

## Department of Classics Travel Request Form

TO BE SUBMITTED **AT LEAST** TWO WEEKS IN ADVANCE OF TRIP

General Information		
Traveler Name:	<input type="checkbox"/> Faculty <input type="checkbox"/> Student <input type="checkbox"/> Staff	
Departure Date/Time:	Return Date/Time:	
Departure City:	Destination City:	
Conference Name:		
Conference Dates:	Are you presenting? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If not attending conference, purpose of trip:		
Detailed Business Purpose		
What is the purpose of the business trip?	Business trip only*	Please use the online booking tool <a href="#">Concur</a> to purchase your flight
	Business + Vacation*	Please call CTP at 855-784-9282 to purchase your flight
	Additional resources	<a href="#">Visit travel planning guide</a>
Additional Notes:		
Estimated Expenses		
Airfare:	\$ _____	
Rental Car:	\$ _____	Agency: <input type="checkbox"/> Enterprise <input type="checkbox"/> National
	Justification for Need:	
	<b>Note:</b> DW/CDW/LDW and liability insurance are required	
Personal Auto:	Driving? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>Note:</b> Mileage reimbursement is not to exceed cost of least expensive airfare	
Registration	\$ _____	
Per Diem:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Hotel:	\$ _____	Is a conference rate available? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Note:</b> Not to exceed either the conference rate or 1.5 times the federal rate for travel location	
	Are you sharing the hotel cost with anyone else? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, please provide name(s)/affiliation(s):	
Other:	Taxi/Subway/Bus: \$ _____	Tolls: \$ _____
	Parking: \$ _____	Miscellaneous: \$ _____
Additional Notes:		
Funding		
List funding sources:		

*If you need assistance with completing this form, please contact Khalid Jama.*

Please submit completed form with any other supporting documentation (i.e. **conference website, proof of conference acceptance, meeting invitation**, etc.) via email to [jama.10@osu.edu](mailto:jama.10@osu.edu) or drop off form at office at least two weeks prior to trip departure.

**\*When combining vacation in conjunction with business travel, airfare comparisons are required to show the cost associated with the business travel only. This can be obtained by calling CTP. Reasonable travel dates are considered the day before and the day after the conference/meeting for domestic trips and up to 2 days before and after the conference/meeting for international trips.**