

Receipt Requirements for Personal & Travel Reimbursement

Receipt Requirements Based on Type of Expense and Dollar Amount			
X = receipt required	< \$25	\$25-\$75	≥\$75
Hotel/Lodging ¹	x	x	x
Airfare	x	x	x
Conference Registration	x	x	x
Rental Car ²	x	x	x
Gas for rental car	x	x	x
Hosting Group Dinner ³	x	x	x
Field Work Supplies	x	x	x
Expenses Unrelated to Travel	x	x	x
Groceries ⁴	x	x	x
Baggage Fees		x	x
Parking Fees Related to Travel		x	x
Internet Access fee		x	x
Visa/passport expenses ⁵		x	x
Road/bridge Tolls		x	x
Other Misc. <u>Travel</u> Expenses		x	x
Taxi Fare ⁶			x
Shuttle/Bus/Train			x
Personal Meals During Travel ⁷	N/A-Claim Per Diem		
Gas for personal car	N/A-Claim Mileage		
Foreign Transaction Fees	N/A-Bank Statement Required		

- See table to the left on how to determine whether a receipt is required for reimbursement of an expense.
- Where receipts are required, you must provide an original, itemized receipt showing proof of payment.
- If you are unable to provide an original itemized receipt, you must provide reasonable justification of your inability to do so. These instances will be approved by the Business Center on a case-by-case basis. In these cases you may also be asked to complete a lost receipt affidavit and/or provide a copy of your bank statement showing proof of payment.
- If receipts show amounts in foreign currencies, you will be reimbursed using the exchange rate listed on Oanda.com at the date of the transaction or based on the amounts listed on the traveler's bank statement.

Email Questions to
Travel@coas.oregonstate.edu

¹ A receipt is required, even when claiming per diem. Lodging expense over per diem will only be approved and reimbursed on a case-by-case basis. Traveler must provide reasonable justification for the extra expense. Hotel taxes and fees in the U.S. are not included in the per diem amount and can be reimbursed separately from per diem. For foreign lodging, taxes and fees are included in the lodging per diem.

² Per OSU policy, travelers will only be reimbursed for a compact or economy rental car. Traveler must provide reasonable justification to be reimbursed for a larger model and/or any add-ons (e.g., GPS).

³ Hosting of group dinners for CEOAS guests should be pre-approved by the Executive Assistant to the Dean. All hosted dinners require a list of attendees and an itemized receipt. The cost per person should be consistent with established meal per diems. Alcohol is not a reimbursable expense but tips are reimbursable up to 15%.

⁴ Groceries should typically be purchased in only two situations: 1) For the purpose of hosting a group dinner-In that case, see the receipt requirements for hosting a group dinner. 2) To provide meals during travel. In most cases, the traveler should claim per diem. Groceries will only be reimbursed up to the amount that the traveler could have claimed per diem. The purchase of alcohol is not reimbursable.

⁵ Fees associated with expedited processing of the visa/passport are not reimbursable on grant funds. Visas for the purpose of gaining employment in the U.S. are not reimbursable on grant funds.

⁶ Tips on taxi fare are not a reimbursable expense.

⁷ Tips and taxes are included in meal per diem. If conference registration includes meals, those meals cannot be claimed for per diem.