Amount: Source: Record any funding of the trip from a non-OSU source

Trip Maximum

Amount: Enter maximum payment amount for the trip. Leave blank if there is no maximum

Travel Chartfield Details

Next, please provide us with an itemized budget. Use the plus-button to add the first row of your budget. Drop down menus will be made available to assist in creating your budget. You also have fields to indicate if you will receive any funding from third parties (non-OSU) and a maximum amount that you will not exceed for this trip.



Estimated Cost

Estimated Cost Detail

Category	Type	Description	Amount	Add/Delete
Transportation ▼	Airfare ▼		500	+ -
Transportation ▼	Taxi ▼		50	+ -
Lodging ▼	Choose ▼		300	+ -
Registration ▼	Choose ▼		100	+ -
Other ▼	Other (Description Required) ▼	Bag fees	25	+ -

Estimated Cost Detail

Transportation:	\$550.00
Meals:	\$0.00
Lodging:	\$300.00
Registration Fees:	\$100.00
Others:	\$25.00
Sub Total:	\$975.00
Third Party Payment:	\$0.00
Total Estimated Net Cost:	\$975.00

Select the listed travel agency if prepayment is requested.

Select 'Other' if using PCard, PO or personal funds to procure expense.

Corporate Travel Planners (CTP) ▼

[Mileage Calculator](#)

[Per Diem Calculator](#)

Third Party Payment

Here is an example of an itemized budget that can be created in eTravel. You will see your budget summary to the right as you adjust your budget. When selecting the “Transportation” type of “Airfare” a field will appear asking you to indicate if you will pay your airfare through one of OSU’s Designated Travel Agencies. If you plan to use the PCard or be reimbursed, select “Other”.



Amount: Enter maximum payment amount for the trip. Leave blank if there is no maximum

Travel Chartfield Details

Split Chartfield by Percentage Amount

BU GL	Org	Fund	Account	Project	Program	User Defined	Max Amt	Percent	Estimated Amt	Add/Delete
+ Add Chartfield										
UNIV	05370	011000	Choose	05-DOE-J				100	\$975.00	+ -

Approvers

Approver Org	Approver Name
05370	Dantuono, Connie M (Level II)
	Jacobs, Nancy J (Level II)
	Miller, Mark Philip (Level II)
	Moddelmog, Debra Ann (Level II)
	Nisbet, John Ward (Level II)
	Williams, Andrea Nicole (Level II)

Attachments/Notifications

The next section is “Travel Chartfield Details” (accounting information)
Please enter the following: Org (05370), Fund (011000), Account (choose as appropriate). Only tenure-track faculty need to submit a “Project” value which will take the form of 05-DOE-J (05-Last name-first initial). If you experience any difficulty here, save your request and email English.fiscal@osu.edu for assistance.



Williams, Andrea Nicole (Level II)

Attachments/Notifications

Attachments

+ Add...

Uploaded File Info

File Name	Description	Action
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Comments

Comment longer than 254 characters will be truncated. If longer comment is needed, please break it up into multiple comments.

You have 254 characters left.

Add Comment

Workflow Information

Route Log

Request has not been submitted for Approval

Notification

Send form to my travel arranger for completion and review.
[Lookup Travel Arranger](#)

Email:

Save and Send Email

Travel Request Form Actions

Save for later

Save and Continue

Cancel

Next, click “Save for later” to enable the “Attachments” field which can be used to upload confirmation of your conference participation, airfare comparisons and/or any other documents that you feel may be helpful in processing your request. You can use the “Comments” section to the right to let us know what arrangements you will make for any teaching that will be missed. Lastly, click “Save and Continue”.



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Travel Request Submission

- **Request saved, but will NOT be submitted until you click the "Submit" button below.**

Actions

[Cancel Submit](#)

[Submit for Approval](#)

[Print \(PDF\)](#) [Print Summary \(html\)](#)

Messages

Approvers

Approver Org

Approver Name

You will be directed to the “Travel Request Submission” page to review your request. If the information you provided appears correctly, click on “Submit for Approval” and your request will be routed for processing.



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Travel Request Submission

Actions

[Email Notification](#)

[Print Summary \(html\)](#)

[Print Summary \(pdf\)](#)

Messages

Summary

Reference Number: R000352132

T Number: TBD

After submitting your request for approval, you will be taken to this confirmation page which provides you with a reference number (R#) for your request. A “T Number” will be issued and communicated to you via email as soon as your request is approved.



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You can return to the home page of eTravel by clicking on “Travel Request” at the top of the page. From here, you can click on “Search” to find your past travel requests for reference or in order to upload receipts for reimbursement.



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Travel Request Search

Search Parameters

T Number:	<input type="text"/>	R Number:	<input type="text"/>
Employee ID:	<input type="text"/> Lookup	Traveler Name:	<input type="text"/>
Status:	<input type="text" value="Choose"/>	Business Unit:	<input type="text" value="Choose"/>
Org:	<input type="text"/>	Project:	<input type="text"/>
Departure Date From (mm/dd/yyyy):	<input type="text"/>	Departure Date To (mm/dd/yyyy):	<input type="text"/>
Sort Field:	<input type="text" value="R Number"/>	Sort Direction:	<input type="text" value="Descending"/>
<input type="button" value="Search"/>	<input type="button" value="Reset"/>		

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From the search page, type your last name into the “Traveler Name” field and click “Search” to find all of your past requests.



Search Results: 1-8 of 8

T Number	R Number	Employee ID	Traveler Name	Departure Date	Return Date	Destination	Status	Created Date	Business Unit	Org	Project	Action
TBD	R000352177	05156803	Lovely,Wayne Glenn	01/09/2015 12:00 PM	01/10/2015 12:00 PM	, United States	CANCELLED	1/9/2015	UNIV	05370		View Travel Request
TBD	R000352132	05156803	Lovely,Wayne Glenn	01/09/2015 12:00 PM	01/16/2015 12:00 PM	Charleston, New Mexico United States	PENDING	1/9/2015	UNIV	05370		View Travel Request
TBD	R000339470	05156803	Lovely,Wayne Glenn	09/26/2014 12:00 PM	09/30/2014 12:00 PM	D, Hawaii United States	CANCELLED	9/25/2014	UNIV	05370		View Travel Request
TBD	R000338828	05156803	Lovely,Wayne Glenn	09/23/2014 12:00 PM	09/25/2014 12:00 PM	fd, Alaska United States	CANCELLED	9/22/2014	UNIV	05370		View Travel Request
TBD	R000338825	05156803	Lovely,Wayne Glenn	01/08/2015 12:00 PM	01/11/2015 12:00 PM	Vancouver, Canada	CANCELLED	9/22/2014	UNIV	05370		View Travel Request
TBD	R000338709	05156803	Lovely,Wayne Glenn	01/09/2015 12:00 PM	01/11/2015 12:00 PM	Vancouver, Canada	CANCELLED	9/21/2014	UNIV	05370		View Travel Request
TBD	R000338704	05156803	Lovely,Wayne Glenn			, United States	CANCELLED	9/19/2014				View Travel Request
TBD	R000338703	05156803	Lovely,Wayne Glenn	09/19/2014 12:00 PM	09/20/2014 12:00 PM	Columbus, Ohio United States	CANCELLED	9/19/2014				View Travel Request

After the results of your search populate, you can click on the link to the right of each request to view your travel request.



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Payment Request Home

Actions

Search for existing Payment Requests.

You can also search for past reimbursement requests by clicking on “Payment Request” at the top of any eTravel page.



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Payment Request Search

Search Parameters

T Number:	<input type="text"/>	R Number:	<input type="text"/>
Traveler Employee ID:	<input type="text"/>	Lookup	
Vendor ID:	<input type="text"/>	Vendor Name:	<input type="text" value="lovely"/>
Status:	<input type="text" value="Choose"/>	Business Unit:	<input type="text" value="Choose"/> For OSUMC, Use UNIV
Org:	<input type="text"/>	Project:	<input type="text"/>
Sort Field:	<input type="text" value="R Number"/>	Sort Direction:	<input type="text" value="Descending"/>
<input type="button" value="Search"/>	<input type="button" value="Reset"/>		

Search Results: 1-0 of 0

No Payment Requests matched your search

By typing your last name into the “Vendor Name” field and clicking “Search” you can locate any of your travel payment requests.

I hope this presentation was useful to you. Please email any questions or suggestions to English.fiscal@osu.edu.