

The Ohio State University Post-Trip Worksheet (eTravel System)

- This worksheet is an optional tool that may be used to help organize a traveler's post-trip reimbursement and subsequent entry into the eTravel System.
- The fields below permit hand-written or keyed entry by the user (see http://controller.osu.edu/forms/forms.shtm#travel for electronic version).
- Additional details/instructions may be included in the free form field on page 2.

Traveler Name: Affiliation: Faculty/Staff	TRAVELER II	NFORMATIO	N							
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BUSINESS PURPOSE ACTUAL TRAVEL DATES & LOCATIONS (see page 2 to add additional date/destination detail) Departure Date: Departure Time: Return Date: Return Time: Departure City/State/Country: Destination 2 EXPENSE DETAILS (see page 2 to add additional expense detail) Transportation (Airfare - NOT PREPAID) Other Transportation (Other) Other Meals Other Registration Other Regis		Mailing Address:						1		
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	dvance issued to Traveler:			
	Expense	Receipt Submitted	Expensed Amount	
		Yes No		
Total of expenses	drawn from Cash Advance:			
ne 2 is larger than li I process for reimbu		\prime the traveler in the field to the righ	t with personal funds	

Note: This worksheet should not be used/signed in lieu of the Reimbursement Form generated in the eTravel system.

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

Approval Signature:

Date: