

# Travel Request

## Form Information


T Number: TBD Reference Number: TBD Business Unit: TBD Status: NEW

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

## Travel Request Information

### Traveler Info

Select Affiliation: Choose 

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


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 Return date blank for one way trips

Departure City:

No.	City:	State:	Country:
1	Columbus	Ohio	United States

Destination Cities:

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

## Estimated Cost

Estimated Cost Detail						Estimated Cost Detail	
Category	Type	Description	Amount	Add/Delete			
+ Add Cost 					Transportation:	\$0.00	
					Meals:	\$0.00	
					Lodging:	\$0.00	
					Demonstration Fees:	\$0.00	

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

BU GL	Org	Fund	Account	Project	Program	User Defined	Max Amt	Percent	Estimated Amt	Add/Delete
+ Add Chartfield										

Attachments/Notifications

Attachments

Attachments cannot be added to this request until it has been Saved or Submitted

Uploaded File Info

File Name	Description	Action

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:

**Send Email**

Travel Request

