A https://etrave	el. <b>osu.edu</b> /travel/travelReq	uest.js??mum=&scid=			☆ ▼ C Scoule	P 🖡 🇌 🍕
Travel R	lequest					
orm Information						
T Number: TBD	Reference Number: TBD	Business Unit: TBD	Status: NEW			Print Summary (html) Print Summary (pdf
ravel Request Inform	ation					
Traveler Info						
Select Affiliation: Employee ID;	Choose .					
Traveler Name: Traveler Email:			Name must have format "Last, First Middle" with	no space after the comma		
Traveler Phone:						
	Group Travel					
	🔲 Olanket Travel Request					
Business Purpose o	of Trip					
Funding Source:	Ç	Type of funding you inter	int to use (optional)			
Travel Locations						
Departure Date (m	and the second	12.00 PM 💌	$\mathcal{O}$			
Return Date (mm/d	idiyyyy):	🚍 12:00 PM 💌	turn date blank for one way trips			
Departure City: No: Cit		State:	Country:			
1 Columbus	Ohio		United States			
Destination Cities:		A.L.				
No: Cè		State:	Country:	Add/Delete:		
A.	Choose	•	United States	• •		
timated Cost						

Category Type Description	Amount	Add/Delete	Transportation:	\$0.00
		Augrociere	Meals:	\$0.0
+ Add Cost			Lodging:	\$0.0

Third Party Payment	1	Total Estimated Net Cost: \$0.0	200
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			
ravel Chartheid Details			
BU GL Org Fund Account Project	Program User Defined Max	Amt Percent Estimated Amt	t AddDekte
+ Add Chartifield			
Lttachments.Notifications			
Attachments	Comments		
Attachments cannot be added to this request until it has been Saved or Submitted           Uploaded File Info           File Name         Description	Connect longer than 254 characters comment is needed, please break t You have 254 characters left.		
Norkflow Information Route Log	Notification		1
Request has not been submitted for Approval	Send form to my travel arranger for Lookup Travel Arranger Email:	completion and review.	

Travel Request	(TR	pns
O	2	Save and Continue
Save for lat	ler	Save and Continue



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