Agenda

- Introduction
- Travel Updates: What’s new?
- eTravel Reminders
- Concur Online Booking Tool
- Collaborative Discussion
What’s new in OSU Travel?

• Delta Leisure Discounts Now Available
• Carmen Training has moved to BuckeyeLearn
• Webinar/Recorded Travel Workshop Fall 2017
• Basic Economy Fares
• Updates to osutravel.osu.edu
eTravel Reminders:

• Select appropriate airfare payment method (Travel Agency/Other)

• Be sure to follow the university’s Institutional Data Policy, to ensure restricted data elements are not attached to eTravel

• Remember that attachments added to eTravel will not be communicated to other entities (AP, Travel Agency)
New eTravel Travel Request Approval Email

From: travel@osu.edu <travel@osu.edu>
Sent: Tuesday, August 1, 2017 2:33:02 PM
To: Buckeye,Brutus
Subject: Travel Request Approval: R000123456

Dear Brutus Buckeye,

Travel Request R000123456 initiated by John Smith for Brutus Buckeye has been approved. The travel authorization number is T000789101. Scroll down to view general details or click the following link to view the full Travel Request in the eTravel System:

https://etravel.osu.edu/travel/travelRequest.jsf?num=123456

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Review before you travel:

- OSU Business Travel Resource Guide
- Traveler Quick Tips
- International Restrictions & Warnings

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**Basic Economy Fares**

- Sold on Delta, American, United.
- Highly restrictive fares
  - Cannot be changed
  - No value if cancelled
  - No Assigned Seating
  - American & United: No overhead bin use

The University does not recommend purchasing these fares due to their significant restrictions.
Concur Online Booking Tool

• Tips for the seasoned user
  • Searching international flights
  • Basic Economy Class Warnings (Delta, American, United)
• Rental Car Contract Warning
• Flight cancellations
Concur Online Booking Tool

- Troubleshooting
  - “Inactive Profiles”
  - Online Help Desk: 1-877-727-5188

- Reminder: OSP/UNIV payment selection is critical. Always verify you are selecting the card that matches your Travel Request’s business unit
Housekeeping

• Goals:
  • Collaboration on best practices and processes
  • Participation across diverse areas
  • Constructive troubleshooting
  • Initiate and extending the conversation
Housekeeping

• Ongoing Feedback Options
  • Email: Travel@osu.edu
  • Phone: 614-292-9290
  • Travel Agency Online Feedback Form:
    https://controller.osu.edu/travelfeedback/TrvlFeedback
    bk.aspx
Collaborative Discussion Topics

• Travel Resources
  • Policy Help & FAQ
  • Job Aids
  • ASSIST
  • eReports
  • NewsLink
Collaborative Discussion Topics

• Policy
  • Mileage Reimbursements
  • Lodging (Thresholds, AirBnB)
  • Ground Transportation (Uber, Lyft)
  • International Flight Options
  • Accommodations Requests
  • Cost Comparisons
Collaborative Discussion Topics

• Travel Expenses
  • Advance Payments, Direct Bill
  • Rental Cars
  • Hotels
  • Airfare
  • Group Travel Arrangements
Advance Payments and Direct Bills

• **Advance Payment** (also referred to as prepayments) is a payment made in advance of the trip with university procurement methods (e.g. PCard, PO or travel system), for a travel related expense. Common examples include airfare and registration payments.

• **Direct Bill** is a process in which the travel agency (or other travel entity), advances payment on behalf of the university upon completion of the expense and bills the university for that payment. The travel expenses are typically not billed to the agency until after the stay, service or use has been completed. Common examples include hotel and rental car payments.
Questions & Feedback

Email: travel@osu.edu