

BASIC TRAVEL INFORMATION

Request for Travel Authorization

Prior to any travel, you need to fill out a Travel Authorization Form. Paper copies are located in the CEOAS Admin reception area and accounting office. On-line forms are on the CEOAS website under “Forms”:
<http://ceoas.oregonstate.edu/facultystaff/files/travelauthorization.pdf> and can be sent to the CEOAS Travel person via e-mail. travel@coas.oregonstate.edu

Completing this Travel Authorization Form should be done before making your airfare arrangements. This form provides the necessary information to authorize airfare, other travel expenses (e.g. conference registration), and to obtain prior approval from OSU Research Accounting for foreign travel. Foreign travel on NASA grants requires approval from the NASA Program Manager.

OSU has a contract with Azumano Travel Services. You are encouraged to use their services for airfare reservations and other travel arrangements (see login instruction sheet). This agency will direct bill the airfare. You may choose to purchase your own airfare but you will not be able to get reimbursed until after the trip is completed. OSU policy requires that you submit the on-line documentation showing the payment method and the itinerary.
OSU Passport Travel Portal: <http://pacs.oregonstate.edu/buyorange/>; click on “Travel Services”.

Contracted Agencies

Azumano Travel Services

Local Area: 541-757-9792

Toll Free: 800-334-2929

Fax: 541-758-1631

Email: azcorvallis@azumano.com

Enterprise Rental

541-758-0000

Use MyOSU portal- link to Enterprise or Azumano can direct bill a car along with your airfare.

Travel Reimbursement

Upon completion of your travel, you will need to fill out a Travel Reimbursement Worksheet (also available online) if you wish to get reimbursed for your expenses. The most common method of reimbursement is per diem for meals and incidental expenses. Receipts for lodging are **required** and reimbursement will be at actual cost up to the allowable per diem rate. Lodging tax is reimbursed separately as a miscellaneous expense.

The standard per diem rates for both In-State and Out-of-State travel are \$57/day for meals and incidentals (\$14.25 each for breakfast and lunch, \$28.5 for dinner) and \$128/day for lodging (excluding tax). Per diem for foreign travel is city, country, and date dependent. (http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/per_diem_us)

There is also an Out-of-State High Cities rate (see the travel technician for a list of cities) that may also be used for high cost locales. The rates are \$68/day for meals (\$17 each for breakfast and lunch, \$34 for dinner) and \$207/day for lodging (excluding tax). Conference hotels that are over the standard per diem rate **must** have documentation (e.g., conference brochure) showing that it was the conference hotel with dates of the conference and room rates clearly stated.

One-day trips (without an overnight) - Lunch is NOT reimbursable. Breakfast and dinner may be reimbursable if the beginning and ending times meet travel guidelines. Reimbursement may be actual cost with receipt or per diem allowance. This reimbursement is considered taxable income.

Mileage for travel is reimbursed at \$0.54/mile. Reimbursement for mileage outside of these areas can only be done at the minimal cost of round-trip airfare. Commercial ground transportation (bus, shuttle, taxi) requires receipts if over \$75; all other miscellaneous expenses require receipts if more than \$25. Some expenses, such as registration fees and hotel accommodations can be prepaid.

For additional information or answers to all of your travel questions, please contact the Travel Desk in the accounting office at 737-2792 or travel@coas.oregonstate.edu .

Effective 11/21/16