

Guest Travel Information

Guest's Name

(as it appears on the government issued form of identification that will be shown at the airport)

Guest's email address

Guest's cell phone number

Guest's date of birth

Funding Source

Business Purpose:

i.e., (Name of guest) will be traveling to The Ohio State University to (description of activity)

Departure Date

Return Date

Important: University policy allows for travel to begin and end one day before and after the business purpose. If it is necessary to travel beyond these dates, please explain why. If personal travel is involved, please provide with the dates related to business purpose + personal dates, since admin person will need to complete an ASC Travel Comparison Form and applicable quotes are required, details above on section "Prepayments and Reimbursement/Expense Reports".

Departure City:

(If not departing/returning from Columbus please explain why not)

Return City

Total Estimated Cost: \$

Airfare/Personal Auto Mileage/Rental: \$

Does airfare need prepay?

Does lodging need prepay?

Hotel: \$ Hotel Name

(Please give a preferred hotel and a second choice so that a reservation can be made)

Mileage = total miles * \$0.70: \$

Rental Car: \$ Gas: \$

Shuttle, Taxi, etc.: \$

Parking: \$

Business Meal(s): \$

Honorarium: \$

Other: \$

NOTE: If driving (rental car or mileage) admin person will need ASC Travel Comparison Form and applicable quotes are required.