

**Ohio State University Department of Physics Open House  
For Prospective Graduate Students**

***Travel Guidelines***

- a. ***Your allowable travel expenses will be paid by the department.*** This includes a meal allowance for meals we don't provide for you, cab fare, and airport parking if you left your car at your airport. We will need receipts for all of these expenses so please save them.
- b. ***Airfare travel arrangements:*** The department can (and prefers to) prepay airline tickets for you, our student guest, and OSU has a contract with Uniglobe. From the information you provide on your RSVP form, Dana with Uniglobe Travel Designers will contact you with an airfare quote via email from [danac@gouniglobe.com](mailto:danac@gouniglobe.com) or you can call her at (800)966-6512. You will need to approve the airfare quote and provide Uniglobe with your date of birth and your name as it appears on your picture ID. A final ticket purchase confirmation will be sent to you again via email so please check your SPAM filters and if you can, please set your email to allow **gouniglobe.com** messages to be delivered. To keep our costs down, we must have your purchase approval back at least **8 days before your travel date** therefore please complete the online form or email or fax the RSVP Form to our office no later than Tuesday March 5<sup>th</sup> to allow us enough time to communicate with you and purchase your ticket. If you would prefer to purchase your airline ticket through your own local travel agency or via the internet, *please contact us at [gradstudies@physics.osu.edu](mailto:gradstudies@physics.osu.edu) before purchasing your own tickets for further information regarding our travel policy guidelines.*
- c. ***Driving your car:*** If you live nearby, you can drive to Columbus and we can reimburse you for your mileage at \$0.55 per mile. Reimbursement for coming from another state can only be reimbursed up to the least expensive airfare which is typically between \$300 - \$400. To help us with processing your reimbursement, we will ask for you to submit to us a map and route for your round trip showing your address and destination with mileage via email to us with a PDF or JPEG attachment. If this is your preference, please contact us for further details as we can accommodate those who do not wish to fly.
- d. ***Lodging:*** The department will reserve and prepay your hotel room which for the March open house will be at the Courtyard by Marriott in downtown Columbus located at 35 West Spring Street. RSVPs received after March 1<sup>st</sup> may require an alternate hotel location and for visitors visiting at on an alternate date, other hotel arrangements will be made. Hotel confirmation information will be emailed to you.
- e. ***Meals:*** During Open house, dinner on Thursday night and breakfast and dinner on Friday will be provided at no charge. You will be reimbursed a per diem allowance of \$14 each for breakfast and lunch and \$28 for dinner to cover other allowable meals (lunch Friday, meals on Saturday (if you stay over) or during travel). You do NOT need to save your meal receipts.
- f. ***Ground transportation:*** Most ground transportation in Columbus is either by taxi or hotel shuttle but you must obtain and ***keep original, itemized receipts for any transportation that you pay for so that we can reimburse you.*** When you arrive at the airport, we recommend taking a cab from the airport to your hotel and the cost is around \$25. ***Save your ALL of taxi receipts as we will reimburse your cab fares.*** While we can use your credit card statement, it is an exception to the University's travel policy and as such will require an additional exception form to be approved by the college fiscal officer and result in possible long delays in processing your reimbursement.
- g. ***Non-Resident Aliens:*** If you are a non-resident alien, please telephone us to see what special information is needed before travel can be approved for you.
- h. ***Guests:*** We are happy to accommodate a guest and they are welcome to share your hotel room as you will not be sharing rooms with other student guests. We are not able, however, to purchase an airfare ticket or reimburse any travel expenses for your guest. Your guest is welcome to join you for our opening presentations and dinner on Thursday as well as breakfast and the morning poster session the following day. The afternoon of your second day is for individual faculty or research group meetings. As you will likely be with other students meeting in a professor's office or lab, it

will be difficult to accommodate an extra person in some cases due to seating limitations. We will have a conference room set up for you or your guest to hang out in at any point in the afternoon as you finish with your individual meetings.

- i. **Departing from Campus:** If you will be departing from campus, you should check out of your hotel room and bring your luggage with you. We can store it for you in our front office area or one of our offices for the day. You can arrange to have a cab pick you up from our loading dock on 19<sup>th</sup> ave.
- j. **Reimbursement:** During your visit, you will receive an OSU folder which will have a form in it called “AP Compliance Form.” Please fill it out before you leave as we need this form in order to set you up in our accounting system as the first step to working on your reimbursement. Due to the large number of reimbursements we will need to process, we would prefer that you keep all of your receipts and scan them to email or fax them to us. Alternatively, you may leave your receipts with us and then send us via email attachment, fax or U.S. Mail your last cab fare or parking receipts after you return home.
- k. **Lost Personal Items:** The Department of Physics and the Ohio State University cannot be responsible for the loss of your personal belongings during your visit. We recommend that you do not leave your purse, back pack or lap top computers unattended during your visit and you will be responsible for keeping track of your personal items during the social events in the evenings.