



The Ohio State University

Pre-Trip Worksheet (eTravel System)

- This worksheet is an optional tool that may be used to help organize a traveler's pre-trip planning and subsequent entry into the eTravel System.
- Additional details/instructions may be included in the free form field on page 2.

TRAVELER INFORMATION				
Traveler Name:			Travel Type (as applicable): <input type="checkbox"/> Group <input type="checkbox"/> Blanket	
Affiliation:		Employee ID:		Vendor ID:
<input type="checkbox"/> Faculty/Staff				
<input type="checkbox"/> Student or <input type="checkbox"/> Non-University		Email:		Phone:

BUSINESS PURPOSE	
Funding Source (optional):	

TRAVEL LOCATIONS (see page 2 to add additional date/destination detail)	
Departure Date/Time:	Return Date/Time:
Departure City/State/Country:	
Destination City/State/Country:	Destination 1
	Destination 2

ESTIMATED COST DETAIL (see page 2 to add additional cost detail)			
Transportation (Air)	\$	Other	\$
Transportation (Other)	\$	Other	\$
Meals	\$	Third Party Payment	\$
Lodging	\$	<small>NOTE: Third Party Payment amount should be entered as a negative in order to be deducted from total estimated cost.</small> Total Estimated Cost Trip Maximum (if applicable)	
Registration	\$		

TRAVEL CHARTFIELD DETAIL (see page 2 to add additional chartfield detail)									
BU GL	Org	Fund	Account	Project	Program	UserDefined	Max Amt	Percent	Est Amt
							\$	%	\$
							\$	%	\$

PRE-TRIP PAYMENTS TO BE PROCESSED IN THE eTRAVEL SYSTEM (see page 2 to add additional pre-trip payment detail)			
<input type="checkbox"/> *Prepaid Airfare			
\$	Agency Name:	Record Locator:	(optional)
	Ticket Name:		
<input type="checkbox"/> Registration Fee (eTravel System Entry Instructions: Enter details shown below in the Payment Request)			
\$	Vendor ID:		
<input type="checkbox"/> Mail check	Payee Name (check issued to):		
<input type="checkbox"/> Hold Check	Payee Mailing Address:		
<input type="checkbox"/> Cash Advance (eTravel System Entry Instructions: Enter details shown below in the Payment Request)			
\$	Note: Traveler must sign the Cash Advance Form generated in the eTravel System prior to receiving cash advance.		
Eligibility Criteria:	<input type="checkbox"/> Student Traveler	<input type="checkbox"/> Faculty/Staff International Travel	
	<input type="checkbox"/> Faculty/Staff Student Group Advisor	<input type="checkbox"/> Eligibility Exception (Dean/VP approval)	

APPROVAL (optional – this section should be used as deemed necessary by the using department)	
Approval Signature:	Date:

ADDITIONAL DETAILS / INSTRUCTIONS (optional)