BASIC TRAVEL INFORMATION

Request for Travel Authorization
Prior to any travel, you will need to fill out our Travel Authorization Form. This online form is found on the CEOAS website under “Forms”: https://ceoas.oregonstate.edu/facultystaff/handbook/. Once you have filled it out, put the index for the expenses, the amount that is approved to be spent for the trip, and both signatures are on it, you can send it to the CEOAS Travel Administrator via e-mail at 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 OSRAA 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. This agency will direct bill the airfare, but they can also direct bill your Oregon Express Shuttle or rental car reservations, as well as any PDX hotel you may need. 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.

Personal Travel Combined with Business Travel
Please note that if you are wanting to add Personal/Vacation Days to either end of your OSU Business Trip, it is required that you request a quote for airfare before you go on the trip, for just the days that would be OSU Business. If your airfare costs more, due to the additional days/dates or legs added then you will be responsible for that extra expense.

Contracted Agencies:

**Azumano Travel Services**
Local Area: 541-757-9792
Toll Free: 800-334-2929
Fax: 541-758-1631
Email: azcorvallis@ciazumano.com

**Enterprise Car Rental**
541-758-0000
Use MyOSU portal- link to Enterprise
or Azumano can direct bill a car with your airfare.

Travel Reimbursement
Upon completion of your travel, you will need to fill out our CEOAS Travel Reimbursement Form. This is also found on our CEOAS “Forms” webpage: https://ceoas.oregonstate.edu/facultystaff/handbook/. 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. OSU Policy states that you have 60 Days from the last date of your trip to hand in your travel reimbursement request.

The OSU standard per diem rates for both In-State and Out-of-State Low Cost Cities travel are $60/day for meals and incidentals ($15 each for breakfast and lunch, $30 for dinner) and $135/day for lodging (excluding tax). If you are staying in an High Cost city in the US, then the rate would be $71/day for meals and $216 for lodging. The OSU meal per diem is always 25% of the rate for breakfast, 25% for lunch and 50% of the rate for dinner. Per diem for foreign travel is city, country, and date dependent. OSU Per Diem Rate

Meals on a One Day Trip (No overnight lodging – FIS 410-29)
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 a rate of $0.580/mile as of 1/1/19. Reimbursement for mileage outside of these areas can only be done at the minimal cost of round-trip airfare. Please see our CEOAS Receipt requirements for all expenses. 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 Administrator in the CEOAS Accounting office at 737-2792 or travel@coas.oregonstate.edu.

Effective 01/09/19