

Travel 101

Policies, Requirements and How to Make Reimbursements Painless

Policies

- Travel must be submitted within 60 days of completion.
 - 1st offense – warning
 - 2nd offense – issuance of MOU (signed by traveler, supervisor and Business Center)
 - MOU remains in effect for 2 years
 - 3rd offense – may result in denial of travel claim
- All travel completed by June 30th must be reimbursed by end of fiscal year.
 - Important to remember related to field work.

Travel Approval

- Every travel requires pre-approval
 - Level of pre-approval is driven by funding source and destination
- Minimal approval – Supervisor
- PI approval – funding source

Travel Approval – Foreign Travel

- Grant Funding
 - Supervisor / PI
 - OSRAA
 - Fly America Act
- State Funding
 - Dean
 - Supervisor

Travel Approval – Out of State

- All Funding Sources – Grant, State Fund, Gift Account
 - Supervisor / PI Approval

Travel Approval – In-State

- All Funding Sources – Grant, State Funds, Gift Account
 - Supervisor / PI Approval

Airfare Approval – All Situations

- Travel approval must be obtained prior to booking
- Airfare authorizer must receive approval from Supervisor or PI prior to authorizing purchase from contract agency.
 - Approval must include index and purpose

Airfare Approval – Foreign Travel

- Grant Travel – Approval must be obtained from OSRAA prior to making travel arrangements.
 - Approval must include index and purpose
 - OSRAA determines Fly America Act applicability – must adhere to Fly America Act if any portion of reimbursement is being paid by applicable grant (regardless of funding source for airfare).
- State or Gift Funds – Supervisor or PI approval
 - Approval must include index and purpose
- Approval must be received by Airfare authorizer prior to authorization of ticket.

Types of Travel - Reimbursement Requirements

- Field work
 - Requires statement of scope
- Meeting
 - Requires meeting agenda / announcement / invitation
- Conference
 - Requires copy of registration
 - Copy of Agenda / Itinerary
 - Cannot reimburse registration prior to event
 - Cannot reimburse for extras – i.e. T-Shirts, Special Trips, Events
 - Conference Registration eligible to be paid on PCard

Rental Car – Reimbursement Requirements

- Enterprise – Direct Billed
 - Fuel receipt required
- Rental Car not direct billed
 - Fuel receipt required
 - CDW/LDW reimbursement allowable (if not using State Enterprise Contract)
- Parking receipts required

Personal Vehicle Travel – Reimbursement Requirements

- Mileage must be supported by source, i.e. Google Maps, odometer readings
- Mileage only – based on current mileage rate
 - Cannot claim fuel
- Parking receipts required

Per Diem

- Calculated based on location – evening
- Calculated based on departure time and return time
- Conference / meeting meals
 - If meal is provided – cannot claim Per Diem
 - Conference Itinerary required
- Hosting
 - Must include itemized receipt – per diem rates apply
 - No Alcohol purchases on grant or state funding

Lodging

- Maximum rate allowance based on hotel location – not conference location.
 - In U.S. – maximum allowance does not include taxes and fees
 - Outside U.S. – maximum includes taxes and fees
- Lodging receipt must include:
 - Method of payment
 - Single rate
 - Exception – sharing lodging with another participant
 - Spouse / guest sharing lodging – must provide single occupancy rate

Lodging - Alternatives

- Airbnb is allowable
 - Receipt must show method of payment
 - Single occupancy rate unless sharing with other participants
 - Maximum lodging rates apply
- Non-commercial options
 - Family / Friends – \$25.00 per day

Lodging – Conference

- Conference Hotel Exception – must be physical location of conference
 - “Preferred” or “Recommended” status is not enough to justify rate higher than maximum allowable.
- Must provide single occupancy rate if shared room with non-conference participant (guest, spouse, child).

Lodging – Pcard use

- Procurement Card can be used to pay for lodging for EMPLOYEE ONLY
 - Pcard cannot be used to pay for lodging for guests, speakers or any non-employee, including volunteers.
 - Pcard cannot be used to pay for shared lodging if any participant is not an OSU employee.
- Maximum rates apply

Incidental Expenses

- Most incidental expenses are part of Per Diem calculation
 - Examples include Dry Cleaning, Tip for Taxi
- WiFi access is reimbursable (with statement of need)
 - Requires receipt and business purpose

Ground Transportation

- Taxi, Shuttle, Mass Transit are reimbursable expenses
 - Receipt preferred
 - Over \$75.00 – required
- Tipping taxi driver – not a reimbursable expense

TRES – Your Friend (and mine)

- No Auto Notification
- Dates cannot conflict
 - Tip – single night stay in Portland for early morning flight – enter as no overnight stay – i.e. overnight in PDX on 1/1/16 to 1/2/16, enter in first line of itinerary as 1/1/16 to 1/1/16 Portland and 1/2/16 as destination.
- Do not change Per Diem rates – you can remove entire meals
- Trip description should be brief
 - i.e. attend “Conference Name”, Field work related to Japanese Tsunami Marine Debris, etc.
- Business Purpose / Notes
 - Include method of transportation if not claiming mileage or airfare
 - i.e. transportation provided by department vehicle or another conference attendee.
 - Include overnight lodging explanation if not claiming lodging expense
 - i.e. lodging provide by family or friends, lodging paid by another attendee (J. Doe)

Additional Information

- Maximum lodging allowance and Per Diem rates change frequently.
 - Rates can be different for different times of the year
 - Check before you make lodging reservations
- Obtaining a conference itinerary after the conference can be difficult – websites are often shut down once conference is complete. Save a pdf copy of the itinerary for submission with reimbursement request.
- Original receipts required

Thank you for attending

- If you have any questions – please ask. If I don't know the answer, I can reach out for a determination before you incur any expenses.
- I can be reached at:
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- Or stop by the AMBC Newport Business office