

**\*\*\*\*Before You Make  
Travel Arrangements \*\*\*\***

Do you have approval from your Supervisor and OSRAA (if needed)?

Does the Fly America Act apply? (Foreign Travel Only)

Foreign travel – Have you accessed the OSU Risk Management website to register your trip? Purchased additional insurance? Checked the latest information on safety tips and warnings for your destination?

Does your Airfare Approver know the index to bill airfare charges?

Do you know the Per Diem Rates and Maximum Lodging Rates for your destination?



## Checklist for Reimbursement

- Agenda / Meeting Announcement / Conference Itinerary**
- Copy of Conference Registration**
- Lodging Receipt**
  - Must show method of payment
- Airfare Receipt**
  - Must show method of payment
- Ground Transportation Receipt**
- Itemized Meal Receipts**
  - **ONLY IF HOSTING**
- Fuel Receipts**
  - **Rental Car Only**

## Travel 101

Policies, Procedures and How to Make Reimbursements Painless



From the desk of:  
Chelle Boswell  
AMBC Newport



## Transportation

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### Airfare

- \*Airfare can be direct billed through one of the contract agencies for any OSU employee, student or invited guest.
- \*Direct billed airfare requires authorization from your department's airfare approver.
- \*Communicate with your department approver before finalizing your itinerary.

### *Paying out-of-pocket for airfare?*

- \*You cannot be reimbursed until trip is completed.
- \*Change fees cannot be reimbursed unless directly related to OSU business.
- \*Only regular, coach class fares are reimbursable.

### Rental Car

- \*Direct bill with Enterprise or National available for OSU employee, student and invited guest.

### *Paying out-of-pocket for rental car?*

- \*Compact or Economy only.
- \*Check with travel administrator regarding insurance requirements.

### **Other Transportation Options (Train, Personal Vehicle, etc.)**

- \*Allowable provided costs are economical and reasonable.

### **Combining Business Travel with Personal Travel?**

Contact your travel administrator for receipt requirements and comparison quote options.

## Lodging

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- \*Lodging rates are based on location of accommodation – not meeting or conference.
- \*Conference exception must show single rate. Must be conference location, not suggested or preferred accommodation.
- \*Maximum lodging rates for U.S do not include taxes. Maximum rates for foreign locales include taxes.
- \*PCard can be used for lodging – OSU EMPLOYEE ONLY! Maximum lodging rates still apply.
- \*Airbnb is allowable. Receipt must show method of payment and rate for single - unless sharing with other OSU sponsored attendees.

## Per Diem

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- \*Rates based on accommodation location.
- \*Cannot be reimbursed for meals included with lodging or provided during conference/meeting.

## Conference Registration

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- \*Allowable on PCard
- \*May not charge extras – Ex: Fun Runs, Excursions, T-Shirts

## Incidentals

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- \*Most incidental expenses are covered in Per Diem calculation – tipping, dry cleaning, etc.
- \*Wi-Fi access reimbursement requires receipt.

## Policies

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- \*Travel reimbursement with all documents must be submitted within 60 days of completion of travel.
- \*Failure to meet submission deadline may result in issuance of an MOU, reimbursement being taxable per IRS rules and/or denial of reimbursement.
- \*Reimbursements cannot be issued for prior fiscal year (all travel prior to June 30<sup>th</sup> must be submitted before year end close).

## Helpful Information

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- \*Mileage only trips (day trips) should be submitted monthly for reimbursement.
- \*Receipts submitted for hosting expense must include itemized receipt (no alcohol purchases allowed on grant or state funds – gift account only).
- \*Per Diem and Lodging rates change from year to year and vary depending on dates of travel. Check reimbursement tables frequently.

## QUESTIONS?

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