



## Objective

The purpose of this document is to provide guidance when traveling with family

When traveling for University business, you may take your spouse or other family member. However, the non-employee travel must be paid for personally. OHIO cannot incur any additional expenses as a result of the family travel.

## How to Book

You may book the employee airfare in Concur or by calling Christopherson Business Travel (CBT). Booking through Concur will incur a \$7.00 booking fee from CBT (Domestic). If you call CBT, the booking fee will be an agent-assist fee of \$22 (Domestic).

Once you have the business airfare booked, call CBT to arrange the non-employee travel. This can be the same call if you have booked the business airfare via a phone call to CBT.

The agent will assist getting the spouse on the same flight. CBT will notify the airline that the spousal ticket and the employee ticket are to be linked in the airline system so any changes would occur to both tickets. This airfare will incur another CBT booking fee.

## How to Pay

All business air travel must be charged to a University card. In Concur, the Central Travel Card (CTA) will be a drop-down option when you reach the payment step in booking. You may also pay with your own PCard or Travel card if you have one. However, the CTA is the preferred payment method for airline tickets. The CBT booking fee will be charged to the same card used to pay for the airfare.

The non-employee travel must be paid for with a personal card when booking. The booking fee from CBT will be charged to that personal card.

Any extra charges such as cribs in hotel rooms, car seats in rental cars, etc, must be paid for with a personal card before the business expense is charged to a University card.