

THE OHIO STATE UNIVERSITY RESEARCH FOUNDATION

Travel Dept. – 1960 Kenny Road – Columbus, OH 43210 – (614)292-2126

Social Security #			Org No. (5 digits)	Fund (6 digits)	Account (5 digits)	Project (6-15 digits)	Program (5 digits)	User Def (6 digits)	Amount
Traveler's Name		Current Mileage rate as of 1/1/2007							
Month, Year									
Unit Name									

Travel Date	Time (overnight travel only)	Travel Points	Purpose of Trip	No. of Miles	Mileage Amount	Lodging	Meals			Misc. Expense	Total
							B	L	D		
		From:									
		To:									
		From:									
		To:									
		From:									
		To:									
		From:									
		To:									
		From:									
		To:									
		From:									
		To:									
		From:									
		To:									
		From:									
		To:									

	Total miles and amount:	Grand Total:
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Traveler's Signature _____ Date _____

Please attach to RF Travel form GA-002; enter total mileage and dollar amount on Personal Auto line, enter total of lodging & meals on Lodging line.