


I WANT TO SPEND MONEY (except travel):

- go to www.erequest.osu.edu
- **all areas that have a red asterisk are required**
- business purpose should be written so that an individual unfamiliar to the organization's operation can understand **why** the purchase is being requested (not **what** is being purchased) and how it benefits the mission of the University
- indicate funding source in the section titled "Special Funding Instructions" (e.g., OSP project [provide project number], department research fund, startup fund, etc.)
- when purchasing something click on one of the selections under "buy something" (Standard Purchasing Request results in a purchase order; Purchasing Card Preferred when you want to use the P-card; Internal Order when using services provided by OSU, i.e., Uniprint)
- when complete click on "Continue", which will bring up a review screen
- click on "Submit for Approval"

PRE -TRAVEL (i.e., Travel Request - **required** prior to travel):

- go to <http://controller.osu.edu/>
- click on the blue "Travel" on the left side
- click on the "eTravel System" box (where this symbol is: ) to log in
- click on "**Login to eTravel System**" and log in
- click on "new" or "search" as appropriate
- utilize the "Funding Source" box (found under "business purpose" box) to **indicate which fund you are using** (startup fund, department research fund, OSP project [include project number], release time fund, etc.)
- if you are attending a conference or workshop, **provide the website link to the conference program in the comments section of the travel request form, or attach a conference/workshop announcement (i.e., a .pdf file)**
- if your travel dates extend outside of the conference dates (one day prior to/after for domestic travel, two days prior to/after for foreign travel) an explanation/justification is **required**.
- when you are ready to submit the travel request, **DO NOT CLICK ON "SAVE AND CONTINUE"!!!**. Instead, go to the "notification" box in the lower right hand corner and enter my email address (edbroke.7@osu.edu) and click on "send email".

POST-TRAVEL (i.e., Travel Reimbursement):

- contact Chris to schedule a time to review/submit reimbursement materials (i.e., receipts, cc statements, etc.)
- **must be submitted within 90 calendar days from return date of trip**